Item 1

Travis County Commissioners Court Agenda Request

Voting Session 9/15/2009 (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:

Receive Comments regarding request to temporarily close Bridge 113 over Walnut Creek on Old Manor Road, in Precinct One for construction of roadway approaches to the proposed new bridge beginning on or about February 1, 2010 and continuing through April 30, 2010 or until construction is completed.

C. C. Approved by: _____
Ron Davis, Travis County Commissioner, Precinct One

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.

Don Ward, TNR (854-9317) David Greear, TNR (854-7650)	Greg Hamilton, County Sheriff, (854-9770) TCSO Dispatch (974-0800)
Joe Hall, TNR. (854-7648) Cheryl McVey, TNR Dispatch (854-9433)	Austin Fire Dispatch (974-0400)
Manor I.S.D. (278-4085) Steve Manilla, TNR (854-9429)	

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 the backup memorandum and exhibits, should be submitted to the County Judges 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 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 -4697

MEMORANDUM

August 24, 2009

TO: **Members of the Commissioners Court**

THROUGH: Joseph P. Gieselman, Executive Manager

FROM: Steve Manilla, P.E.
Director, Public Works Division

SUBJECT: Temporary Closure of Old Manor Road at Bridge 113 Over Walnut Creek for Construction of Roadway Approaches to the Proposed New Bridge.

PROPOSED MOTION:

Receive Comments regarding request to temporarily close Bridge 113 over Walnut Creek on Old Manor Road, in Precinct One for construction of roadway approaches to the proposed new bridge beginning on or about February 1, 2010 and continuing through April 30, 2010 or until construction is completed.

SUMMARY AND STAFF RECOMMENDATION:

Staff recommends closing Old Manor Road at the bridge for the construction of the approach roadways to the new bridge. Construction is scheduled to begin on or about February 1, 2010 and continue for an estimated 90 days to April 30, 2010, or until construction is complete. The road closure at the bridge is required for the construction of the approaches to the new bridge.

ISSUES AND OPPORTUNITIES:

The road closure is necessary for the construction of the roadway approaches to the new bridge. The proposed bridge will be parallel to the existing historic bridge on Old Manor Road.

Closing the road will allow the project to be completed safely, less expensively and more quickly. Traffic will be detoured onto Commercial Park drive, Springdale and US highway 290. The school district, Travis County Sheriff's Office, and emergency services agencies have been notified of this recommendation.

TNR will withdraw this request from the Court's agenda prior to the date of the voting session if after the public hearing the Court decides not to approve the road closure or delay its decision until a later date.

Early in the design process, TxDOT needed to know if a road closure would be allowed because it directly affects how the construction documents will be prepared. Based on the Court's

approval of the closure of Bridge 112 (which is approximately one thousand feet east of this bridge) in 2005, TNR advised TxDOT that it would recommend the closure to the Court. If the road can not be closed, TxDOT will need to revise its design plans and the project cost is anticipated to increase substantially.

BUDGETARY ISSUES:
This closure will require some work by Travis County road maintenance crews to post public notices. Necessary detour routing signs will be installed by the contractor.

REQUIRED AUTHORIZATIONS:
This recommendation is made in accordance with Chapter 251 of the Transportation Code.

BACKGROUND:
None.

EXHIBITS:
Map showing detour route.

cc: Don Ward
Steve Sun, Mo Mortazavi
David Greear, Joe Hall
Howard Herrin

INSERT EXHIBIT MAP HERE

STATE OF TEXAS §
§
COUNTY OF TRAVIS §

ORDER _____

WHEREAS, Transportation and Natural Resources has recommended a temporary road closure of Old Manor Road at Bridge 113 over Walnut Creek; and

WHEREAS, a public hearing was held on September 8, 2009 in the Commissioners' Court of Travis County, Texas, following required advance notice prior to the approval of this Order; then

BE IT THEREFORE ORDERED by the Commissioners' Court of Travis County, Texas, that the following road be temporarily closed as listed below:

PRECINCT ONE:

OLD MANOR ROAD	Temporarily close Old Manor Road at the location of Bridge 113 over walnut Creek for the construction of the approaches to the new bridge beginning on or about February 1, 2010 and continuing through April 30, 2010, or until construction is completed.

PASSED AND ADOPTED THE _____ DAY OF _____, 2009.

_____
Samuel T. Biscoe
County Judge

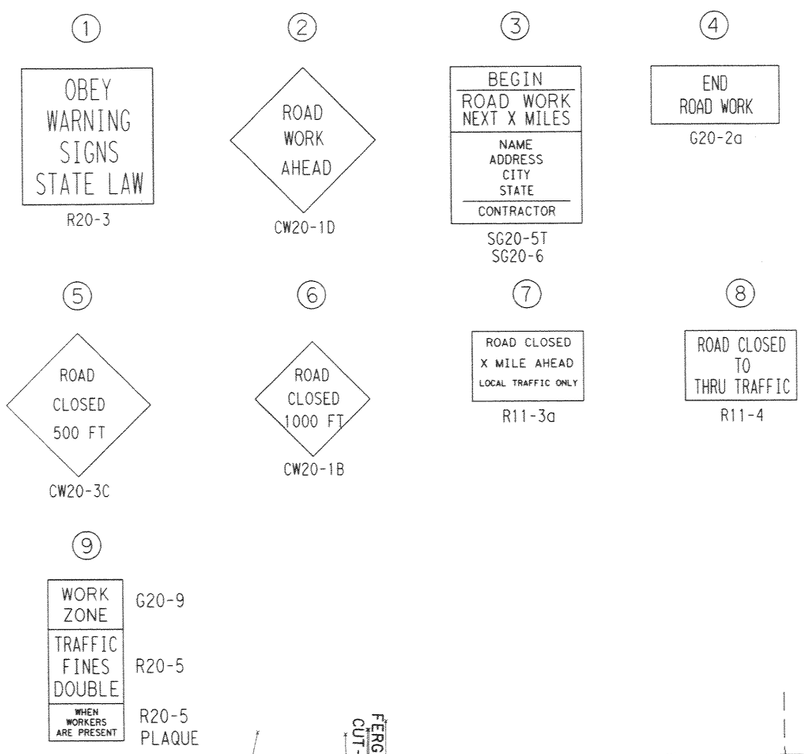
_____
Ron Davis
Commissioner, Precinct 1

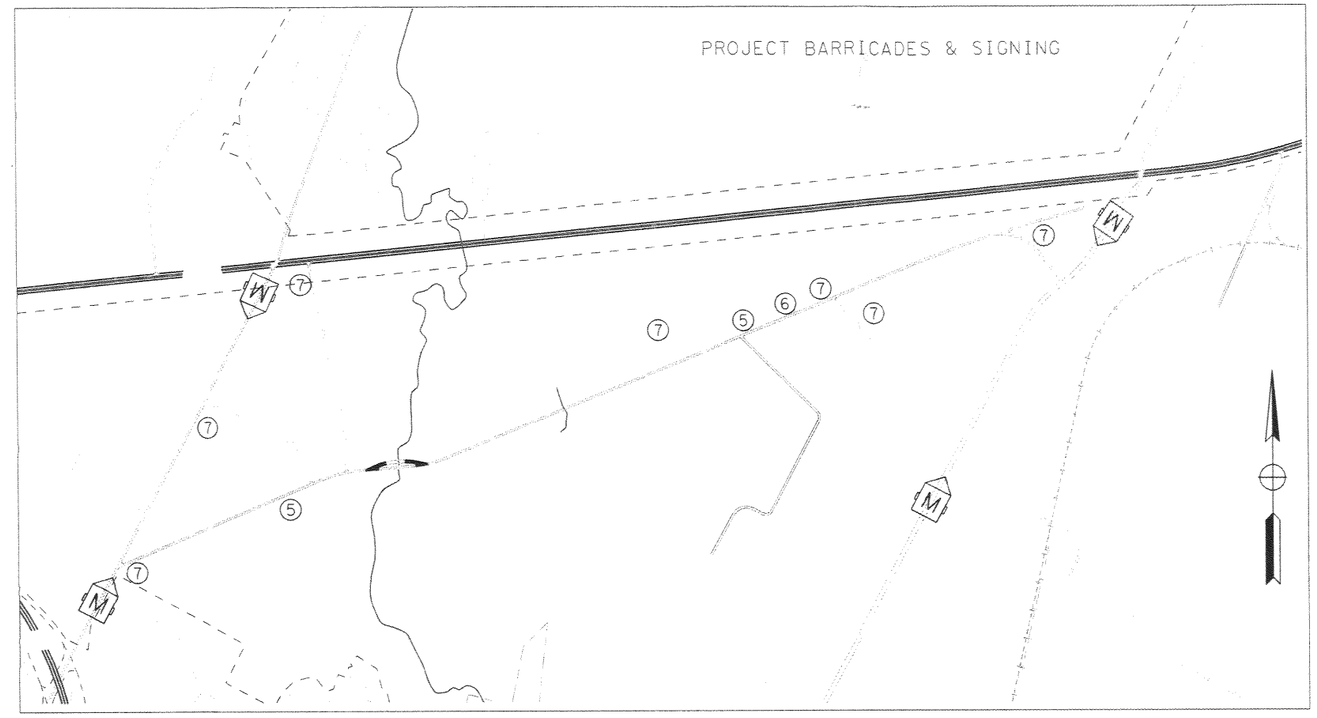
_____
Sarah Eckhardt
Commissioner, Precinct 2

_____
Karen Huber
Commissioner, Precinct 3

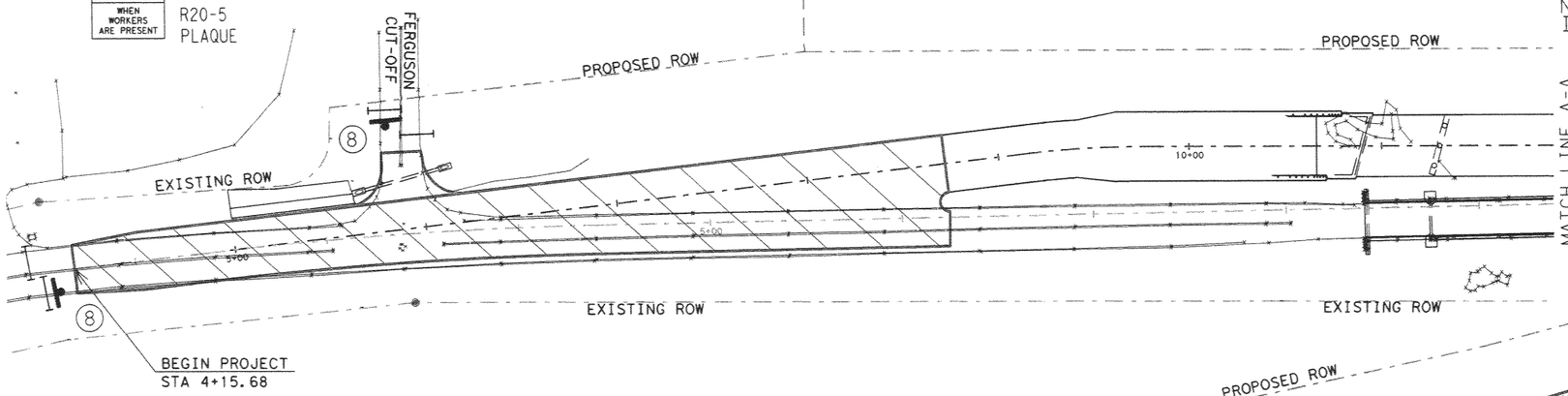
_____
Margaret Gomez
Commissioner, Precinct 4

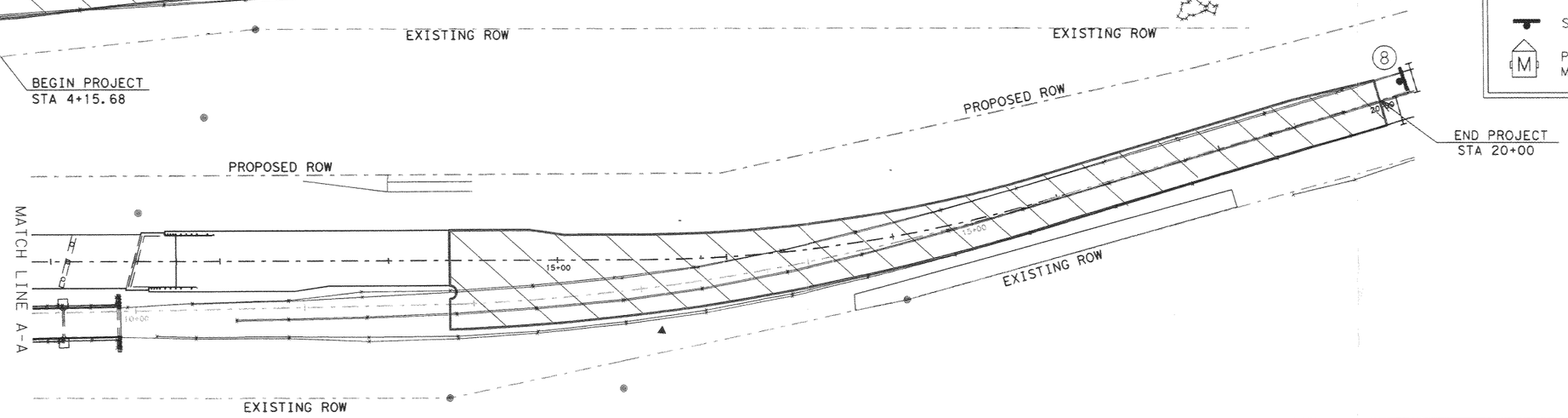
Last Updated 09-03-09 at 4:52pm





NOTE: ALL SIGNS FROM PHASE I TO REMAIN IN PLACE FOR DURATION OF PROJECT.





LEGEND

- WORK AREA
- TY III BARRICADE
- CHANNELIZING DEVICE
- DIRECTION OF TRAVEL
- SIGN
- PORTABLE CHANGEABLE MESSAGE SIGN

OLD MANOR RD TRAFFIC CONTROL PLAN (PHASE II)

© 2009 Texas Department of Transportation

SHEET 2 OF 3

FHWA TEXAS DIVISION	FEDERAL AID PROJECT NO.		SHEET NO.
	BR 2004 (691)		13
STATE	DISTRICT	COUNTY	
TEXAS	14	TRAVIS	
CONTROL	SECTION	JOB	HIGHWAY NO.
0914	04	203	CR

5

Travis County Commissioners Court Agenda Request

Voting Session: September 8, 2009 (Date) Work Session: _____ (Date)

I. A. Request made by: Sherri E. Fleming Phone: 854-4100
(Signature of Elected Official/Appointed Official/Executive Manager/County Attorney)

B. Requested Text:

Receive Update on Pandemic Flu and H1N1 from Austin Travis County Health and Human Services Department.

Approved by: _____
Signature of Commissioner(s) or County Judge

_____
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)

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

RECEIVED
COUNTY JUDGE'S OFFICE
09 SEP -3 PM 1:24

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.

Last Updated 09-03-09 at 4:52pm

Austin/Travis County Health and Human Services Department

The role of public health is to:

PROMOTE community-wide wellness,

PREVENT disease, and

PROTECT the community from infectious diseases, environmental hazards, and epidemics

Pandemic Flu – H1N1

Travis County Commissioners Court
September 8, 2009

David Lurie, Director

Pandemic Flu

Pandemic Flu	**Explosive global events**	**No Vaccine**	**Virus a threat to healthy persons**
Seasonal Flu	**Outbreaks caused by variations of viruses that have circulated previously; many people have some immunity**	**Vaccines are easier to develop/ readily available**	**Virus is less virulent; greatest threat to 'at-risk' populations**

20TH CENTURY PANDEMICS

1918-19 "Spanish flu" A(H1N1)
675,000 deaths in US: est. 50 million worldwide

1957-58 "Asian flu" A(H2N2)
70,000 deaths in US: 1 million worldwide

1968-69 "Hong-Kong flu" A(H3N2)
34,000 deaths in US: 700,000 worldwide

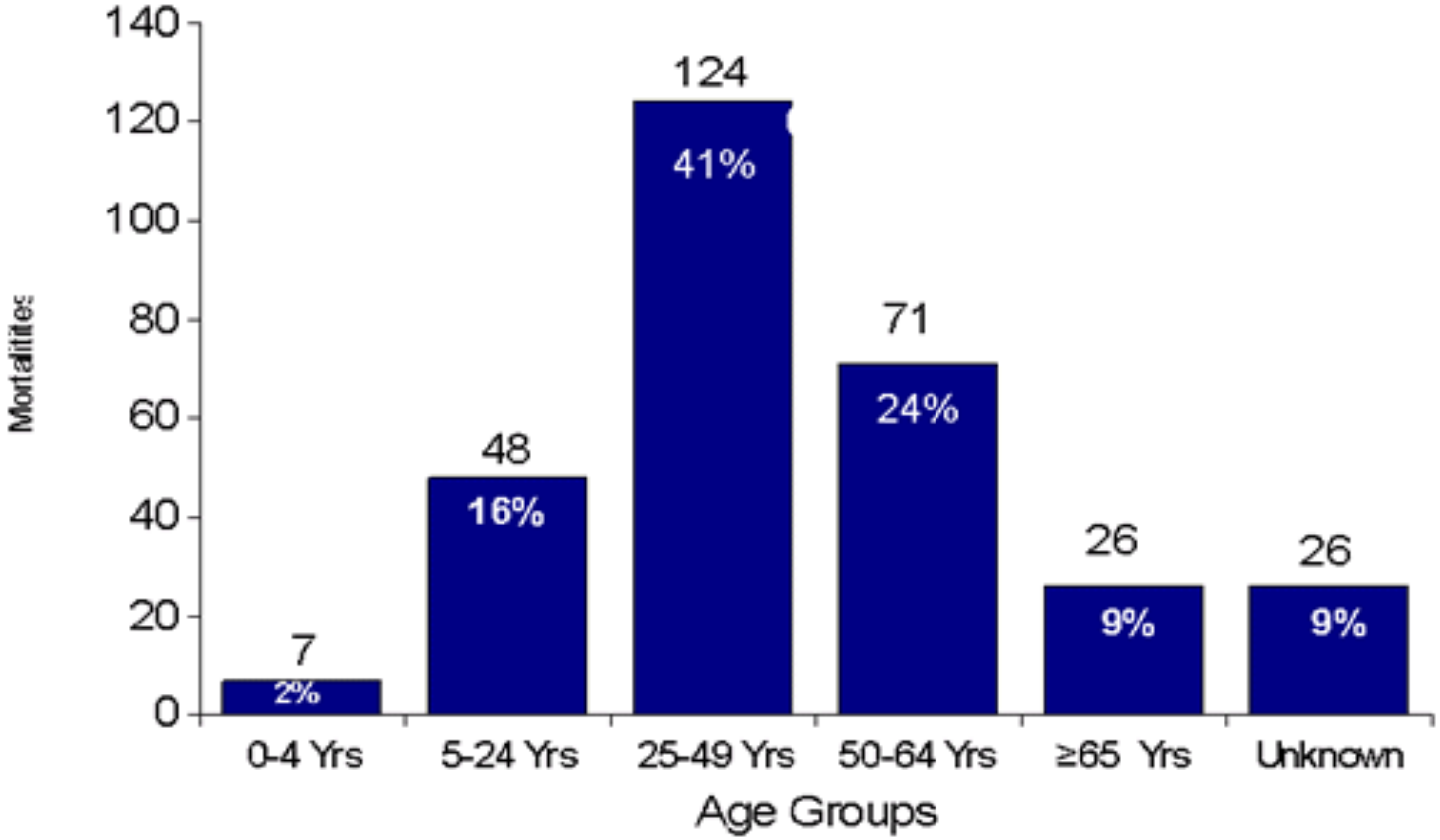
SEASONAL FLU

Every year in the United States, on average:

- **5% to 20% of the population gets the flu;**
- **more than 200,000 people are hospitalized from flu-related complications; and**
- **about 36,000 people die from flu-related causes**

H1N1 - Mortality

Graph: Novel H1N1 U.S. Deaths, By Age Group



H1N1 - Symptoms

Symptoms

- fever
- cough
- body aches
- runny or stuffy nose
- sore throat
- nausea
- vomiting or diarrhea

Stay Home

- CDC recommends that you stay home for at least 24 hours after your fever is gone except to get medical care or for other necessities. Your fever should be gone without the use of a fever-reducing medicine.

- Stay away from others as much as possible to keep from making others sick, avoiding normal activities, including work, school, travel, shopping, social events, and public gatherings.

Seek Medical Care

- If you have severe illness or you are at risk for flu complications, contact your health care provider or seek medical care.

H1N1 Influenza Vaccine

Process

- Health Care Providers
- Workforce Health programs
- Schools
- Pharmacies/local vendors
- Public Health Clinics

Time Frame

- Vaccinations should begin in October

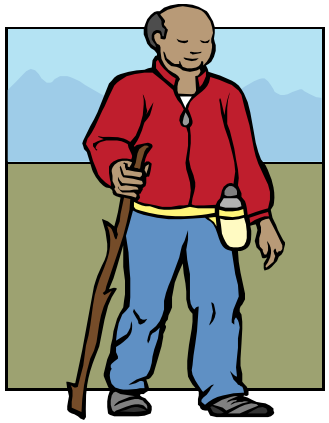
Priority Groups whom should get vaccinated (not in priority order):

- Pregnant women
- Household contacts and out of home caregivers of children less than 6 months of age (these children are too young to be vaccinated)
- Health care and emergency medical services personnel
- All people six months through 24 years of age
- Persons 25 years through 64 years of age at high risk for complications from flu

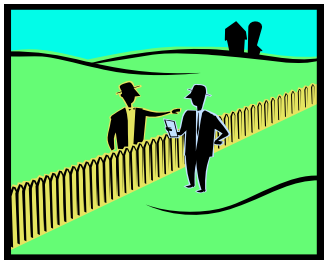
- ***Note****: all H1N1 vaccine recipients will likely need two doses*

Neighborhood Response

Develop local community response network



- **Identify vulnerable individuals**
- **Stay up-to-date on the latest and keep your neighbors informed**



What The Public Can Do To Protect Itself

- **Wash hands, hand sanitizers in workplace**
- **Cover mouth and nose when coughing**
- **Avoid touching eyes, nose, and mouth**
- **Stay home when sick**
- **Avoid close contact with those sick**
- **Less travel**
- **Work from home**
- **Eat nutritious foods**
- **Exercise**
- **Get enough sleep**
- **Family preparedness plan and kit**

Disaster Supplies Kit

- **Prescription medications**
- **2 weeks of food & water**
- **Blanket**
- **Flashlights batteries**
- **Portable radio/ television**
- **Batteries**
- **First aid kit**
- **PPE (gloves, masks)**
- **Cash and coins**
- **Copies of important docs**

* ***Remember special needs of family and pets.***

Communications Outreach

- **Media updates via website, news releases, earned media and postings on the ANC message board**

- **Websites**

  - http://www.ci.austin.tx.us/pandemicflu/

  - http://www.ci.austin.tx.us/health/h1n1_resources.htm

- **Pandemic Information**

  – **E-mail** pandemicflu@ci.austin.tx.us

H1N1 Flu – Resources

- **Travis County H1N1 Influenza Resources**
  - http://www.co.travis.tx.us/health_human_services/press_release/index.asp
- **Travis County Season Flu Health Tips and Resources**
  - http://www.co.travis.tx.us/health_human_services/press_release/default.asp
- **City of Austin H1N1 Influenza Resources**
  - http://www.ci.austin.tx.us/health/h1n1_resources.htm
- **City of Austin Pandemic Influenza Information Site**
  - http://www.ci.austin.tx.us/pandemicflu/
- **State of Texas**
  - http://www.texasflu.org
- **Center for Disease Control and Prevention (CDC)**
  - http://www.cdc.gov/h1n1flu/

Summary

- **Effective Communications/ Informed Community**
- **Preventive Measures**
- **Get Vaccinated**
- **Seek care as appropriate**

Last Updated 09-03-09 at 4:52pm

ATCHHSD H1N1 Flu Clinics 2009

Site/Location	County Metro Area Served	Dates	Business Hours	Type	Site Status
Travis County Expo (7311 Decker Ln Austin, TX 78724)	Far East, County Residence	Wednesday, October 21, 2009	7:30 a.m.-1:00 p.m.	Drive-Thru	**Confirmed**
Pfluger Hall (203 E. Pecan St. Suite B) Pflugerville, TX 78660)	North, County Residence	Wednesday, October 28th, 2009	2:00 p.m. to 7:00 p.m.	Walk	**Confirmed**
South Austin Neigh. Center (2508 Durwood St Austin, TX 78704)	South and Central	Saturday, October 31, 2009	9:00 a.m. - 2:00 p.m.	Walk	**Confirmed**
Manchaca Baptist Church (1215 FM 1626 Manchaca, TX 78652)	Far South, County Residence	Wednesday, November 04, 2009	1:00 p.m. - 7:00 p.m.	Walk	**Confirmed**
Montopolis Recreation Center (1200 Montopolis Dr., Austin, TX 78741)	Southeast	Thursday, November 05, 2009	11:00 a.m. - 6:00 p.m.	Walk	**Confirmed**
St. Johns Community Center (A & B) (7500 Blessing Ave, Austin, TX 78752)	Northeast	Tuesday, November 10, 2009	7:30 a.m. - 1:00 p.m.	Walk	**Confirmed**
TC Fire/EMS (2 locations): 5905 Nuckols Crossing 1201 Webberville Road	South and East	Wednesday, November 11, 2009	9:00 a.m. - 2:00 p.m.	Walk	**Confirmed**
Travis County Fire ESD No. 2 Pflugerville Fire (203 E. Pecan, Pfluggerville, TX 78660)	North, County Residence	Wednesday, November 11, 2009	9:00 a.m. - 2:00 p.m.	Walk	**Confirmed**
NWRec Center (2913 Northland Dr Austin, TX 78757)	Northwest	Saturday, November 14, 2009	11:00 a.m. - 3:00 p.m.	Walk	**Confirmed**

Last Updated 09-03-09 at 4:52pm

ATCHHSD Seasonal Flu Clinics 2009

Site/Location	County Metro Area Served	Dates	Business Hours*	Type	Site Status
St. Johns Community Center (Gymnasium) (7500 Blessing Ave, Austin, TX 78752)	Northeast	Saturday, September 12th, 2009	9:00 a.m. - 2:00 p.m.	Walk	**Confirmed**
Givens Park (3811 E 12th St., Austin, TX 78721)	East Central	Wednesday, September 16th, 2009	7:30 a.m.-1:00 p.m.	Drive-Thru or Walk	**Confirmed**
South Austin Neigh. Center (2508 Durwood St Austin, TX 78704)	South and Central	Saturday, September 19th, 2009	9:00 a.m. - 2:00 p.m.	Walk	**Confirmed**
Travis County Expo (7311 Decker Ln Austin, TX 78724)	Far East, County Residence	Wednesday, September 23rd	7:30 a.m.-1:00 p.m.	Drive-Thru	**Confirmed**
Givens Park (3811 E 12th St., Austin, TX 78721)	East Central	Wednesday, October 14, 2009	7:30 a.m.-1:00 p.m.	Drive-Thru or Walk	**Confirmed**

6

Travis County Commissioners Court Agenda Request

Voting Session : September 8, 2009 (Date) Work Session: _____ (Date)

I. A. Request made by: Sherri E. Fleming Phone: 854-4100
(Signature of Elected Official/Appointed Official/Executive Manager/County Attorney)

B. Requested Text:

Approve Revision of Renewal of Host Agency Agreement with AARP Foundation for Senior Community Service Employment Program (SCSEP).

C. Approved by: _____
Signature of Commissioner(s) or County Judge

_____
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)

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:

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___ Contract, Agreement, Policy & Procedure

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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: September 1, 2009

TO: Members of the Travis County Commissioners Court

FROM: Sherri E. Fleming
Sherri E. Fleming, Executive Manager
Travis County Health and Human Services and Veterans Service

SUBJECT: Revision of Renewal Host Agency Agreement with AARP for Senior Community Service Employment Program (SCSEP)

Proposed Motion:

Approve Revision of Renewal of Host Agency Agreement with AARP Foundation for Senior Community Service Employment Program (SCSEP).

Summary and Staff Recommendations:

Staff recommends approval of this AARP requested revision to the Host Agency Agreement with AARP Foundation for the Senior Community Service Employment Program (SCSEP). This proposed revision of the Host Agency Agreement, approved August 4, 2009 for the period of August 5, 2009 to July 31, 2010, amounts to the inclusion of a provision to maintain access to a fax machine necessary for the timekeeping requirements of AARP participants. The program serves the employment needs of Travis County residents, does not have a budget impact for Travis County, and is consistent with the workforce development goals set by Travis County Commissioners Court.

Budgetary and Fiscal Impacts:

This action will not increase Travis County's budget as program participants are paid through AARP's SCSE Program and are not Travis County employees. Travis County HHS&VS staff provides on-site supervision to the program participants.

Issues and Opportunities:

AARP operates this Community Service Employment Program (SCSEP) providing assistance registering with the State Employment Service, performing job searches, and obtaining continuing employment and diverse training through assignments at a network of host agencies. In some cases, participants who obtain subsequent employment achieve self-sufficiency and no longer need their public benefits. Participating as host agencies allows Travis County HHS&VS to support this workforce development effort, leveraging resources. The County Attorney's office has provided a legal opinion regarding this Host Agency Agreement, and has reviewed the requested revision. A version comparing the changes is included from the Travis County Attorney's office.

Background:

AARP's Senior Community Service Employment Program (SCSEP) is a short-term work training program that prepares participants for unsubsidized employment at local host agencies. When an individual enrolls in the program, he or she has the opportunity to gain experience in a wide array of jobs throughout the community at these host agencies, and works with the AARP staff to pursue unsubsidized employment. AARP asks that host agencies enter into an agreement to provide supervision to its participants while they work at an agency, and their national office has requested revisions to the recently approved 2009 Host Agency Agreement.

Travis County HHS&VS has a long history of serving as a host agency for this federally funded workforce program. When AARP began providing this service in 2007, Travis County Health and Human Services and Veterans Service (HHS&VS) became a host agency. Each of the seven Community Centers operated by the Family Support Services division has served as a host agency. This allows residents of areas near the Community Centers, located in south and downtown Austin, Jonestown, Pflugerville, Oak Hill, Del Valle, and Manor to access job training services near their residences. Currently, HHS&VS hosts job training participants at 5 of the Community Centers. In 2008, 8 participants at the Community Centers provided 7,488 extra hours of assistance in the food pantries, and reception areas of the Community Centers. At least two of these participants moved on to unsubsidized employment.

cc: Rodney Rhodes, Executive Manager, PBO
Travis Gatlin, Budget Analyst, PBO
Susan Spataro, Travis County Auditor
Mary Etta Gerhardt, Assistant County Attorney
Andrea Colunga Bussey, Director, Family Support Services, TCHHS&VS

AARP
FOUNDATION

HOST AGENCY AGREEMENT

Host Agency: Travis County - Palm Square Community

Address:
100 N. IH 35, Suite 1000
Austin, Texas 78701

FEIN: 74-6000192
Phone: 512/854-41 20
Fax: 512/854-411 8

County: Travis, Texas

The above named agency/organization, an equal employment opportunity employer, requests the services of enrollees from the AARP Foundation Senior Community Service Employment Program Agency.

This agency is:
( ) **A Non-Profit Organization.**
[Tax Exempt under the Internal Revenue Code 501(c)(3)]
( ) **A Public Organization**
~~(X) A Political Subdivision of the State of Texas~~

Participant Supervisor is:
( ) **Compensated with Federal funds**
(X) **Not compensated with Federal funds**

To ensure our host agency partners understand their important role in the daily lives of our participants and their responsibilities in supporting each participants quest for an unsubsidized job, we ask that each host agency supervisor clearly understand and support the following requirements that are part of each participant's agreement with our program:

(1) The purpose of the SCSEP is for a Participant to provide community service while they actively pursue unsubsidized employment off of the program. When an individual enrolls and/or gets a job off the program they may lose their public benefits. These benefits may include, but are not limited to: Public Housing, Food Stamps, SSI/SSD, and Medicaid.

(2) Participants are asked to cooperate with the Project Director and Employment Specialists by ~~doing the following and/or assisting/allowing Participants in doing the following:~~

- Accepting referrals and interviews for employment outside the program;
- Conducting an ongoing search for unsubsidized employment as specified in their IEP and as directed by the Project Director and/or project site staff;
- Accepting regular transfers to other host agency assignments as necessary to further their training and work experience;
- Maintaining registration with the State Employment Service and/or One Stop Center;
- Attending job search training, job clubs, participant meetings, etc., when offered by the Project Office, and to engage in continuing unsubsidized job search activities.

Note: These activities may cause the participant to miss some hours at their host agency assignment.

(3) The Senior Community Service Employment Program (SCSEP) is a short-term, work-training program to prepare Participants for unsubsidized employment off of the program. The program is not an entitlement, nor is it designed to provide income maintenance. SCSEP Participants are considered to be in training status, preparing to accept unsubsidized employment. They, and you as the host agency supervisor, must understand and accept that training with the host agency is a short-term training

opportunity, NOT a job, and that Participants are NOT employees of either the AARP Foundation or the host agency to which they are temporarily assigned.

AARP
FOUNDATION

HOST AGENCY AGREEMENT

(4) Host Agency understands that AARP Foundation SCSEP does not conduct background checks or drug screenings on Program participants. Host Agencies may conduct background checks and drug screenings in their sole and exclusive discretion and in accordance with applicable law. The AARP Foundation SCSEP is not financially responsible for any costs, expenses or claims associated with background checks or drug screening, ~~***but Host Agency may do such screening as deemed necessary by the Host Agency***~~.

(5) Host agencies must not use participants as substitutes for permanent employees in their agency. Federal regulations prohibit this violation of "maintenance of effort." Host agencies must not substitute federal dollars for local dollars. Participants are additions to, not substitutes for, regular agency staff.

(6) To become a Host Agency, the Host Agency agrees to have a fax machine in good working condition in order to both receive and send participant Time Attendance Reports from and to the Project Site office or designated fax number. "Good working order" includes insuring that the document output settings are correct so that the fax is readable - no overly dark or overly light. Without good fax copies, AARP Foundation SCSEP cannot scan timesheets. If AARP Foundation SCSEP is consistently unable to scan your timesheets, AARP Foundation SCSEP participants cannot be paid and would potentially have to be transferred to a host agency where fax machines work properly.

(7) Host agencies agrees to give consideration for any permanent job openings in the agency to qualified assigned participants ~~***as they would any other qualified applicant***~~. This Host Agency agrees to provide supervision, training, and a safe work site for each assigned Participant. The Host Agency also agrees to the provisions outlined in the Participant - Host Agency Handbook provided by the program as a condition of participation in the Senior Community Service Employment Program ~~***to the extent those provisions do not contradict or conflict with applicable County policy or law.***~~

(8) The Department of Labor (DOL) now requires a survey of randomly selected Host Agencies. This survey is generally done in January. If selected, please complete the survey as this influences continued DOL funding for this grant. The DOL will make three attempts to get a completed survey from you. While the survey may have up to 20 questions, answering any five completes the survey for DOL purposes and prevents these follow-ups.

(9) Workers Compensation costs for our participants continue to increase rapidly as a result of post 9-11 insurance increases and escalating costs of health care. Our workers compensation claims are directly related to the workplace environment and attitudes toward work place safety in our host agencies. We expect you to maintain high standards and to closely monitor the activities of the participants assigned to ensure they do not engage in activities that could cause them to be injured. Repeated accidents that are the result of inadequate Host Agency safety practices and supervision could be cause for us to remove all

participants from your host agency. ~~***AARP accepts responsibility for the compensation of Participants withholding and payment of taxes and any insurance coverage deemed necessary by AARP.***~~

~~***AARP acknowledges that no one other than the Commissioners Court of Travis County (Host Agency) has the authority to obligate the Host Agency.***~~

~~***AARP acknowledges that this agreement does not waive any immunity or defense that would otherwise be available to it against claims arising in the exercise of its governmental powers and functions, nor shall it be considered a waiver of sovereign immunity to suit.***~~

~~***AARP and the Host Agency agree that each party is an independent contractor and assumes all of the rights, obligations and liabilities applicable to it as an independent contractor. AARP agrees to indemnify and hold harmless the Host Agency from an against any and all claims related to this agreement.***~~

~~***This agreement is governed by the laws of the State of Texas and any lawsuit, litigation or dispute arising out of or relating to this agreement will take place in Travis County, Texas.***~~

(10) AARP Foundation SCSEP is a federally funded program and as such, is required by federal regulations to maintain documentation (timesheets) to substantiate the expenditure of federal funds for wages. It is understood and agreed that AARP Foundation SCSEP shall pay the wages of participants assigned to the host agency. The host agency agrees to verify, sign and return completed timesheets to AARP Foundation SCSEP for processing. Federal regulations also require that timesheets be signed by the individual participant and by a responsible supervisory official having first hand knowledge of the hours worked by the participant. AARP Foundation SCSEP recognizes that assigned supervisors change and may not always be available to sign participant timesheets. Therefore, to ensure compliance with federal regulations, in lieu of providing the names and signatures of authorized supervisors, by signing this Host Agency Agreement, the authorized agency representative agrees to ensure that the participant signs his/her timesheet and that a responsible supervisory official of the agency certifies that the reported information on the timesheet is correct.

(11) The host agency supervisor will be listed on the Time Attendance Report. IF there are changes to a participant's supervisor, the Project Office must be notified so that the Project Site Office can update the information in our databases.

BY:_____
Andrea Colunga Bussey, Main Contact
Samuel T. Biscoe, Travis County Judge
Date:_____

BY:_____
Conrad Ruiz, Project Director AARP-SCSEP
Date:_____

BY:_____
Andrea Colunga Bussey, Main Contact
Date:_____

SEE ATTACHED ADDENDUM

_____
Supervisors authorized to sign AARP participant timesheets

AARP FOUNDATION Senior Community Service Employment Program

HOST AGENCY AGREEMENT

Host Agency: Travis County - Palm Square Community

FEIN: 74-6000192
Phone: (512) 854-4120
Fax: (512) 854-4118

Address 100 N IH 35, Suite 1000
Austin, TX 78701

The above named agency/organization, an equal employment opportunity employer, requests the services of participants from the AARP Foundation Senior Community Service Employment Agency.

This agency is:

- ☐ **A Non-Profit Organization.**
  (Tax exempt under the Internal Revenue code 501(c)(3))
- ☐ **A Public Organization.**

Enrollee Supervisors are:

- ☐ **Compensated with federal funds.**
- ☐ **Not compensated with federal funds.**

To ensure our host agency partners understand their important role in the daily lives of our participants and their responsibilities in supporting each participants quest for an unsubsidized job, we ask that each host agency supervisor clearly understand and support the following requirements that are part of each participant's agreement with our program:

(1) The purpose of the SCSEP is for a participant to provide community service while they actively pursue unsubsidized employment off of the program. When an individual enrolls and/or gets a job off the program they may lose their public benefits. These benefits may include, but are not limited to: Public Housing, Food Stamps, SSI/SSD, and Medicaid.

(2) Participants are asked to cooperate with the Project Director and Employment Specialists by

- Accepting referrals and interviews for employment outside the program;
- Conducting an ongoing search for unsubsidized employment as specified in their IEP and as directed by the Project Director and/or project site staff;
- Accepting regular transfers to other host agency assignments as necessary to further their training and work experience;
- Maintaining registration with the State Employment Service and/or One Stop Center;
- Attending job search training, job clubs, participant meetings, etc., when offered by the Project Office, and to engage in continuing unsubsidized job search activities.

Note: These activities may cause the partcipant to miss some hours at their host agency assignment.

(3) The Senior Community Service Employment Program (SCSEP) is a short-term, work-training program to prepare partcipants for unsubsidized employment off of the program. The program is not an entitlement, nor is it designed to provide income maintenance. SCSEP participants are considered to be in training status, preparing to accept unsubsidized employment. They, and you as the host agency supervisor, must understand and accept that training with the host agency is a short-term training opportunity, NOT a job, and that participants are NOT employees of either the AARP Foundation or the host agency to which they are temporarily assigned. .

(4) Host Agency understands that AARP Foundation SCSEP does not conduct background checks or drug screenings on Program participants. Host Agencies may conduct background checks and drug screenings in their sole and exclusive discretion and in accordance with applicable law. The AARP Foundation SCSEP is not financially or otherwise responsible for any costs, expenses or claims associated with background checks or drug screenings.

(5) Host agencies must not use participants as substitutes for permanent employees in their agency. Federal regulations prohibit this violation of "maintenance of effort." Host agencies must not substitute federal dollars for local dollars. Participants are additions to, not substitutes for, regular agency staff.

HOST AGENCY AGREEMENT

Host Agency: Travis County - Palm Square Community

(6) To become and remain a Host Agency, the Host Agency agrees to have a fax machine in good working condition in order to both receive and send participant Time Attendance Reports from and to the Project Site office or designated fax number. "Good working order" includes insuring that the document output settings are correct so that the fax is readable—not overly dark or overly light. Without good fax copies, AARP Foundation SCSEP cannot scan timesheets. If AARP Foundation SCSEP is consistently unable to scan your timesheets, AARP Foundation SCSEP participants cannot be paid and would potentially have to be transferred to a host agency where fax machines work properly.

(7) Host agencies agree to give serious consideration for any permanent job openings in the agency to qualified assigned participants. This Host Agency agrees to provide supervision, training, and a safe work site for each assigned participant. The Host Agency also agrees to the provisions outlined in the Participant - Host Agency Handbook provided by the program as a condition of participation in the Senior Community Service Employment Program.

(8) The Department of Labor (DoL) now requires a survey of randomly selected Host Agencies. This survey is generally done in January. If selected please complete the survey as it influences continued DoL funding for this grant. The DoL will make three attempts to get a completed survey from you. While the survey may have up to 20 questions, answering any five completes the survey for DoL purposes and prevents these follow-ups.

(9) Workers Compensation costs for our participants continue to increase rapidly as a result of post 9-11 insurance increases and escalating costs of health care. Our workers compensation claims are directly related to the work place environment and attitudes toward work place safety in our host agencies. We expect you to maintain high standards and to closely monitor the activities of the participants assigned to ensure they do not engage in activities which could cause them to be injured. Repeated accidents that are the result of inadequate Host Agency safety practices and supervision could be cause for us to remove all participants from your host agency.

(10) AARP Foundation SCSEP is a federally funded program and as such, is required by federal regulations to maintain documentation (timesheets) to substantiate the expenditure of federal funds for wages. It is understood and agreed that AARP Foundation SCSEP shall pay the wages of participants assigned to the host agency. The host agency agrees to verify, sign and return completed timesheets to AARP Foundation SCSEP for processing. Federal regulations also require that timesheets be signed by the individual participant and by a responsible supervisory official having first hand knowledge of the hours worked by the participant. AARP Foundation SCSEP recognizes that assigned supervisors change and may not always be available to sign participant timesheets. Therefore, to ensure compliance with federal regulations, in lieu of providing the names and signatures of authorized supervisors, by signing this Host Agency Agreement, the authorized agency representative agrees to ensure that the participant signs his/her timesheet and that a responsible supervisory official of the agency certifies that the reported information on the timesheet is correct.

(11) The host agency supervisor will be listed on the Time Attendance Report. If there are changes to a participant's supervisor, the Project Office must be notified so that the Project Site Office can update the information in our databases.

Judge Samuel T. Biscoe, Main Contact Date

Conrad Ruiz, Director, Project Director Date

SAFETY IS NO ACCIDENT

ADDENDUM

To Host Agency Agreement Between Travis County, TX
and AARP Foundation - SCSEP (Austin Office)

The Agreement between Travis County and AARP Foundation - SCSEP is for the following ***locations from which Travis County provides services:***

Post Road Community Center
2201 Post Rd., Suite 2020, Austin, TX 78741
Supervisors Authorized to Sign AARP Participant Timesheets: Mike Manor, Yolanda Esteban, Frances Crockett, Melissa Cordova-Matos, Irene Ozuna. Phone: 512-854-9130; Fax: 512-954-9158

West Rural Community Center
8656-A Hwy 71 West, Austin, TX 78735
Supervisors Authorized to Sign AARP Participant Timesheets: Chencho Vasquez, Janell Marcy; Gloria Adames, Valerie Sneed.
Phone: 512-854-2130; Fax: 512-854-2145

South Rural (Del Valle) Community Center
3518 FM 973, Austin, TX 78617
Supervisors Authorized to Sign AARP Participant Timesheets: Hazel Wilson, Doris Edwards, Norma Gutierrez, and Griselda Lopez. Phone: 512-247-4407; Fax: 512-247-9904

Palm Square Community Center
1000 N. IH 35, Suite 1000, Austin, TX 78701
Supervisors Authorized to Sign AARP Participant Timesheets: Belinda Angoori, Irene Salas, Mary Sanchez, and Illiyana Gibson. Phone: 512-854-4120; Fax: 512-854-4118

Travis County Community Center
15822 Foothills Farm Loop Bldg. D, Pflugerville, TX 78660
Supervisors Authorized to Sign AARP Participant Timesheets: James Brown, Dennis Chapman, Janice Auld, and Julia Cantu. Phone: 512-251-4168; Fax: 512-251-4385

East Rural Community Center
600 W. Carrie Manor St., Manor, TX 78653
Supervisors Authorized to Sign AARP Participant Timesheets: Penny Gardner, Juanita Hernandez, Darren Adams, Lydia DeLeon, Betty Learned, and Jerry Diggs. Phone: 512-272-5561; Fax: 512-272-8750

Northwest Rural Community Center
18649 RM 1431, Suite 6A, Jonestown, TX 78641
Supervisors Authorized to Sign AARP Participant Timesheets: Diane Iosue, James Brown, and Dennis Chapman. Phone: 512-267-3245; Fax: 512-267-4068

Signed for Travis County, Texas:

BY:_____
Samuel T. Biscoe, Travis County Judge Date

BY:_____
Andrea Colunga Bussey, Main Contact Date

Signed for AARP Foundation - SCSEP:

BY:_____
Conrad Ruiz, Project Director Date

7

Travis County Commissioners Court Agenda Request

Voting Session : September 1, 2009 (Date) Work Session: _____ (Date)

I. A. Request made by: Sherri E. Fleming Phone: 854-4100
(Signature of Elected Official/Appointed Official/Executive Manager/County Attorney)

B. Requested Text:

Consider and Take Appropriate Action on Request to Provide Printing Support for the national Forum of Black Public Administrators Outlook 2009 Conference in Austin, Travis County, on October 8 through 10, 1009.

C. Approved by: _____
Signature of Commissioner(s) or County Judge

_____
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)

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

RECEIVED
COUNTY JUDGE'S OFFICE
09 SEP -2 PM 1:06

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.

revised

TRAVIS COUNTY HEALTH and HUMAN SERVICES
and VETERAN SERVICES
100 North I.H. 35
P. O. Box 1748
Austin, Texas 78767

Sherri E. Fleming
Executive Manager
(512) 854-4100
Fax (512) 854-4115

MEMORANDUM

Date: September 2, 2009

To: Members of the Commissioners Court

FROM: Sherri E. Fleming
Sherri E. Fleming, Executive Manager
Travis County Health and Human Services and Veteran Services

Subject: Request for assistance with printing for the National Forum for Black Public Administrators Conference, Oct. 8-10, 2009.

Proposed Motion:
Consider and Take Appropriate Action on Request to Provide Printing Support for the National Forum of Black Public Administrators Outlook 2009 Conference in Austin, Travis County, on Oct. 8-10, 2009

Summary and Staff Recommendation:

On October 8 – 10, 2009, the National Forum of Black Public Administrators will convene, "Preparing Public Leadership for Green Initiatives, Technology, and the Future Workforce" a regional leadership meeting at the Austin Convention Center.

The meeting is designed to provide real time opportunities for leaders in public sector organizations to learn and share regarding cutting edge initiatives and programs that will benefit their communities and conservatively invest public resources.

Staff recommends that Travis County assist local efforts in presenting this program by authorizing up to $750 in printing services for the printing of 500 conference brochures.

Budgetary and Fiscal Impacts:

The county print shop estimates that the printing will cost $ 540. 32. Authorizing up to $750 allows a contingency should the costs exceed the estimate. In exchange for the printing, Travis County will be recognized as a $1,000 level sponsor of the event. This sponsorship recognition will make available to Travis County one complimentary conference registration and a set of complimentary tickets for the conference's special events. A one-quarter page ad is also included at the $1,000 sponsorship level.

Staff recommends funding this request from account number 001-5830-601-6504, the HHS/VS Executive Manager's Training and Seminars.

Issues and Opportunities:

The Central Texas Chapter of the National Forum for Black Public Administrators (NFBPA) will be hosting OUTLOOK 2009. The local chapter is a coalition of committed public servants from a diverse range of organizations and agencies that include local and regional government, public commissions, private business, academic institutions, students and area non-profits.

NFBPA is the nation's premier association for Black Public Leadership, with a stellar reputation for strengthening the capacity of managers in a multitude of disciplines, through focused, state-of-the-art training, in-depth professional development opportunities, mentoring and a powerful network of Black public leadership.

As the nations' most progressive results-oriented organization for African-American public servants, NFBPA is represented by more than 300 jurisdictions throughout the country with over 40 local chapters and local membership of more than 50 members.

The Central Texas Chapter, in collaboration with the NFBPA Future Focus Committee, has planned an exciting and productive conference exploring Green Initiatives, New Technology and the Future Workforce. This theme highlights the sustainability issues that forward-thinking public servants around the nation face as we move into a new era of public policy.

Background:
The National Forum of Black Public Administrators is a professional membership organization dedicated to the advancement of Black leadership in the public sector. Founded in 1983, the NFBPA membership has grown to include managers and executives in virtually all disciplines represented in state and local governments. In addition to public service professionals, the association's membership embraces graduate students, deans and faculty at schools of public administration and executives in the corporate sector.

cc: Roger El Khoury, Director, Facilities Management
Shawn Malone, Print Shop
Robert Duke, Print Shop
Kathleen Haas, Interim Lead Financial Analyst, HHS/VS

From: Shawn Malone
To: Sherri Fleming
CC: Robert Duke; STEVEN BROBERG; Tom Ashburn
Date: Tuesday, September 01, 2009 4:06 PM
Subject: cost estimate: Printing for Outlook Conference

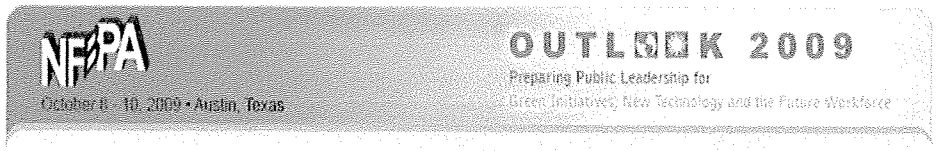
Paper @ $11.54 per 1,000	$112.00
Clicks @ $.007 x 32,000	$ 92.32
Labor @ $20.00 x 14	$280.00
Overhead @ 20% Labor	$ 56.00
Total	$540.32

Quantity: 500
11 x 17, sixteen sheets, front and back, black & white, no binding or trimming or color.

Last Updated 09-03-09 at 4:52pm

OUTLOOK 2009 Online Registration

Conferences & Meetings



October 8 – 10, 2009

"Preparing Public Leadership for Green Initiatives, Technology, and the Future Workforce"

AUSTIN CONVENTION CENTER – AUSTIN, TEXAS

NFBPA & AFFLIATE ORGANIZATIONS: NFBPA has recognized eight organizations as affiliates, which qualifies all of their current members to receive the NFBPA member rate. Please provide member number for verification purposes.

NFBPA & Affliate Organization Registration

Non NFBPA & Affliate Organization Registration

National Forum for Black Public Administrators
777 North Capitol Street NE · Suite 807 · Washington, DC 20002
Tel: 202-408-9300
Fax: 202-408-8558
Email: webmaster@nfbpa.org

NATIONAL FORUM FOR BLACK PUBLIC ADMINISTRATORS

OUTLOOK 2009

PREPARING PUBLIC LEADERSHIP FOR

GREEN INITIATIVES, NEW TECHNOLOGY AND THE FUTURE WORKFORCE

Registration Information

October 8 - 10, 2009

Austin Convention Center
Austin, Texas

WWW.NFBPA.ORG

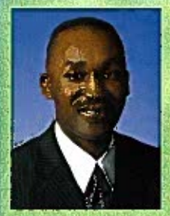
NFBPA

Last Updated 09-03-09 at 4:52pm

OUTLOOK 2009

Preparing Public Leadership for

Green Initiatives, New Technology and the Future Workforce



Dear Colleagues,

*The future is green! And that's why Austin, Texas is the ideal place for forward-thinking public servants to gather for **OUTLOOK 2009.** Austin is known as one of the most progressive cities in the nation on sustainability issues, and is internationally known as a leader in merging green aspirations with measurable accomplishments. The City of Austin's ambitious goal of achieving carbon neutrality in all municipal fleets, facilities and operations by 2020 is, by most measures, ahead of schedule. We're serious about tackling climate change head-on!*

Austin has implemented nationally leading programs for water quality and water conservation. We've also developed a plan to achieve zero waste in the coming years, while continuing to be engaged in a wide range of efforts to reconfigure our land use and transportation policies to foster transit-oriented development. These are just a few reasons why Austin is considered one of the most livable cities in the nation, and I haven't even touched on business opportunity, dynamic cultural diversity and stunning natural beauty!

*The hosts for **OUTLOOK 2009,** the Future Focus Committee and the NFBPA Central Texas Chapter, have been working hard to organize a new and fresh approach for this regional gathering of leaders and change agents. Participants will be exposed to an array of workshops and special sessions designed to empower them with the nuts, bolts, tools and vision needed to move forward as optimistic and focused public administrators.*

Don't miss this unique opportunity to gather with leading voices in green energy, attend educational and inspiring workshops and hear engaging panel discussions. Oh, and I haven't even mentioned our famous local music scene, barbeque and great folks!

Can't wait to see you in Austin!

Marc A. Ott
City Manager, City of Austin, Texas

What's In Store for You

Networking Opening Reception -- Attendees will gather at the award-winning, green-designed Austin City Hall.

Morning Plenary Sessions -- Featuring Dr. Lee Jones, opening plenary speaker.

City Managers' Panel -- Managers from around the country discuss effective tools and strategies to emerge from the economic storm stronger and smarter.

Sustainability Panel -- Straight talk about the economy, the environment and the viability of implementing green policies in city and county governments.

Emerging Leaders Forum -- Join the future generation of leaders as they tackle relevant issues.

Excellence Awards Luncheon -- Celebrate accomplished public administrators who have achieved extraordinary success, and community advocates who have demonstrated unselfish commitment. Rep. Elijah E. Cummings, invited speaker.

Four Workshop Tracks -- Proven tools, strategic implementation, insightful dialogue and visionary planning.

Career Management & Executive Development

Sustainability Brown Bag Luncheon -- With Roger Duncan.

Denim & Diamonds Signature Affair -- A spectacular conclusion to Outlook 2009, featuring live music, dancing and casino night, all under one roof.

Superb Networking Events

Thursday, October 8, 2009
Early Bird Reception
300 Austin

Friday, October 9, 2009
Opening Reception
Austin City Hall

Saturday, October 10, 2009
Denim & Diamonds Affair
The Monarch Event Center

Showcases & Resources

Thursday, October 8, to Saturday, October 10

Corporate Exhibitors' Showcase -- Get up-to-the-minute information and learn about new technologies, products and services offered by corporate, government and institutional exhibitors and retail vendors.

Vendors' Showcase -- Visit some of Austin's unique retail vendors and find one-of-a-kind gifts, artwork, jewelry and other exceptional products and services.

Saturday, October 10

Chat Café -- No need to be a sports enthusiast to join the candid exploratory conversation: Are You on the Replacement or Replenishment Team? Fast and furious "speed networking" follows.

Emerging Leaders Forum -- Plug in as talented leaders from around the nation discuss complex issues that impact the lives of the next generation and how to address them from personal and public policy perspectives.

Workshops for Success

Drawing on the deep and hard-earned knowledge of renowned experts, workshops are designed to help you broaden your perspective, capitalize on opportunities, avoid land mines and propel you toward success.

Track 1: Redefining Leadership -- Explore leading-edge frameworks for effective human resource management, succession planning and diversity in the new millennium workforce.

Track 2: Balancing Technology with Service Delivery -- Delve into the business issues and industry trends that impact your public organization. Join business leaders as they share ideas and strategies that bridge the gap between existing IT infrastructure and best practice solutions. Explore emerging trends in Business Intelligent Systems, Green Computing, IT Governance and Business and Technology Alignment.

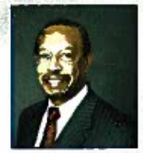
Track 3: Urban Sustainability and Green Economics -- Escalating climate change and dwindling natural resources present immense challenges and opportunities. Learn how going green today can benefit the environment, local economies and future generations.

Track 4: Allocating Scarce Resources -- Unprecedented volatility in the U.S. economy is adding severe budget challenges to already stressed governments. Sessions will cover a wide variety of topics including: how to budget for tight fiscal times and recommended practices in merging budgets for shared services initiatives.

"Straight Talk" Sustainability Panel

Samuel Davis
General Manager
Lake Apopka Natural Gas
Winter Garden, FL

Juan Garza
General Manager
Pedernales Coop
Johnson City, TX



Jerry N. Johnson
General Manager
Water & Sewer Authority
Washington, D.C.

Steve Bartley
Interim General Manager
CPS Energy
San Antonio, TX

Roderick K. West
President & CEO
Entergy New Orleans, Inc.
New Orleans, LA

Inspirational and Informative Speakers

Rep. Elijah E. Cummings
Congressman, Maryland
(Invited)

Roger Duncan
General Manager
Austin Energy

Dr. Lee Jones
President & Executive Editor
InSpire Magazine

City Managers Panel Discussion

Anita R. Favors Thompson
City Manager
Tallahassee, FL

Harry L. Jones, Sr.
County Manager
Mecklenburg County, NC

Bruce T. Moore
City Manager
Little Rock, AR

Sheryl Sculley
City Manager
San Antonio, TX

Mary Suhm
City Manager
Dallas, TX

OUTLOOK 2009

VISIT WWW.NFBPA.ORG

NFBPA

VIEW THE OUTLOOK 2009 PRELIMINARY PROGRAM OF EVENTS • REGISTER ONLINE (REGISTER EARLY AND SAVE!) • DOWNLOAD THE REGISTRATION FORM • MAKE YOUR HOTEL RESERVATION • GET SCHOLARSHIP APPLICATION

CONFERENCE REGISTRATION FORM

NATIONAL FORUM FOR BLACK PUBLIC ADMINISTRATORS

OUTLOOK 2009

PREPARING PUBLIC LEADERSHIP FOR GREEN INITIATIVES, NEW TECHNOLOGY AND THE FUTURE WORKFORCE

OCTOBER 8 – 10, 2009

AUSTIN CONVENTION CENTER - AUSTIN, TEXAS

"Preparing Public Leadership for Green Initiatives, Technology, and the Future Workforce"

Please complete this conference registration form and submit it to NFBPA by fax: 202-408-8558 or by mail: 777 North Capitol Street, NE, Suite 807, Washington, DC 20002.

GENERAL INFORMATION

Name: _____

Title: _____

Organization: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Telephone: ( ) _____ Fax: ( ) _____

E-mail: _____ Web Site Address: _____

In case of emergency, please contact:

Name: _____ Telephone: ( ) _____

Check if applicable:

☐ Special accommodations needed? Please specify: _____

MEMBERSHIP

NFBPA & AFFLIATE ORGANIZATIONS: NFBPA recognizes eight organizations as affiliates, qualifying their current members to receive the NFBPA member rate. Please provide member number for verification.

NFBPA · Conference of Minority Public Administrators · Blacks in Government · Hispanic Leadership Organization · ASPA · AABE · IHN · ICMA · African American Heritage Network

☐ National ☐ Member #: _____

CONFERENCE FEES

Early Bird Registration – A Great Deal!
(Must be received by 07/30/2009)
- ☐ **$125 Member**
- ☐ **$325 Non-member**
- ☐ **$75 Student Member***
- ☐ **$100 Student Non-member***

Advance Registration
(Must be received by 10/01/2009)
- ☐ **$175 Member**
- ☐ **$375 Non-member**
- ☐ **$100 Student Member***
- ☐ **$125 Student Non-member***

Onsite Registration
- ☐ **$225 Member**
- ☐ **$475 Non-member**
- ☐ **$100 Student Member***
- ☐ **$150 Student Non-member***

** Current students must provide verification/documentation with registration form.*

SPECIAL EVENTS

Luncheon and reception tickets are included in the registration fee. However, you may purchase additional tickets for unregistered guests. Please check the events for which you want to register additional guests.

- ☐ **$20 Sustainability Luncheon (Thursday, October 8, 2009)**
- ☐ **$20 Early Bird Reception (Thursday, October 8, 2009)**
- ☐ **$50 Excellence Luncheon (Friday, October 9, 2009)**
- ☐ **$25 Opening Reception (Friday, October 9, 2009)**
- ☐ **$35 Denim & Diamonds Affair (Saturday, October 10, 2009)**

CONFERENCE SPECIAL OUTINGS & TOURS

Tour tickets are not included in the registration fee. Please check the outing or tour that you would like to reserve.

☐ **Shopping at the Tanger and Prime Outlets in San Marcos**

Thursday, October 8, 2009 12:30 p.m. – 5:30 p.m. **Fee: Round trip ticket: $15 – Pre-registration required.**

Enjoy a day of shopping at both the Tanger and Prime Outlets in San Marcos. Voted the "Third-Best Place to Shop in the World" by ABC's The View, Prime Outlets – San Marcos is the largest outlet shopping destination in Texas and the third-largest in the world. This spectacular shopping mecca is also one of the top most visited tourist attractions in Texas, with 140 luxury and brand-name outlet stores including Saks Fifth Avenue OFF 5TH, Neiman Marcus Last Call Clearance Center, Gucci and more—all offering savings of up to 65%.

☐ **Shopping at the Domain in Austin**

Friday, October 9, 2009 1:00 p.m. – 5:00 p.m. **Fee: Round trip ticket: $10 – Pre-registration required.**

The Domain is a five star shopping center with a superior location and exceptional amenities such as high-end restaurants, and convenient parking. The Domain features 700,000 square feet of luxury fashion and restaurant space. It caters to Austin's affluent population with high-end retailers that include: J Crew, Barney's CO-OP, and bebe. The Domain is home to some of the most renowned and upscale stores such as; Burberry, Coach, Neiman Marcus, Tiffany's and more. There are 70 specialty stores to shop at for all your needs including Louis Vuitton, Brookstone, Origins, and Tiffany & Co. The pleasant shopping atmosphere is catered by the beautiful and tranquil landscaping along the streets of The Domain. When you enter The Domain you will step into a tiny community all of its own.

☐ **See Austin in 90 minutes Tour!**

Saturday, October 9, 2009 2:30 p.m. & 4:30 p.m. **Fee: $30 for adults & $17 for children 12 & younger**

Pre-registration required. Note: Only 9 seats per tour available.

Enjoy a narrated Austin sightseeing tour that familiarizes you with over 30 of Austin's major historical, cultural, significant points of interest in just 90 minutes! The 90 minute tour is the premier Austin sightseeing tour. We have packed this hour and a half with 30 miles of entertaining and interesting information about all there is to see and do in Austin. It's an **Overture of Austin!** This 30 mile tour drives past more than 30 major historical and cultural points of interest. In addition to the locations below the tour provides an overview of our history and geology. It is entertaining and educational for visitors.

☐ **Wine Tasting: Driftwood Vineyards Wines, Private Tasting Room**

Saturday, October 9, 2009 **Fee: Round trip ticket: $15 – Pre-egistration is required.**

Driftwood Vineyards is owned and operated by Gary and Kathy Elliott. The vineyard, planted in 1998, is 20 acres with 14 acres currently in production with 8 grape varieties. Their first commercial wine was bottled in February 2003. They opened the winery to the public on March 1, 2003. The first year production totaled about 1,200 cases, which included 5 different wines. The winery produced over 4,500 cases in 2008.

For more information on the Events and Tours visit www.nfbpa.org and click on OUTLOOK 2009.

TRANSPORTATION & LODGING

AIRPORT

Austin International Bergstrom Airport (ABIA) is 11 miles from the Austin Convention Center and Hilton Downtown Hotel. The hotel does not provide complimentary shuttle service.

Ground Transportation – Estimated taxi fare is $40 one way. Alternative transportation: Super Shuttle, $26 round trip, (512) 258-3826.
Note: Pricing is subject to change.

TRAVEL DISCOUNTS

The earlier you book your travel, the more you will save. You must advise the travel agent or representative of the codes below:

AIRLINES

American Airlines

Valid Dates: 04Oct09-13Oct09
The percentage discount can be booked online at www.aa.com for AA/AE flights only or you may call 1-800-433-1790.
Group Name: NAT FORUM FOR BLK PUBLIC ADMIN
Authorization. Number: 86H9AH

HOTEL

Hilton Austin Downtown - 500 East 4th Street, Austin, Texas, 78701 - Tel: 1-512-482-8000
Rates: $159 S/D Each Additional Person: $20
Reservation Method: Guests will call-in on their own, first nights deposit required – refundable up to 48 hours in advance

CAR RENTALS

Avis

Discount effective October 1 – October 17, Avis Worldwide Discount #: B714199, 1-800-331-1600

Hertz

Discount effective October 1 – October 17, CDP 31257487 and PC 1214472, 1-800-654-2200

PAYMENT INFORMATION

PAYMENT OPTIONS (Check one): ☐ Visa ☐ MasterCard ☐ AMEX ☐ Discover
☐ Check or Money Order ☐ Purchase Order
(Check or Purchase Order should be submitted with the form)

Credit Card Number: _____
Name on Card (please print): _____
Expiration Date: _____

I authorize NFBPA to charge the above referenced credit card for my conference registration fee, membership dues, pre-orders and special event ticket(s) as requested in the total amount of $_____
Signature: _____
Printed Name: _____

Make your check payable to NFBPA and mail it to:
NFBPA
777 North Capitol Street, NE, Suite 807, Washington, D.C. 20002-4239
Telephone: 202-408-9300 - Fax: 202-408-8558
Credit card payments may only be sent via fax.

Cancellation and Refund Policy: ***NFBPA membership dues are not refundable. Written registration cancellations received by August 1, 2009 are refundable, less a $75 fee. There are no refunds after August 2, 2009. Registrations will not be processed if payment information or an official purchase order is not included.***

A Note About Booking Your Hotel: Your conference organizers have worked hard to secure the best possible rates for you at each of the official NFBPA conference hotels. We urge you to book your stay at these hotels. Booking at an unofficial conference hotel results in lost fees for NFBPA and may diminish your overall conference experience. For more information about booking your stay, visit www.nfbpa.org.

OUTLOOK 2009 Preliminary Program of Events-at-a-Glance

Thursday, October 8

7:00 a.m. – 5:00 p.m.	Information Desk Open – Hilton and Convention Center
7:00 a.m. – 5:00 p.m.	Conference Registration
7:00 a.m. – 5:00 p.m.	Exhibit Hall Open
10:00 a.m. – 11:30 a.m.	Concurrent Workshops I
11:30 a.m. – 11:50 a.m.	Exhibit Hall Break
12:00 p.m. – 1:30 p.m.	Sustainability Brownbag Luncheon
1:30 p.m. – 1:45 p.m.	Exhibit Hall Break
1:45 p.m. – 3:15 p.m.	Concurrent Workshops II
3:15 p.m. – 3:30 p.m.	Exhibit Hall Break
3:30 p.m. – 5:30 p.m.	Sustainability Roundtable of Utility CEOs
6:30 p.m. – 9:00 p.m.	Early Bird Reception

Friday, October 9

7:00 a.m. – 12:00 noon	Information Desks Open
7:00 a.m. – 5:00 p.m.	Exhibit Hall Open
7:00 a.m. – 12:00 p.m.	Conference Registration
8:30 a.m. – 10:00 a.m.	Opening Plenary
10:00 a.m. – 11:30 a.m.	Concurrent Workshops I
11:30 a.m. – 11:50 a.m.	Exhibit Hall Break
12:00 p.m. – 1:30 p.m.	Excellence Luncheon
1:30 p.m. – 1:45 p.m.	Exhibit Hall Break
1:45 p.m. – 3:15 p.m.	Concurrent Workshops II
3:15 p.m. – 3:30 p.m.	Exhibit Hall Break
3:30 p.m. – 5:30 p.m.	City Manager's Panel Discussion
7:00 p.m. – 10:30 p.m.	Opening Reception

Saturday, October 10

7:00 a.m. – 5:00 p.m.	Exhibit Hall Open
8:00 a.m. – 12:00 noon	Information Desks Open
8:30 a.m. – 10:00 a.m.	Concurrent Workshops I
9:00 a.m. – 4:00 p.m.	Exhibit Hall Prize Drawings
10:00 a.m. – 10:30 a.m.	Exhibit Hall Networking Break
10:30 a.m. – 12:00 noon	Emerging Leaders Forum
12:00 p.m. – 1:30 p.m.	LUNCH ON YOUR OWN
1:30 p.m. – 3:00 p.m.	Chat Café
3:00 p.m. – 7:00 p.m.	TOURS & CONFERENCE EVENTS
7:30 p.m. – 1:00 a.m.	Denim & Diamonds Affair

(Program is subject to change)

Last Updated 09-03-09 at 4:52pm

OUTLOOK 2009

National Forum for Black Public Administrators
777 North Capitol Street NE Suite 807
Washington, DC 20002-4239

NATIONAL FORUM FOR BLACK PUBLIC ADMINISTRATORS

OUTLOOK 2009

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8

BUDGET AMENDMENTS AND TRANSFERS
FY 2009

9/8/2009

AMENDMENTS

BA#	Project Code	FUND	DEPT/DIV	ACT	ELM/ OBI	Dept.	Line Item	Increase	Decrease	Pg #
A1		001	9800	981	9891	Reserves	CAR Reserve		$ 80,250	1
		001	4996	821	8020	TNR	Automobiles & Trucks	$ 80,250		

RECEIVED
COUNTY JUDGE'S OFFICE
09 SEP -3 AM 8:33

PLANNING AND BUDGET OFFICE
TRAVIS COUNTY, TEXAS

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

MEMORANDUM

TO: Commissioners Court

FROM: Jessica Rio, Assistant Budget Manager

DATE: September 1, 2009

SUBJECT: TNR Budget Adjustment – Failing Vehicles

TNR is requesting additional funds to replace two vehicles that the Fleet Manager has determined need to be replaced. In recent years, the Commissioners Court has approved an earmark on the Capital Acquisition Resources (CAR) account to handle the replacement of vehicles that have mid-year maintenance requirements that would necessitate a large County investment to fix (more so than is financially advisable). This earmark is intended to be accessed only on rare occasions.

TNR states that it has two vehicles that are in need of repairs that should instead be replaced due to their significant mechanical issues given their age and mileage. The first is a 14 year old Facilities moving truck (F9529) with 104,000 miles accrued. TNR states that the vehicle has several maintenance issues including safety concerns with the brakes. This vehicle has a $55,000 replacement cost. The second vehicle is a county-wide pool van (TNR1424) that is 17 years old and has 88,000 miles. TNR states that the vehicle has transmission problems as well as other maintenance issues. This vehicle has a $25,250 replacement cost per TNR. The total request is $80,250.

The TNR vehicle is a 2002 Ranger SUV with 149,000 miles. The Fleet Manager estimates that the repairs will cost $2,000. TNR has estimated that the SUV has a current value of $2,000 and is not worth repairing. The requested replacement vehicle is a similar SUV as the one proposed to be replaced. PBO encourages the department to purchase alternative fuel vehicles wherever possible.

cc: Joe Gieselman (TNR)
Mike Joyce (TNR)
Cynthia McDonald (TNR)
Leroy Nellis (PBO)
Rodney Rhoades (PBO)

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 27, 2009

MEMORANDUM

TO: Rodney Rhodes, Executive Manager, Planning and Budget Office

FROM: Joseph P. Gieselman, Executive Manager

SUBJECT: Approve Budget Transfer from CAR for the Failed Vehicle Program

Proposed Motion: Approve a budget transfer for $80,250.00 from the capital acquisition reserve (CAR) account to purchase two (2) vehicles for the FY 2009 failed vehicle program.

Summary and Staff Recommendation: TNR is requesting that the Commissioners Court approve a transfer of $80,250.00 from the general fund capital acquisition reserve account 001-9800-981-9891 for FY 2009 failed vehicle purchases. The Court approved an earmark of $95,500.00 during the 2009 budget process for these items. Information for the failed vehicles to be replaced is attached.

Budgetary and Fiscal Impact: There is no budgetary impact since this had already been approved as an earmark against reserves.

Required Authorizations: Planning and Budget Office.

Exhibits: A copy of budget transfer number 17814.

If you have any questions or require additional information please contact Donna Williams-Jones at extension 47677.

DW:JPG:dw

Attachments

cc: Jessica Rio, PBO
Mike Joyce, TNR
Christina Jensen, TNR
Donna Williams-Jones, TNR

From: Mike Joyce
To: Donna Williams-Jones
CC: Don Ward; Vincent Moraida
Date: 8/27/2009 10:49 AM
Subject: Re: REMINDER

Okay. I got it.
Use emergency reserve funds to replace two failing vehicles.
1. Facilities Moving Truck, Number F9529, 14 years old with 104,000 miles. It has several maintenance issues. some of which is safety concerns with the brakes.
cost to replace cab & chassis and reuse box bed est. $55,000.
2. Fleet Services county wide pool van number TNR1424, 1992, 17 years old with 88,000 miles, it has transmission problems along with several other maintenance issue including paint coming off the body. cost to replace $25,250.

total request $80,250

>>> Donna Williams-Jones 8/19/2009 12:02 PM >>>
Hi,

Just reminder that I need the estimates for the failed vehicles this week so I can move the $95,500 of funds from reserves and pre-encumber. You can then finish this up in FY10.

Thanks
Donna

Budget Adjustment: 17814

Fyr _ Budget Type: 2009-Reg	Author: 49 - WILLIAMS-JONES, DONNA	Created: 8/26/2009 8:48:15 AM
PBO Category: Amendment	Court Date: Tuesday, Sep 8 2009	Dept: RESERVES
Just: Other	To provide funds for FY 2009 failed vehicle program. The Comm. Court approved an earmark against CAR for this program during the 2009 budget process. To replace F9529 and TNR1424.	

From Account	Acct Desc	Project	Proj Desc	Amount
001-9800-981-9891	CAPITAL ACQUISTN RESERVES			80,250
				80,250

To Account		Project	Amount
001-4996-821-8020	AUTOMOBILES & TRUCKS		80,250
			80,250

Approvals	Dept	Approved By	Date Approved
Originator	49	DONNA WILLIAMS-JONES	8/27/2009 11:40:13 AM
DepOffice	39	DONNA FARRIS	8/27/2009 12:00:28 PM
DepOfficeTo	49	CYNTHIA MCDONALD	8/27/2009 12:06:58 PM

Margaret Mellis 9/1/09

4

Last Updated 09-03-09 at 4:52 PM

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
$23,080	Records Management	9/1/2009	Copy Paper
$4,598,877	**Current Balance**		

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)**

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Last Updated 09-03-09 at 4:52 PM

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

$1,501,012 Remaining Allocated Reserve Balance After Possible Future Expenditures

Last Updated 9/28/2009

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

Amount	Dept Transferred Into	Date	Explanation
$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
$2,207,643	**Current Reserve Balance**		

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

Amount	Explanation
($95,500)	Failing Vehicles Contingency
($30,000)	Aviation Software
($125,500)	**Total Possible Future Expenses (Earmarks)**

$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			Beginning Balance - Bilingual Pay
($1,820)	HRMD	6/16/09	Pilot Bilingual Testing
$4,160	**Current Reserve Balance**		

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
$0	**Current Reserve Balance**		

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

Amount	Dept Transferred Into	Date	Explanation
$1,108,121			Beginning Balance
$1,108,121	**Current Reserve Balance**		

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

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

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

Amount	Dept Transferred Into	Date	Explanation
$2,347,947			Beginning Balance
$2,347,947	**Current Reserve Balance**		

Last Updated 09-03-09 at 4:52pm

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
$621,862	Facilities	8/21/09	Reimbursement SMART Bldg.
$947,604	Facilities	8/21/09	Reimbursement Pct. 2 Office Bldg
$39,644,694	**Current Reserve Balance**		

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
$525,365	**Current Reserve Balance**		

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

Amount	Dept Transferred Into	Date	Explanation
$82,420			Beginning Balance
$82,420	**Current Reserve Balance**		

Last Updated 09-03-09 at 4:52pm

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
$14,600	**Current Reserve Balance**		

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
$113,646	**Current Reserve Balance**		

Item 9

TRAVIS COUNTY COMMISSIONERS COURT AGENDA REQUEST

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

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) Grant contract with the US Department of Health and Human Services for Travis County to continue to participate in the third year of the potential five-year Parenting in Recovery Project with Travis County Health and Human Services and Veterans Services (TCHHSVS) serving as the regional partnership project lead.

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

9/8/2009

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	County Match	FTEs	Notes	Page #	ARRA
Contracts									
a	58	Parenting in Recovery	9/30/20099 - 9/29/2010	$500,000	$125,000.00	1	1	20	

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 italized. 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	***AmeriCorp***	$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

2

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	***2009 Byrne Justice Assistance Grant (ARRA)***	$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	***Recovery Act Combating Criminal Nacrotics Activity Stemming from the Southern Border of the US: Enhancing Southern Border Jails, Community Corrections and Detention Operations (ARRA)***	$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	***Travis County Mentoring Project (ARRA)***	$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	***Byrne Memorial Competitive Grant Supporting Problem Solving Courts (ARRA)***	$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

47	Homeland Security Grant for Videoconferenceing 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	***Parenting in Recovery***	$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	***Juvenile Treatment Drug Court Enhancement Grant from OJJDP***	$424,979	$141,667	10/1/2009 - 9/30/2013	2.5	5/5/2009
45	***Juvenile Treatment Drug Court Enhancement Grant from CSAT***	$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	***Travis County Management Strategy for Criminal Justice (ARRA)***	$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	***Community Development Block Grant (ARRA) CDBG-R***	$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

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55	***National Initiatives: Adjudication Program***	$150,000		10/1/2009 - 3/31/2011	1.5	6/16/2009
58	***ARRA Texas Weatherization Assistance Program***	$4,498,894		8/1/2009 - 7/31/2011		6/23/2009
14	***Energy Efficiency and Conservation Block Grants - Recovery***	$2,207,900		10/2009 - 04/2011		6/23/2009
45	Residential Susstance 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
37	FY 2010 State Homeland Security Program - TCSO	$368,452.50	$122,817.50	10/01/2010 - 11/30/2012		8/25/2009
47	Homeland Security Grant Program - State Homeland Security program	$10,125.00	$3,375.00	10/1/2010 - 11/30/2012		8/25/2009
47	Homeland Security Grant Program - State Homeland Security Program	$22,500.00	$7,500.00	10/1/2010 - 11/30/2012		8/25/2009
47	Homeland Security Grant Program - State Homeland Security Program	$15,675.00	$5,225.00	10/1/2010 - 11/30/2012		8/25/2009
47	Homeland Security Grant Program - State Homeland Security Program	$14,985.00	$4,995.00	10/1/2010 - 11/30/2012		8/25/2009

47	Homeland Security Grant Program - State Homeland Security Program	$31,050.00	$10,350.00	10/1/2010 - 11/30/2012	8/25/2009
47	Homeland Security Grant Program - State Homeland Security Program	$11,250.00	$3,750.00	10/1/2010 - 11/30/2012	8/25/2009
58	Veterans' Employment and Training Service (Stand Down Grant)	$7,000.00		10/24/2009 - 10/24/2009	8/25/2009
		$60,856,205	$6,482,522	73.07	

Last Updated 09-03-09 at 4:52pm

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 italized. 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	***Parenting in Recovery***	$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

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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	***Interlocal Agreement for the Austin/Travis County Family Violence Protection Team***	$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	***Travis County Mental Health Public Defenders Office***	$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	***2009 Phase 27 ARRA Emergency Food and Shelter Program***	$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
49	***Local Transportation Project - Advanced Funding Agreement (ARRA)***	***$687,047***		***$13,741***	***10/1/2009 - 5/31/2010***		***8/11/2009***
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
12	SAVNS Statewide Automated Victim Notification Service	$25,817.00			9/1/2009 - 8/31/2010		8/25/2009
45	Access and Visitation	$47,348.00		$5,400.00	9/1/2008 - 8/31/2010		8/25/2009
23	Title IV-E Legal Administration	$1,478,416			10/1/2009 - 9/30/2010		9/1/2009
39	Recovery Act Combating Criminal Narcotics Activity Stemming from the Southern Border of the United States: Enhancing Southern Border Jails, Community Corrections, and Detention Operations	$287,500			7/1/2009 - 6/30/2011		9/1/2009
45	Integrated Child Support System Cooperative Agreement	$400,890			9/1/2009 - 8/31/2011		9/1/2009
		$20,141,120	$3,304,223	$19,141		123.00	

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
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	$1,337,596.25	$ 281,606	27.00	

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Last Updated 09-03-09 at 4:52pm

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

		FY 09		FY 10		FY 11		FY 12		FY 13	
Dept	Grant Title	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
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. *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 realocations and potential savings.*	$ 300,000	$ 307,743	$ 100,000	$ 102,360	$ 50,000	$ 152,360	$ -	$ 152,360	$ -	$ 152,360
Criminal Justice Planning	Office of Child Representation. *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 realocations and potential savings.*	$ 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. *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.*	$ 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 millling 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. *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.*	$ 40,554	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Health and Human Services	Americorps. *Grant match is handled internally within the existing budget of the Texas AgriLife Extension Service. Assumes grant will continue each year.*	$ 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
		$ 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**

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	$1,733,627
Combined Totals	**$ 3,463,871**	**$ 1,161,189**	**$6,367,936**	**$ 883,626**	**$5,054,706**	**$ 1,375,584**	**$2,586,135**	**$ 1,500,584**	**$1,879,373**	**$2,048,032**

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Last Updated 09-03-09 at 4:52pm

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

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Outstanding Grant Applications

		FY 09		FY 10		FY 11		FY 12		FY 13	
Dept	Grant Title	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
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 supplment 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

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

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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

		FY 09		FY 10		FY 11		FY 12		FY 13	
Dept	Grant Title	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
Juvenile Probation	Juvenile Treatment Drug Court Enhancement Grant from CSAT. *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.*	$ -	$ -	$ 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). *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.*	$ 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: ☒	Permission to Continue: ☐
	Contract Approval: ☐	Status Report: ☐

Department/Division:	Travis County Health and Human Services and Veterans Service
Contact Person/Title:	John C. Bradshaw
Phone Number:	854-4277

Grant Title:	Parenting in Recovery			
Grant Period:	From:	9/30/2009	To:	9/29/2010
Grantor:	U.S. Dept. of Health and Human Services, Administration for Children and Families			

Check One:	New: ☐	Continuation: ☒	Amendment: ☐
Check One:	One-Time Award: ☐	Ongoing Award: ☒	
Type of Payment:	Advance: ☐	Reimbursement: ☒	

Grant Categories/ Funding Source	Federal Funds	State Funds	Local Funds	***County Match***	In-Kind	**TOTAL**
Personnel:				80,000		80,000
Operating:	500,000				45,000	545,000
Capital Equipment:						0
Indirect Costs:						0
Total:	500,000	0	0	80,000	45,000	625,000
FTEs:				1.00		1.00

Auditor's Office Review: ☒ Staff Initials:_JC_____

Auditor's Office Comments:

County Attorney's Office Contract Review: ☒ Staff Initials:_MG_____

Performance Measures	**Projected FY 09**	**Progress To Date:**				**Projected FY 10**
Applicable Depart. Measures	**Measure**	12/31/08	3/31/09	6/31/09	9/30/09	**Measure**
Number of clients receiving substance treatment services	791	665	Not Available			850
Number of child welfare involved families completing service plan goals	90	25	Not Available			90
Number of new children entering care	500	69	Not Available			360
Outcome Measures For Grant						

Percentage of children who had an initial occurrence and/or recurrence of substantiated/indicated child maltreatment within 6, 12, 18 and 24 months after enrolling in the RPG program. N=30 (N is based on the minimum of one child per enrolled mother as the actual number of children is not established until parent entry into project and includes enrollments from year one and projected enrollments for year two.)	35%	0%	0%			35%
Outcome Impact Description	Reduces the number of incidences of child maltreatment in our community.					
Percentage of children identified as at risk of removal from the home who are able to remain in the custody of a parent or caregiver through case closure. N=5 PIR participants receive services up to 18 months from identification. This indicator will have viable data starting August 2009 – 18 months post first enrollment and first potential case closure. Please note that prior to this demonstration project all the children would have been placed in foster care due to risk factors.	60%	Not Available until August 2009	Not Available until August 2009			60%
Outcome Impact Description	Reduces the number of children that are placed in the foster care system due to parental substance abuse.					
Percentage of parents or caregivers who were able to access timely and appropriate substance abuse treatment as calculated by number of days between program entry and treatment entry (10 days). N=20 (N is based on the projected number of project enrollments for year two.)	80%	100%	90%			80%

Outcome Impact Description	Parents and caregivers with early access to substance dependence treatment are projected to have improved outcomes as it relates to establishing and maintaining sobriety.					
Percentage of parents or caregivers who show improvement in mental health functioning as measured by a pre and post treatment survey. N= 5 Data will only be available on participants at closure.	70%	Not Available until May 2009	Not Available until May 2009			70%
Outcome Impact Description	Parent/Caregivers with improved mental health functioning are projected to be better able to maintain sobriety, independence and an ability to safely care for their children without continued involvement by the child welfare system.					

RPG – Regional Partnership Grant. Designation established by Administration of Children and Families.

PIR – Parenting in Recovery. The name of the Travis County RPG site and the local project name.

PIR is a 5-year demonstration site grant awarded to test the validity of the project design. The project, as a part of the award, has a significant investment in evaluation with a designated evaluator paid through grant dollars. Sanna Thompson, PHD, of the University of Texas is PIR's evaluator who designed and is now implementing the evaluation of PIR. As part of the evaluation design, a database has been created to store and analyze data. The validity of the design will or will not be established by the use of a comparison control group for whom the project is also collecting the same data. As part of the grant, no predictions were made regarding specific indicator outcomes. The project design hypothesized that the continuum of services (seamless services) would result in children remaining with their mothers, as opposed to foster care, and the mothers would develop the skills and support required to sustain sobriety. The evaluation is testing this hypothesis.

All percentages provided above, specific to the grant, are to satisfy the grant summary form requirements and are not part of the evaluation. The percentages are based on local trends and cannot be directly linked to the project as the data does not yet support any specific trends and will not until project completion.

A grant evaluation report will be made available to the court at the conclusion of year two of the grant.

PBO Recommendation:

Health Human Services and Veterans Services (HHS&VS) is requesting Commissioners Court approval of a grant contract for the third year of a potential five year grant program to continue participation in the Parenting in Recovery Project. The program is funded by the U.S. Department of Health and Human Services for Targeted Grants to Increase the Well-being of, and to Improve the Permanency Outcomes for, Children Affected by Methamphetamine and Other Substance Addictions. HHS&VS serves as project lead on behalf of a regional partnership that includes Austin Recovery, Foundation Communities, Texas Department of Family and Protective Services and Austin Travis County Mental Health and Mental Retardation. This proposal falls within one of the three priority program areas established by the Commissioners Court. The grant will provide $500,000 in grant resources to serve families in the child welfare system with substance abuse issues. Specially, the program will provide substance abuse treatment and support for parents involved in the child welfare system with the goal of keeping families together.

The year-three budget of the grant will provide funding for a Project Director in HHS&VS, between 5 to 10 treatment beds slots at Austin Recovery depending on the level of care needed, financial assistance for program participants after treatment, and an independent evaluation component.

The grant requires a cash match for the third year of the program in FY 10 that will be met through a $80,000 cash contribution from the County that is recommend with one-time funding in the FY 10 Preliminary Budget along with $45,000 in existing in-kind resources from the County and partners of the program. The cash match requirements will remain the same in FY 11, but will increase for FY 12. Recommendations for FY 10 and future cash match requirements will be based on progress of the program, availability of funds, and the department's ability to internally fund some portion or all of the match. The department will be providing an update on the results of the program that will be included in the recommendation for the FY 11 request for the cash match. There are no long-term commitments to provide funding after termination of the grant. However, it is likely that program partners will seek funding from the County, City, and other resources to continue these services upon termination.

PBO recommends approval of the request in order to continue to the pilot grant program.

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 Parenting in Recovery project provides a flexible, comprehensive continuum of services for families in the child welfare system as a result of methamphetamine or other substance dependence. The primary objective of the Parenting in Recovery project is to keep families together in the community while they receive an individualized set of interventions and supports that promote sustained recovery and independent functioning.

This grant will enhance the services provided by the Office of Children Services within Travis County Health and Human Services and Veterans Service (TCHHSVS). TCHHSVS serves as the lead agency on behalf of a regional partnership that includes Austin Recovery, Foundation Communities, Texas Department of Family and Protective Services (DFPS), Austin Travis County Mental Health and Mental Retardation (ATCMHMR), Travis County District Court, and WorkSource.
The focus of TCHHSVS – Office of Children Services (OCS) is to promote programs and services that enhance the functioning of children, youth and families. OCS has an established collaborative relationship with the child welfare system and maintains oversight for the substance abuse contract.

The grant expands service opportunities to families involved in both the child welfare and substance treatment systems.

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

There is $500,000 in grant funds available for FY'10. A cash match of $80,000 and an in-kind match of $45,000 is required for a total match of $125,000. This match amount is maintained through FY'11, and is increased to $167,000 in FY'12.

Travis County is providing a cash match of $80,000 in the form of salary and benefits for a full-time Project Director as well as two staff from the Office of Children's Services who will spend a portion of their time on grant oversight. Austin Recovery is providing an in-kind match of $8,500 through volunteer services dedicated to project participants. Foundation Communities is providing an $11,000 in-kind match using the difference between grant rental rate and the fair housing market rate. ATCMHMR Center is providing a $25,500 in-kind match using the difference between the 5% MSO fee charged to the grant and the approved rate of 13%. TCHHSVS is not increasing or expanding program costs. It is expected that grant partners will be increasing in-kind matches over the grant's five-year project period to meet the increasing match 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.

The grant requires a combination of cash and in-kind matches. TCHHSVS is providing all of the cash match. OCS has put in a request for the Project Director's salary and benefits as part of its FY'10 budget submission. The salary and benefits for the two OCS staff members who will spend a portion of their time on grant oversight is already in the approved budget for TCHHSVS. The grant partners are providing the in-kind match by offering services at a reduced cost and volunteer support for project participants.

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

There was not enough money in the grant award to cover program costs as well as allow for an indirect cost allocation. The most current indirect cost rate assigned to TCHHSVS by the consultant Maximus is .4247. The proposal for a $500,000 grant to provide direct services would not be competitive if $212,350 of that amount went for indirect costs.

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.

No. This program relies heavily on local resources for the project model which will support sustainability after the grant ends. The Project Director position will end with the grant. The Project Director will develop relationships with program partners that will be sustained after the grants ends either through MOUs and/or contracts. The length of the grant allows the partners time to evaluate the effectiveness of the project model and create and implement a viable sustainability plan that includes the following:

- Regional partnership will continue as a collaborative body that informs local practices and allocates resources for this population

- Training of Child Protective Services (CPS) staff in Motivational Interview and the use of the M.I.N.I. screening tool for substance dependence and mental health – current goal is to have these as continuing education for CPS staff in the first year of employment
- CPS staff will integrate into practice collaborative treatment planning with a special emphasis on discharge planning
- Austin Recovery will continue to maintain 10 additional beds to serve women and children bringing the agencies capacity to 22
- Foundation Communities will maintain a case manager position to provide support to this population

Partners will identify the funding for treatment and flexible services potentially through increased City/County funding to the existing ATCMHMR Substance Abuse contract to serve this population. CPS will enter into contracts with TCHHSVS or Austin Recovery and Foundation Communities to secure needed services for families. Partners will lobby Department of State Health Services to raise the funding rate of treatment beds closer to cost and comparable to City/County contract rates, among other things.

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. This program is in line with the services currently offered by the Office of Children Services within TCHHSVS.

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 25, 2009

TO: Members of the Commissioners Court

FROM: Sherri E. Fleming
Sherri E. Fleming, Executive Manager
Travis County Health and Human Services and Veterans Service

SUBJECT: FY10 Grant from the U.S. Department of Health and Human Services for Targeted Grants to Increase the Well-Being of and to Improve the Permanency Outcomes for Children Affected by Methamphetamine or Other Substance Abuse

Proposed Motion:
Consider and Take Appropriate Action to Approve a $500,000 Grant from the Administration for Children and Families within the U.S. Department of Health and Human Services to Fund the Travis County Parenting in Recovery Project in FY10.

Summary and Staff Recommendations:
Travis County Health and Human Services and Veterans Service (HHS&VS) first received this grant in FY08. HHSS&VS serves as the lead agency in a regional partnership (known as the Parenting in Recovery project) that includes Austin Recovery, Foundation Communities, Texas Department of Family and Protective Services (DFPS), Austin Travis County Mental Health and Mental Retardation (MHMR), and WorkSource.

The Parenting in Recovery project provides a flexible, comprehensive continuum of services for families in the child welfare system as a result of methamphetamine or other substance dependence. The primary objective of the project is to keep families together in the community while they receive an individualized set of interventions and supports that promote sustained recovery and independent functioning.

Parenting in Recovery has three main components: (1) enhanced collaboration between child welfare and the substance dependence treatment providers; (2) improved identification and treatment for families involved with the child welfare system as a result of substance dependence; and (3) the development of a continuum of services for families from treatment to sustained recovery within the community.

The Parenting in Recovery project started serving families in February of 2008 and has enrolled 40 families so far. Of these 40 families, four were discharged successfully, twelve were discharged prematurely from the project, and 24 remain active participants. The project will serve at least 20 additional families in FY10.

HHS&VS Staff recommends approving the FY10 grant funds.

Budgetary and Fiscal Impact:
The amount of grant funds available from the U.S. Department of Health and Human Services for FY10 is $500,000. A cash and in-kind match of $125,000 is required. This remains the same for FY11 but increases to $167,000 in FY12, the fifth and final year of the grant.

For FY10, Travis County is providing a cash match of $80,000 in the form of salary and benefits for a full-time Project Director as well as two staff from the Office of Children's Services who will spend a portion of their time on grant oversight. Austin Recovery is providing an in-kind match of $8,500 by providing volunteers who will provide support for families enrolled in the program. Foundation Communities will contribute an $11,000 in-kind match by providing rental housing to Parenting in Recovery clients at below market rates. Austin Travis County MHMR will provide $25,500 as an in-kind match by reducing the administrative fee it charges for coordinating the services provided to Parenting in Recovery clients. The total in-kind match comes to $45,000.

Issues and Opportunities:
Children are put at risk when one or both parents have a substance dependence problem. The cost of maintaining an addiction diverts a family's financial resources from providing basic needs such as food, clothing, and housing. Parental substance dependence is a key factor underlying the abuse or neglect experienced by many of the children entering foster care. The Parenting in Recovery project is designed to keep families together by providing treatment and support services.

Background:
The Administration for Children and Families within the U.S. Department of Health and Human Services provides grants for regional partnerships designed to enhance the safety of children who are in an out-of-home placement or are at risk of being put in an out-of-home placement due to a parent's or caretaker's methamphetamine or other substance dependence.

cc: Jim Lehrman, Director, Office of Children's Services, TCHHS&VS
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

DEPARTMENT OF HEALTH & HUMAN SERVICES

ADMINISTRATION FOR CHILDREN AND FAMILIES
Administration on Children, Youth and Families
1250 Maryland Avenue, S.W.
Washington, D.C. 20024

JUL 20 2009

The Honorable Samuel T. Biscoe
Travis County Judge
100 N. IH 35
Austin, TX 78701

Reference: Award No. 90CU0039

Dear Judge Biscoe:

I am pleased to inform you that your non-competing continuation award application has been approved for funding. The grant award is made pursuant to the legislative authority of the Child and Family Services Improvement Act (Public Law 109-288) 42 United States Code section 629g(f).

The enclosed Financial Assistance Award (FAA) specifies the amount and duration of the grant. Also enclosed is material that describes the administrative policies and procedures pertinent to your grant.

The Federal Project Officer responsible for monitoring the project and for providing programmatic assistance is:

Irene Bocella
Child Welfare Program Specialist
Administration on Children, Youth and Families
Children's Bureau
1250 Maryland Avenue, SW
Suite 800
Washington, DC 20024
Telephone: 202-205-1723

RECEIVED
COUNTY JUDGE'S OFFICE
09 AUG 19 AM 10:57

The Grants Management Specialist assigned to your project and available to assist you with the business and administrative aspects of the project:

Fonda Hughes/Ben Sharp
Grants Management Specialist
Administration for Children and Families
Office of Grants Management
370 L'Enfant Promenade, SW
6th Floor
Washington, DC 20447
Telephone: 202-260-6607

Please note that originals of all correspondence and reports related to your grant are to be transmitted to the Grants Management Specialist with copies to the Federal Project Officer. All grant-related correspondence and reports must reference the award number appearing in box 3 of the FAA.

Program and financial status reports are due 30 days after the end of the second and fourth quarters (six-month intervals) throughout the total approved project period. The enclosed material on reporting requirements details the reporting schedule and format.

If we can be of any assistance, please feel free to contact us. We look forward to working with you as you continue with this important project.

Sincerely,

Maiso L. Bryant

Maiso L. Bryant,
Acting Commissioner

Enclosures

Last Updated 09-03-09 at 4:52pm

1.RECIPIENT

Department of Health and Human Services
Administration for Children and Families
Financial Assistance Award (FAA)

SAI NUMBER:

PMS DOCUMENT NUMBER: 90CU003903

1. AWARDING OFFICE:	2. ASSISTANCE TYPE:	3. AWARD NO.:	4. AMEND. NO.:
Administration for Children and Families	Discretionary Grant	90CU0039/03	

5. TYPE OF AWARD:	6. TYPE OF ACTION:	7. AWARD AUTHORITY:
OTHER	Non-competing Continuation	Prom S & S Fam. Sec. 437 (f) title IV-B42 U.

8. BUDGET PERIOD:	9. PROJECT PERIOD:	10. CAT NO.:
09/30/2009 THRU 09/29/2010	09/30/2007 THRU 09/29/2012	93087 ...

11. RECIPIENT ORGANIZATION:
Travis County through Travis County
Health and Human Services
100 North I.H. 35
Austin TX 78767
Samuel Biscoe, Travis County Judge

12. PROJECT / PROGRAM TITLE:
Targeted Grants: Methamphetamine and other Substance Abuse

13. COUNTY:	14. CONGR. DIST:	15. PRINCIPAL INVESTIGATOR OR PROGRAM DIRECTOR:
TRAVIS	25	Laura Peveto , Prevention and Intervention Manager

16. APPROVED BUDGET:

Personnel	$	0
Fringe Benefits	$	0
Travel	$	8,170
Equipment	$	0
Supplies	$	0
Contractual	$	431,101
Facilities/Construction	$	0
Other	$	60,729
Direct Costs	$	500,000
Indirect Costs At % of $	$	0
In Kind Contributions	$	0
Total Approved Budget(**)	$	**500,000**

17. AWARD COMPUTATION:

A. NON-FEDERAL SHARE	$	125,000	20.00 %
B. FEDERAL SHARE	$	500,000	80.00 %

18. FEDERAL SHARE COMPUTATION:

A. TOTAL FEDERAL SHARE	$	500,000
B. UNOBLIGATED BALANCE FEDERAL SHARE	$	
C. FED. SHARE AWARDED THIS BUDGET PERIOD	$	500,000

19. AMOUNT AWARDED THIS ACTION:	$	500,000
20. FEDERAL $ AWARDED THIS PROJECT PERIOD:	$	1,500,000

21. AUTHORIZED TREATMENT OF PROGRAM INCOME:
ADDITIONAL COSTS

22. APPLICANT EIN:	23. PAYEE EIN:	24. OBJECT CLASS:
1-746000192-A5	1-746000192-A5	41.51

25. FINANCIAL INFORMATION: **DUNS:** 030908842

ORGN	DOCUMENT NO.	APPROPRIATION	CAN NO.	NEW AMT.	UNOBLIG.	NONFED %
ACF	90CU003903	75-9-1512	2009 G996440	$500,000		

26. REMARKS: (Continued on separate sheets)

Paid by DHHS Payment Management System (PMS), see attached for payment information.
This award is subject to the requirements of the HHS Grants Policy Statement (HHS GPS) that are applicable to you based on your recipient type and the purpose of this award.
This includes requirements in Parts I and II (available at http://www.hhs.gov/grantsnet/adminis/gpd/index.htm) of the HHS GPS.
Although consistent with the HHS GPS, any applicable statutory or regulatory requirements, including 45 CFR Part 74 or 92, directly apply to this award apart from any coverage in the HHS GPS.
This award is subject to the requirements of Section 106 (g) of the Trafficking Victims Protection Act of 2000, as amended (22 U.S.C. 7104).
For the full text of the award term, go to http://www.acf.hhs.gov/grants/award_term.html.

27. SIGNATURE - ACF GRANTS OFFICER **DATE:**
Ben L. Sharp Ben L. Sharp 7/17/09

28. SIGNATURE(S) CERTIFYING FUND AVAILABILITY
For Catherine F. Wade 24 Jul 09

29. SIGNATURE AND TITLE - PROGRAM OFFICIAL(S) **DATE:**
Maiso L. Bryant, Acting Commissioner, ACYF 7/28/09

31

DGCM 3-785 (Rev. 86) (CU)

1.RECIPIENT

DEPARTMENT OF HEALTH AND HUMAN SERVICES
ADMINISTRATION FOR CHILDREN AND FAMILIES
FINANCIAL ASSISTANCE AWARD

SAI NUMBER:

PMS DOCUMENT NUMBER: 90CU003903

1. AWARDING OFFICE:	2. ASSISTANCE TYPE:	3. AWARD NO.:	4. AMEND. NO.
Administration for Children and Families	Discretionary Grant	90CU0039/03	

5. TYPE OF AWARD:	6. TYPE OF ACTION:	7. AWARD AUTHORITY:
OTHER	Non-competing Continuation	Prom S & S Fam. Sec. 437 (f) title

8. BUDGET PERIOD:	9. PROJECT PERIOD:	10. CAT NO.:
09/30/2009 THRU 09/29/2010	09/30/2007 THRU 09/29/2012	93087

11. RECIPIENT ORGANIZATION:
Through Travis County
Travis County, ~~Health and Human Services~~

BY: _____ Date: _____

Samuel T. Biscoe
Travis County Judge

26. REMARKS: (Continued from previous page)

This grant is subject to the requirements as set forth in 45 CFR Part 87.
Attached are terms and conditions, reporting requirements, and payment instructions.
Initial expenditure of funds by the grantee constitutes acceptance of this award.
(**) Reflects only federal share of approved budget.

Grantee assumes complete responsibility for the administration and accountability for all funds received under this award. Grantee has not listed any Federal funds under personnel line item.

DEPARTMENT OF HEALTH AND HUMAN SERVICES
ADMINISTRATION FOR CHILDREN AND FAMILIES (ACF)

STANDARD TERMS AND CONDITIONS

Has been replaced with the

HHS Grants Policy Statement (HHS GPS)

http://www.acf.hhs.gov/grants/grants_resources.html

DEPARTMENT OF HEALTH & HUMAN SERVICES

ADMINISTRATION FOR CHILDREN AND FAMILIES
370 L'Enfant Promenade, S.W.
Washington, D.C. 20447

NOTICE TO ALL GRANT RECIPIENTS!

SUBJECT: NEW PERFORMANCE PROGRESS REPORTING REQUIREMENT

Dear ACF Grant Recipient:

Beginning with FY 2009, ACF grantees will begin using the Standard Form-Performance Progress Report (SF-PPR) for required performance progress reports. The SF-PPR is the standard government-wide performance progress reporting format used by Federal agencies to collect performance information from recipients. Use of ACF's Office of Grants Management (OGM) version of the SF-PPR will begin for all awards (new and continuation) made by ACF in FY 2009. At a minimum, grantees will be required to submit the OGM version of SF-PPR Coversheet and SF-PPR Appendix B Program Indicators, which are specific to ACF performance progress reports and available on this page. Some ACF Programs may utilize reporting formats that differ from the new OGM SF-PPR; therefore grantees should consult the published announcement and their award documents to determine the appropriate performance progress report requirement.

Attachments

11/17/08

PERFORMANCE PROGRESS REPORT
ACF-OGM-SF-PPR

			Page / of Pages
1.Federal Agency and Organization Element to Which Report is Submitted	2. Federal Grant or Other Identifying Number Assigned by Federal Agency		3a. DUNS Number 3b. EIN
4. Recipient Organization (Name and complete address including zip code)			5. Recipient Identifying Number or Account Number
6. Project/Grant Period Start Date: *(Month, Day, Year)*	End Date: *(Month, Day, Year)*	7. Reporting Period End Date *(Month, Day, Year)*	8. Final Report? ☐ Yes ☐ No 9. Report Frequency ☐ *annual* ☐ *semi-annual* ☐ *quarterly* ☐ *other* *(If other, describe: _____)*

10. Performance Narrative

11. Other Attachments *(attach other documents as needed or as instructed by the awarding Federal Agency)*

12. Certification: I certify to the best of my knowledge and belief that this report is correct and complete for performance of activities for the purposes set forth in the award documents.

12a. Typed or Printed Name and Title of Authorized Certifying Official	12c. Telephone *(area code, number and extension)* 12d. Email Address
12b. Signature of Authorized Certifying Official	12e. Date Report Submitted *(Month, Day, Year)* 13. Agency use only

OMB Approval Number: 0970-0334
Expiration Date: 6/30/2009

PERFORMANCE PROGRESS REPORT
SF-PPR INSTRUCTIONS

Item	Data Elements	Line Item Instructions for SF-PPR
1.	**Awarding Federal agency and Organizational Element to Which Report is Submitted**	Enter the name of the awarding Federal agency and organizational element identified in the award document or otherwise instructed by the agency. The organizational element is a sub-agency within an awarding Federal agency.
2.	**Federal Grant or Other Identifying Number Assigned by the awarding Federal agency**	Enter the grant/award number contained in the award document.
3.a.	**DUNS Number**	Enter the recipient organization's Data Universal Numbering System (DUNS) number or Central Contract Registry extended DUNS number.
3.b.	**EIN**	Enter the recipient organization's Employer Identification Number (EIN) provided by the Internal Revenue Service.
4.	**Recipient Organization**	Enter the name of recipient organization and address, including zip code.
5.	**Recipient Account Number or Account Number**	Enter the account number or any other identifying number assigned by the recipient to the award. This number is strictly for the recipient's use only and is not required by the awarding Federal agency.
6.	**Project/Grant Period**	Indicate the project/grant period established in the award document during which Federal sponsorship begins and ends. Note: Some agencies award multi-year grants for a project/grant period (e.g., 5 years) that are funded in increments known as budget periods or funding periods. These are typically annual increments. Please enter the project/grant period, not the budget period or funding period.
7.	**Reporting Period End Date**	Enter the ending date of the reporting period. For quarterly, semi-annual, and annual reports, the following calendar quarter reporting period end dates shall be used: 3/31; 6/30; 9/30; and or 12/31. For final PPRs, the reporting period end date shall be the end date of the project/grant period. The frequency of required reporting is usually established in the award document.
8.	**Final Report**	Mark appropriate box. Check "yes" only if this is the final report for the project/grant period specified in Box 6.
9.	**Report or Frequency**	Select the appropriate term corresponding to the requirements contained in the award document. "Other" may be used when more frequent reporting is required for high-risk grantees, as specified in OMB Circular A-110.
10.	**Performance Narrative**	**Leave blank and complete Form ACF-OGM-SF-PPR Apendix B**

OMB Approval Number: 0970-0334
Expiration Date: 6/30/2009

PERFORMANCE PROGRESS REPORT

Item	Data Elements	Line Item Instructions for SF-PPR
11.	**Other Attachments**	Attach other documents as needed or as instructed by the awarding Federal agency.

Paperwork Burden Statement

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 0970-0334. The time required to complete this information collection is estimated to average three (3) hours per response, including the time to review the instructions, search existing data resources, gather the data needed, and complete and review the information collection. **If you have suggestions about the accuracy of the estimate, we would be happy to hear from you.** You can email us at infocollection@acf.hhs.gov.

PERFORMANCE PROGRESS REPORT

(1) Question Number	(2) Activity Description	(3) Indicator or Status	(4) Explanation
B-05	**Other Activities**		
B-06	**Activities planned for next reporting period**		

OMB Approval Number: 0970-0334
Expiration Date: 6/30/2009

PERFORMANCE PROGRESS REPORT
ACF-PPR-B INSTRUCTIONS

Schedule

Submit the original progress report to the Office of Grants Management, Division of Discretionary Grants, and a copy to the Program Office. Reports are due 30 days after the end of the second and fourth quarters of the budget period (every six months).

A FINAL PROGRAM REPORT IS DUE 90 DAYS AFTER THE PROJECT PERIOD END DATE.

Item	Data Elements	Instructions
1	**Awarding Federal agency and Organizational Element to Which Report is Submitted**	Enter the name of the awarding Federal agency and organizational element identified in the award document or otherwise instructed by the agency. The organizational element is a sub-agency within an awarding Federal agency.
2	**Federal Grant or Other Identifying Number Assigned by the awarding Federal agency**	Enter the grant/award number contained in the award document.
3a	**DUNS Number**	Enter the recipient organization's Data Universal Numbering System (DUNS) number or Central Contract Registry extended DUNS number.
3b	**EIN**	Enter the recipient organization's Employer Identification Number (EIN) provided by the Internal Revenue Service.
4	**Reporting Period End Date**	Enter the ending date of the reporting period. For quarterly, semi-annual, and annual reports, the following calendar quarter reporting period end dates shall be used: 3/31; 6/30; 9/30 and or 12/31. For final PPRs, the reporting period end date shall be the end date of the project/grant period. The frequency of required reporting is usually established in the award document.
		Program Indicators
B-01(4)	**Explanation:** **Major activities and accomplishments during this period**	Recommend use of project task charts from approved grant application and/or project work plan with this section. Describe any draft/final products in this section. Use additional pages if needed.
B-02(4)	**Explanation:** **Problems**	Describe any deviations or departures from the original project plan including actual/anticipated slippage in task completion dates, and special problems encountered or expected. Use this report section to advise Project Officer and Grants Management Specialist of assistance needs. Use additional pages if needed.
B-03(4)	**Explanation:** **Significant findings and events**	(To be noted by project officer, or reported to regions, States, other agencies, Program Director/Commissioner, Assistant Secretary, Secretary, etc.) Use additional pages if needed.
B-04(4)	**Explanation:** **Dissemination activities**	Briefly describe project related inquiries and information dissemination activities carried out over the reporting period. Itemize and include a copy of any newspaper, newsletter, magazine articles or other published materials considered relevant to project activities, or used for project information or public relations purposes. Use additional pages if needed.

OMB Approval Number: 0970-0334
Expiration Date: 6/30/2009

PERFORMANCE PROGRESS REPORT

Program Indicators		
B-05(4)	**Explanation:** **Other Activities**	Briefly describe. Use additional pages if needed.
B-06(4)	**Explanation:** **Activities planned for next reporting period**	Briefly describe. Use additional pages if needed.

Paperwork Burden Statement

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 0970-0334. The time required to complete this information collection is estimated to average three (3) hours per response, including the time to review the instructions, search existing data resources, gather the data needed, and complete and review the information collection. **If you have suggestions about the accuracy of the estimate, we would be happy to hear from you.** You can email us at infocollection@acf.hhs.gov.

DEPARTMENT OF HEALTH AND HUMAN SERVICES
ADMINISTRATION FOR CHILDREN AND FAMILIES

Discretionary Program
FINANCIAL REPORTING REQUIREMENTS

Standard Form 269 – Financial Status Report

Financial Status Reports (SF-269) are due 30 days after the end of the second and fourth quarters of the budget period (every six months).

http://www.acf.hhs.gov/programs/ofs/grants/sf269.pdf

A final SF-269 is due 90 days after the end of the project period. The financial status report and the Payment Management System (PMS) expenditures report for the reporting period must reconcile. For the report to be considered final, all un-liquidated obligations must have been paid and $-0- entered on line 10(k) of the final Financial Status Report.

All financial status reports must be signed by the recipient organization's financial officer of by a designated individual in the organization for which notification of such designation by an authorized official of the organization has been submitted to the Administration for Children and Families.

The Federal grant award number should be indicated on all reports.

Submit the original and two copies of the Financial Status Reports to:

Mailing Address:
U.S. Department of Health and Human Services
Administration for Children and Families
Office of Grants Management
Division of Discretionary Grants
370 L'Enfant Promenade, S.W., 6th Floor
Washington, D.C. 20447

Delivery Address: (commercial/private courier)
U.S. Department of Health and Human Services
Administration for Children and Families
Office of Grants Management
Division of Discretionary Grants
901 D Street, S.W., 6th Floor
Washington, D.C. 20024

Failure to submit reports when due will be indicative of non-compliance with the award Terms and Conditions.

FINANCIAL STATUS REPORT
(Long Form)
(Follow instructions on the back)

1. Federal Agency and Organizational Element to Which Report is Submitted	2. Federal Grant or Other Identifying Number Assigned By Federal Agency	OMB Approval No. 0348-0039	Page of pages
3. Recipient Organization (Name and complete address, including ZIP code)			
4. Employer Identification Number	5. Recipient Account Number or Identifying Number	6. Final Report ☐ Yes ☐ No	7. Basis ☐ Cash ☐ Accrual
8. Funding/Grant Period *(See instructions)* From: (Month, Day, Year)	To: (Month, Day, Year)	9. Period Covered by this Report From: (Month, Day, Year)	To: (Month, Day, Year)

10. Transactions:	I Previously Reported	II This Period	III Cumulative
a. Total outlays			
b. Refunds, rebates, etc.			
c. Program income used in accordance with the deduction alternative			
d. Net outlays *(Line a, less the sum of lines b and c)*			
Recipient's share of net outlays, consisting of:			
e. Third party (in-kind) contributions			
f. Other Federal awards authorized to be used to match this award			
g. Program income used in accordance with the matching or cost sharing alternative			
h. All other recipient outlays not shown on lines e, f or g			
i. Total recipient share of net outlays *(Sum of lines e, f, g and h)*			
j. Federal share of net outlays *(line d less line i)*			
k. Total unliquidated obligations			
l. Recipient's share of unliquidated obligations			
m. Federal share of unliquidated obligations			
n. Total Federal share *(sum of lines j and m)*			
o. Total Federal funds authorized for this funding period			
p. Unobligated balance of Federal funds *(Line o minus line n)*			
Program income, consisting of:			
q. Disbursed program income shown on lines c and/or g above			
r. Disbursed program income using the addition alternative			
s. Undisbursed program income			
t. Total program income realized *(Sum of lines q, r and s)*			

11. Indirect Expense	a. Type of Rate *(Place "X" in appropriate box)* ☐ Provisional ☐ Predetermined ☐ Final ☐ Fixed			
	b. Rate	c. Base	d. Total Amount	e. Federal Share

12. Remarks: *Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation.*

13. Certification: I certify to the best of my knowledge and belief that this report is correct and complete and that all outlays and unliquidated obligations are for the purposes set forth in the award documents.

Typed or Printed Name and Title	Telephone (Area code, number and extension)
Signature of Authorized Certifying Official	Date Report Submitted

Previous Edition Usable
NSN 7540-01-012-4285

269-104

Standard Form 269 (Rev. 7-97)
Prescribed by OMB Circulars A-102 and A-110

200-496 P.O. 139 (Face)

FINANCIAL STATUS REPORT
(Long Form)

Public reporting burden for this collection of information is estimated to average 30 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0039), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET.

Please type or print legibly. The following general instructions explain how to use the form itself. You may need additional information to complete certain items correctly, or to decide whether a specific item is applicable to this award. Usually, such information will be found in the Federal agency's grant regulations or in the terms and conditions of the award (e.g., how to calculate the Federal share, the permissible uses of program income, the value of in-kind contributions, etc.). You may also contact the Federal agency directly.

Item	Entry
1, 2 and 3.	Self-explanatory.
4.	Enter the Employer Identification Number (EIN) assigned by the U.S. Internal Revenue Service.
5.	Space reserved for an account number or other identifying number assigned by the recipient.
6.	Check *yes* only if this is the last report for the period shown in Item 8.
7.	Self-explanatory.
8.	Unless you have received other instructions from the awarding agency, enter the beginning and ending dates of the current funding period. If this is a multi-year program, the Federal agency might require cumulative reporting through consecutive funding periods. In that case, enter the beginning and ending dates of the grant period, and in the rest of these instructions, substitute the term "grant period" for "funding period."
9.	Self-explanatory.
10.	The purpose of columns I, II, and III is to show the effect of this reporting period's transactions on cumulative financial status. The amounts entered in column I will normally be the same as those in column II of the previous report *in the same funding period*. If this is the first or only report of the funding period, leave columns I and II blank. If you need to adjust amounts entered on previous reports, footnote the column I entry on this report and attach an explanation.
10a.	Enter total gross program outlays. Include disbursements of cash realized as program income if that income will also be shown on lines 10c or 10g. Do not include program income that will be shown on lines 10r or 10s. For reports prepared on a cash basis, outlays are the sum of actual cash disbursements for direct costs for goods and services, the amount of indirect expense charged, the value of in-kind contributions applied, and the amount of cash advances and payments made to subrecipients. For reports prepared on an accrual basis, outlays are the sum of actual cash disbursements for direct charges for goods and services, the amount of indirect expense incurred, the value of in-kind contributions applied, and the net increase or decrease in the amounts owed by the recipient for goods and other property received, for services performed by employees, contractors, subgrantees and other payees, and other amounts becoming owed under programs for which no current services or performances are required, such as annuities, insurance claims, and other benefit payments.
10b.	Enter any receipts related to outlays reported on the form that are being treated as a reduction of expenditure rather than income, and were not already netted out of the amount shown as outlays on line 10a.
10c.	Enter the amount of program income that was used in accordance with the deduction alternative.
Note:	Program income used in accordance with other alternatives is entered on lines q, r, and s. Recipients reporting on a cash basis should enter the amount of cash income received; on an accrual basis, enter the program income earned. Program income may or may not have been included in an application budget and/or a budget on the award document. If actual income is from a different source or is significantly different in amount, attach an explanation or use the remarks section.
10d,	e, f, g, h, i and j. Self-explanatory.
10k.	Enter the total amount of unliquidated obligations, including unliquidated obligations to subgrantees and contractors. Unliquidated obligations on a cash basis are obligations incurred, but not yet paid. On an accrual basis, they are obligations incurred, but for which an outlay has not yet been recorded. Do not include any amounts on line 10k that have been included on lines 10a and 10j. On the final report, line 10k must be zero.
10l.	Self-explanatory.
10m.	On the final report, line 10m must also be zero.
10n,	o, p, q, r, s and t. Self-explanatory.
11a.	Self-explanatory.
11b.	Enter the indirect cost rate in effect during the reporting period.
11c.	Enter the amount of the base against which the rate was applied.
11d.	Enter the total amount of indirect costs charged during the report period.
11e.	Enter the Federal share of the amount in 11d.
Note:	If more than one rate was in effect during the period shown in Item 8, attach a schedule showing the bases against which the different rates were applied, the respective rates, the calendar periods they were in effect, amounts of indirect expense charged to the project, and the Federal share of indirect expense charged to the project to date.

FINANCIAL STATUS REPORT
(Long Form)
(Follow instructions on the back)

1. Federal Agency and Organizational Element to Which Report is Submitted	2. Federal Grant or Other Identifying Number Assigned By Federal Agency	OMB Approval No. 0348-0039	Page of pages
3. Recipient Organization (Name and complete address, including ZIP code)			
4. Employer Identification Number	5. Recipient Account Number or Identifying Number	6. Final Report ☐ Yes ☐ No	7. Basis ☐ Cash ☐ Accrual
8. Funding/Grant Period *(See instructions)* From: (Month, Day, Year)	To: (Month, Day, Year)	9. Period Covered by this Report From: (Month, Day, Year)	To: (Month, Day, Year)

10. Transactions:	I Previously Reported	II This Period	III Cumulative
a. Total outlays			
b. Refunds, rebates, etc.			
c. Program income used in accordance with the deduction alternative			
d. Net outlays *(Line a, less the sum of lines b and c)*			
Recipient's share of net outlays, consisting of:			
e. Third party (in-kind) contributions			
f. Other Federal awards authorized to be used to match this award			
g. Program income used in accordance with the matching or cost sharing alternative			
h. All other recipient outlays not shown on lines e, f or g			
i. Total recipient share of net outlays *(Sum of lines e, f, g and h)*			
j. Federal share of net outlays *(line d less line i)*			
k. Total unliquidated obligations			
l. Recipient's share of unliquidated obligations			
m. Federal share of unliquidated obligations			
n. Total Federal share *(sum of lines j and m)*			
o. Total Federal funds authorized for this funding period			
p. Unobligated balance of Federal funds *(Line o minus line n)*			
Program income, consisting of:			
q. Disbursed program income shown on lines c and/or g above			
r. Disbursed program income using the addition alternative			
s. Undisbursed program income			
t. Total program income realized *(Sum of lines q, r and s)*			

11. Indirect Expense	a. Type of Rate *(Place "X" in appropriate box)* ☐ Provisional ☐ Predetermined ☐ Final ☐ Fixed			
	b. Rate	c. Base	d. Total Amount	e. Federal Share

12. *Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation.*

13. Certification: I certify to the best of my knowledge and belief that this report is correct and complete and that all outlays and unliquidated obligations are for the purposes set forth in the award documents.

Typed or Printed Name and Title	Telephone (Area code, number and extension)
Signature of Authorized Certifying Official	Date Report Submitted

Previous Edition Usable
NSN 7540-01-012-4285

269-104

Standard Form 269 (Rev. 7-97)
Prescribed by OMB Circulars A-102 and A-110

200-498 P.O. 139 (Face)

FINANCIAL STATUS REPORT
(Long Form)

Public reporting burden for this collection of information is estimated to average 30 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0039), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET.

Please type or print legibly. The following general instructions explain how to use the form itself. You may need additional information to complete certain items correctly, or to decide whether a specific item is applicable to this award. Usually, such information will be found in the Federal agency's grant regulations or in the terms and conditions of the award (e.g., how to calculate the Federal share, the permissible uses of program income, the value of in-kind contributions, etc.). You may also contact the Federal agency directly.

Item	Entry
1, 2 and 3.	Self-explanatory.
4.	Enter the Employer Identification Number (EIN) assigned by the U.S. Internal Revenue Service.
5.	Space reserved for an account number or other identifying number assigned by the recipient.
6.	Check *yes* only if this is the last report for the period shown in Item 8.
7.	Self-explanatory.
8.	Unless you have received other instructions from the awarding agency, enter the beginning and ending dates of the current funding period. If this is a multi-year program, the Federal agency might require cumulative reporting through consecutive funding periods. In that case, enter the beginning and ending dates of the grant period, and in the rest of these instructions, substitute the term "grant period" for "funding period."
9.	Self-explanatory.
10.	The purpose of columns, I, II, and III is to show the effect of this reporting period's transactions on cumulative financial status. The amounts entered in column I will normally be the same as those in column III of the previous report *in the same funding period*. If this is the first or only report of the funding period, leave columns I and II blank. If you need to adjust amounts entered on previous reports, footnote the column I entry on this report and attach an explanation.
10a.	Enter total gross program outlays. Include disbursements of cash realized as program income if that income will also be shown on lines 10c or 10g. Do not include program income that will be shown on lines 10r or 10s. For reports prepared on a cash basis, outlays are the sum of actual cash disbursements for direct costs for goods and services, the amount of indirect expense charged, the value of in-kind contributions applied, and the amount of cash advances and payments made to subrecipients. For reports prepared on an accrual basis, outlays are the sum of actual cash disbursements for direct charges for goods and services, the amount of indirect expense incurred, the value of in-kind contributions applied, and the net increase or decrease in the amounts owed by the recipient for goods and other property received, for services performed by employees, contractors, subgrantees and other payees, and other amounts becoming owed under programs for which no current services or performances are required, such as annuities, insurance claims, and other benefit payments.
10b.	Enter any receipts related to outlays reported on the form that are being treated as a reduction of expenditure rather than income, and were not already netted out of the amount shown as outlays on line 10a.
10c.	Enter the amount of program income that was used in accordance with the deduction alternative.
Note:	Program income used in accordance with other alternatives is entered on lines q, r, and s. Recipients reporting on a cash basis should enter the amount of cash income received; on an accrual basis, enter the program income earned. Program income may or may not have been included in an application budget and/or a budget on the award document. If actual income is from a different source or is significantly different in amount, attach an explanation or use the remarks section.
10d,	e, f, g, h, i and j. Self-explanatory.
10k.	Enter the total amount of unliquidated obligations, including unliquidated obligations to subgrantees and contractors. Unliquidated obligations on a cash basis are obligations incurred, but not yet paid. On an accrual basis, they are obligations incurred, but for which an outlay has not yet been recorded. Do not include any amounts on line 10k that have been included on lines 10a and 10j. On the final report, line 10k must be zero.
10l.	Self-explanatory.
10m.	On the final report, line 10m must also be zero.
10n,	o, p, q, r, s and t. Self-explanatory.
11a.	Self-explanatory.
11b.	Enter the indirect cost rate in effect during the reporting period.
11c.	Enter the amount of the base against which the rate was applied.
11d.	Enter the total amount of indirect costs charged during the report period.
11e.	Enter the Federal share of the amount in 11d.
Note:	If more than one rate was in effect during the period shown in Item 8, attach a schedule showing the bases against which the different rates were applied, the respective rates, the calendar periods they were in effect, amounts of indirect expense charged to the project, and the Federal share of indirect expense charged to the project to date.

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INSTRUCTIONS FOR REQUESTING PAYMENT FOR FEDERAL FUNDS

This award will be paid through the Department of Health and Humans Services' Division of Payment Management (DPM), operating under the Program Support Center (PSC). The DPM provides automated grant payment and cash management services for the entire Federal Government. DPM operated the centralized payment system, Payment Management System (PMS), and acts as a liaison between the Administration for Children and Families to resolve any discrepancies. For additional information, please visit their Website at WWW.DPM.PSC.GOV

If this is your first award paid through the DPM, it is recommended that you review their Website. Their New Recipient section provides basic information and addressed both funding and reporting requirements necessary for receiving your awarded funds. It is mandatory that all new recipients complete and send to DPM a Direct Deposit Sign-Up Form (SF-1199A). The form can be printed from DPM's Website or obtained from your local financial institution.

The DPM operated in a completely electronic environment; therefore, paper payment requests and Treasury checks are not longer used. All requests and payments are made electronically. DPM utilizes two funding request systems, Cashline and Smartlink II. Grantees are provided instructions by DPM on the procedures and Federal requirements necessary to receive your funding.

Cashline allows the grantees to dial directly into "voice response' computer via a touch tone telephone. Smartlink II allows the grantees to request their funding via a computer and modem and may be accessed through the Internet. Smartlink II's most notable advantage over Cashline is the grantee's ability to 'inquiry' into account balances.

Regardless of the method used to initiate a payment request, funds are electronically deposited into the designated bank account the next business day. Funds can be requested as frequently as disbursements are made under both systems. Since funds are available the next business day, regulation prohibits payments in excess of your immediate disbursement needs.

Payment method for state agencies shall be consistent with Treasury/State CMIA agreements or default procedures codified under 31 CFR Part 205.

If after visiting the DPM Website you have additional questions or require more information, please contact DPM at 10877-614-5533 from 7:00 AM to 6:30 PM est.

DEPARTMENT OF HEALTH AND HUMAN SERVICES

OPPORTUNITY TO COMMENT – SIMPLIFICATION OF FEDERAL GRANT PROGRAMS

Opportunity to Comment – Simplification of Federal Grants Programs

On November 20, 1999, the President signed into law the Federal Financial Assistance Management Improvement Act (Public Law 106-107) whose purposes are to improve the delivery of services to the public and the effectiveness and performance of Federal grant programs. Federal agencies are working with OMB to: develop uniform administrative rules and common application and reporting systems; replace paper with electronic processing in administration of grant programs; and identify statutory impediments to grants programs simplification.

Consultation with the recipient community is an important part of the grant program simplification effort. We welcome ideas to make it easier for State, local and tribal governments and nonprofit organizations to apply for and report on federal grants. Please send your comments via email to: PL106107@os.dhhs.gov and be sure to include the name of the organization you represent.

We want to know which processed in the grants life cycle need streamlining and/or improvement, and your suggestions for achieving improvements. We need to know what is most important to you, in terms of grants simplification. Finally, we want you to identify the specific grant program(s) that you find to be most burdensome, with some detail about why they are burdensome, individually or collectively, because we need to focus our efforts on those programs that are in the greatest need of review and streamlining.

Your input is valued, and is part of the larger process of achieving the foals of P.L. 106-107, namely simplification of Federal grant programs for the benefit of our recipients. Please note there will not be any individual response to the input, however, we intend to periodically provide summary information relating to implementation of the law, under the "What's New" ling in GrantsNet (www.hhs.gov/grantsnet). Thank you for your participation.

Contact the affected Federal awarding agency or pass-through entity if you have any questions.

Failure to meet the single audit requirements could result in your entity having to repay grant monies and/or losing access to future Federal funding.

Additional Information and Where to Get Help

- *OMB Source Documents*

Single audit requirements are set forth in OMB Circular A-133 and the OMB Circular A-133 Compliance Supplement, which are on OMB's website (www.omb.gov/grants).

- *Federal Agency Contact for General Assistance*

A Federal agency has been designated to answer your questions and provide help when needed with your single audit. This designation is generally based upon which Federal agency provides you with the most direct Federal funding. (Circular A-133 (paragraph .400) provides specific guidance for determining which Federal agency is designated to assist you.)

The single audit contacts are listed in Appendix III of the OMB Circular A-133 Compliance Supplement.

- *Highlights of the Single Audit Process*

The Grants Management Committee of the Chief Financial Officers Council produced a pamphlet, *Highlights of the Single Audit Process*, to acquaint officials of Federal awarding agencies and non-Federal entities with the single audit process. It is available on the FAC website (harvester.census.gov/fac).

June 2005

Single Audit Basics and Where to Get Help

for Federal Grant Recipients

United States Government ★ CFO ★ Chief Financial Officers Council

Grants Management Committee

Background

Each year, the Federal Government provides over $400 billion—one-sixth of the Federal budget—in grants to non-Federal entities (States, local and tribal governments, colleges and universities, and other non-profit organizations). Audits are a primary tool used by the Federal government to ensure that these funds are expended properly.

Basic Requirements

All non-Federal entities that expend $500,000 or more of Federal awards in a year are required to obtain an annual audit in accordance with the Single Audit Act Amendments of 1996, Office of Management and Budget (OMB) Circular A-133, "Audits of States, Local Governments and Non-Profit Organizations," the OMB Circular A-133 Compliance Supplement and *Government Auditing Standards*.

Entities expending less than $500,000 in a year are exempt from Federal audit requirements, but must make records available for review or audit by Federal agencies or pass-through entities (non-Federal entities from whom they receive Federal funds), if requested.

What is a Single Audit?

Most non-Federal entities annually prepare financial statements and have them audited. A single audit combines the annual financial statement audit with additional audit coverage of Federal funds. The single audit is intended to meet the basic audit needs of both the non-Federal entity and Federal awarding agencies. Any additional auditing by the Federal government shall build upon work performed by other auditors.

Your Primary Responsibilities

In addition to your responsibility to administer Federal awards in compliance with Federal requirements, you have a key role to play in the single audit process:

- *Identifying Federal awards received and expended.*

You are required to account for Federal funds received and expended by individual award. This information is usually provided in grant award documents. Check with the awarding agency if you have any questions.

- *Preparing financial statements and a Schedule of Expenditures of Federal Awards (SEFA).*

Most non-Federal entities prepare annual financial statements for their own purposes and are familiar with the process. Your auditor can usually answer any questions on financial statement preparation.

OMB Circular A-133 sets forth the minimum content requirements for the SEFA. Questions on the preparation of the SEFA can be addressed to your auditor, Federal awarding agency, or pass-through entity.

- *Obtaining the audit and ensuring it is completed.*

OMB Circular A-133 requires that Federal administrative rules be followed in procuring audit services, which can be found on OMB's website. Factors to consider in evaluating proposals for audit services include responsiveness to the request for proposal, availability of staff with professional qualifications and relevant experience, results of quality reviews and price.

The Mid-America Intergovernmental Audit Forum (www.auditforum.org) has published a pamphlet, *Choosing an External Auditor*, to assist non-Federal entities in the procurement of audit services.

The Government Accountability Office's website (www.gao.gov) also contains a pamphlet, *How to Avoid a Substandard Audit: Suggestions for Procuring an Audit*. *Government Auditing Standards*, the standards auditors must follow in conducting the audit, are also available at this site.

- *Submitting the audit reporting package and Data Collection Form (form SF-SAC) to the Federal Audit Clearinghouse (FAC) and pass-through entities*

The reporting package includes your financial statements and SEFA, the auditor's reports, including a schedule of findings and questioned costs, and, if applicable, your corrective action plan and a summary schedule of prior audit findings.

You and your auditor jointly prepare form SF-SAC. You are encouraged to prepare the SF-SAC using the online option at the FAC website (harvester.census.gov/fac). Blank forms can be downloaded from the FAC's website and hard copies are also available on request.

It is your responsibility to submit the SF-SAC together with the appropriate number (per the SF-SAC instructions) of reporting packages to the FAC within 30 days of the receipt of the auditor's reports, but no later than 9 months after the end of your fiscal year. The FAC distributes the reporting package to Federal agencies and maintains an archival copy. Information from the form SF-SAC is captured by the FAC in an electronic database, which is publicly accessible via its website.

For more information concerning submissions to the FAC, contact the FAC at govs.fac@census.gov or toll-free at 1-888-222-9907.

If you are a subrecipient receiving Federal funds from a pass-through entity, you are also required to submit either a copy of the reporting package, or a notification that the audit was completed, to each pass-through entity that provides you with Federal funding. Contact your pass-through entity (ies) for questions concerning submissions to them.

- *Taking corrective action on audit findings.*

You are required to prepare a corrective action plan that addresses each audit finding. The affected Federal awarding agency(ies) or pass-through entity(ies) should contact you on the acceptability of your plan or alternative actions it expects you to take. You are responsible for taking those actions.

ADMINISTRATION FOR CHILDREN AND FAMILES

AWARD TERM AND CONDITION

THIS AWARD IS SUBJECT TO REQUIREMENTS OF SECTION 106 (G) OF THE TRAFFICKING VICTIMS PROTECTION ACT OF 2000, AS AMENDED (22 U.S.C. 7104)

TRAFFICKING IN PERSONS

a. **Provisions applicable to a recipient that is a private entity.**

1. You as the recipient, your employees, subrecipients under this award, and subrecipients' employees may not—

   i. Engage in severe forms of trafficking in persons during the period of time that the award is in effect;

   ii. Procure a commercial sex act during the period of time that the award is in effect; or

   iii. Use forced labor in the performance of the award or subawards under the award.

2. We as the Federal awarding agency may unilaterally terminate this award, without penalty, if you or a subrecipient that is a private entity –

   i. Is determined to have violated a prohibition in paragraph a.1 of this award term; or

   ii. Has an employee who is determined by the agency official authorized to terminate the award to have violated a prohibition in paragraph a.1 of this award term through conduct that is either—

      A. Associated with performance under this award; or

      B. Imputed to you or the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 CFR part 180, "OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement)," as implemented by our agency at 2 CFR part 376.

b. **Provision applicable to a recipient other than a private entity.** We as the Federal awarding agency may unilaterally terminate this award, without penalty, if a subrecipient that is a private entity—

1. Is determined to have violated an applicable prohibition in paragraph a.1 of this award term; or

2. Has an employee who is determined by the agency official authorized to terminate the award to have violated an applicable prohibition in paragraph a.1 of this award term through conduct that is either—

   i. Associated with performance under this award; or

   ii. Imputed to the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 CFR part 180, "OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement)," as implemented by our agency at 2 CFR part 376

c. **Provisions applicable to any recipient.**

1. You must inform us immediately of any information you receive from any source alleging a violation of a prohibition in paragraph a.1 of this award term.

2. Our right to terminate unilaterally that is described in paragraph a.2 or b of this section:

   i. Implements section 106(g) of the Trafficking Victims Protection Act of 2000 (TVPA), as amended (22 U.S.C. 7104(g)), and

   ii. Is in addition to all other remedies for noncompliance that are available to us under this award.

3. You must include the requirements of paragraph a.1 of this award term in any subaward you make to a private entity.

d. **Definitions.** For purposes of this award term:

1. "Employee" means either:

i. An individual employed by you or a subrecipient who is engaged in the performance of the project or program under this award; or

ii. Another person engaged in the performance of the project or program under this award and not compensated by you including, but not limited to, a volunteer or individual whose services are contributed by a third party as an in-kind contribution toward cost sharing or matching requirements.

2. "Forced labor" means labor obtained by any of the following methods: the recruitment, harboring, transportation, provision, or obtaining of a person for labor or services, through the use of force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery.

3. "Private entity":

   i. Means any entity other than a State, local government, Indian tribe, or foreign public entity, as those terms are defined in 2 CFR 175.25.

   ii. Includes:

      A. A nonprofit organization, including any nonprofit institution of higher education, hospital, or tribal organization other than one included in the definition of Indian tribe at 2 CFR 175.25(b).

      B. A for-profit organization.

4. "Severe forms of trafficking in persons," "commercial sex act," and "coercion" have the meanings given at section 103 of the TVPA, as amended (22 U.S.C. 7102)

10

TRAVIS COUNTY COMMISSIONERS COURT AGENDA REQUEST

Please consider the following item for:

Voting Session: **September 8, 2009**

I. A. Request made by:

Rodney Rhoades, Executive Manager, Planning & Budget (49106)

A. CONSIDER AND TAKE APPROPRIATE ACTION ON APPOINTING TODD OSBURN TO THE COMPENSATION COMMITTEE WITH VOTING PRIVELEGES.

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:

RECEIVED
COUNTY JUDGE'S OFFICE
2009 SEP -1 PM 1:25

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 p.m. on Monday for the next week's meeting. Late or incomplete requests may be deferred to the next subsequent meeting.

PLANNING AND BUDGET OFFICE
TRAVIS COUNTY, TEXAS

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

MEMORANDUM

DATE: September 1, 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

FROM: Rodney Rhoades, Executive Manager, Planning & Budget Office

SUBJECT: Appointment of Todd Osburn, Compensation Manager - Travis County HRMD, to the Travis County Compensation Committee

Proposed Motion

Discuss and appoint Todd Osburn, Compensation Manager – Travis County HRMD, to the Travis County Compensation Committee with voting privelegies.

Background

In February 2009, Commissioners Court established an ad-hoc Compensation Committee to meet and develop a compensation strategy and associated policy recommendations based on compensation issues and opportunities that affect classified employees.

To date, the Compensation Committee has met 10 times and is preparing a summary progress report for presentation to the Commissioners Court. While the Compensation Committee has made considerable progress, future meetings are required to meet the charge as set forth by the Commissioners Court.

The Compensation Committee, as originally constituted, included representation from 19 departments and offices. HRMD was officially represented by the Director of Human Resources. In light of recent actions taken by the Commissioners Court and the anticipated vacancy of the Director position, the Compensation Committee will be left without representation from HRMD. Given the subject matter being considered by the Compensation Committee, representation from HRMD is critical for the successful deliberations of the Committee.

Mr. Osburn is a logical choice to represent HRMD on the Compensation Committee. He serves as the County's Compensation Manager and has attended and documented all Committee meetings. As such, he is intimately familiar with the issues that the Committee is considering and is capable of providing meaningful input .He has expressed a desire to serve on the Committee until such time as the Director of Human Resources position is filled.

Staff Recommendation

Approve the motion as submitted.

Budget Impact

None.

4

Travis County Commissioners Court Agenda Request

Voting Session September 8, 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 $480,650.42, for the period of August 21, 2009 to August 27, 2009.

Approved by: _____
Signature of Commissioner or County Judge

RECEIVED
COUNTY JUDGE'S OFFICE
09 SEP -3 PM 2:51

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

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:	September 8, 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 21, 2009 to August 27, 2009
REIMBURSEMENT REQUESTED FOR THIS PERIOD:	$480,650.42
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 $480,650.42.

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 21, 2009 TO AUGUST 27, 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.

Last Updated 09-03-09 at 4:52pm

TRAVIS COUNTY
RECOMMENDATION FOR TRANSFER OF FUNDS

DATE:	September 8, 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 21, 2009
TO:	August 27, 2009

REIMBURSEMENT REQUESTED: $ 480,650.42

SUPPORTING DETAIL FOR REIMBURSEMENT REQUESTED:

NOTIFICATION OF AMOUNT OF REQUEST FROM UHC*:	$	1,307,598.30
LESS: REIMBURSEMENTS PREVIOUSLY APPROVED BY COMMISSIONERS COURT: September 1, 2009	$	(826,948.05)
	$	-
Adjust to balance per UHC	$	0.17
TOTAL REIMBURSEMENT REQUESTED BY UHC FOR THIS WEEK**:	$	480,650.42
PAYMENTS DEEMED NOT REIMBURSABLE	$	-
TRANSFER OF FUNDS REQUESTED:	$	480,650.42

The claims have been audited for eligibility and all were eligible in the period covered by the claim.

All claims over $25,000 (2 this week totaling $71,776.54) 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 ($65,127.58) 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 $22,061.68.

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 8-31-09
Dan Mansour, Risk Manager Date

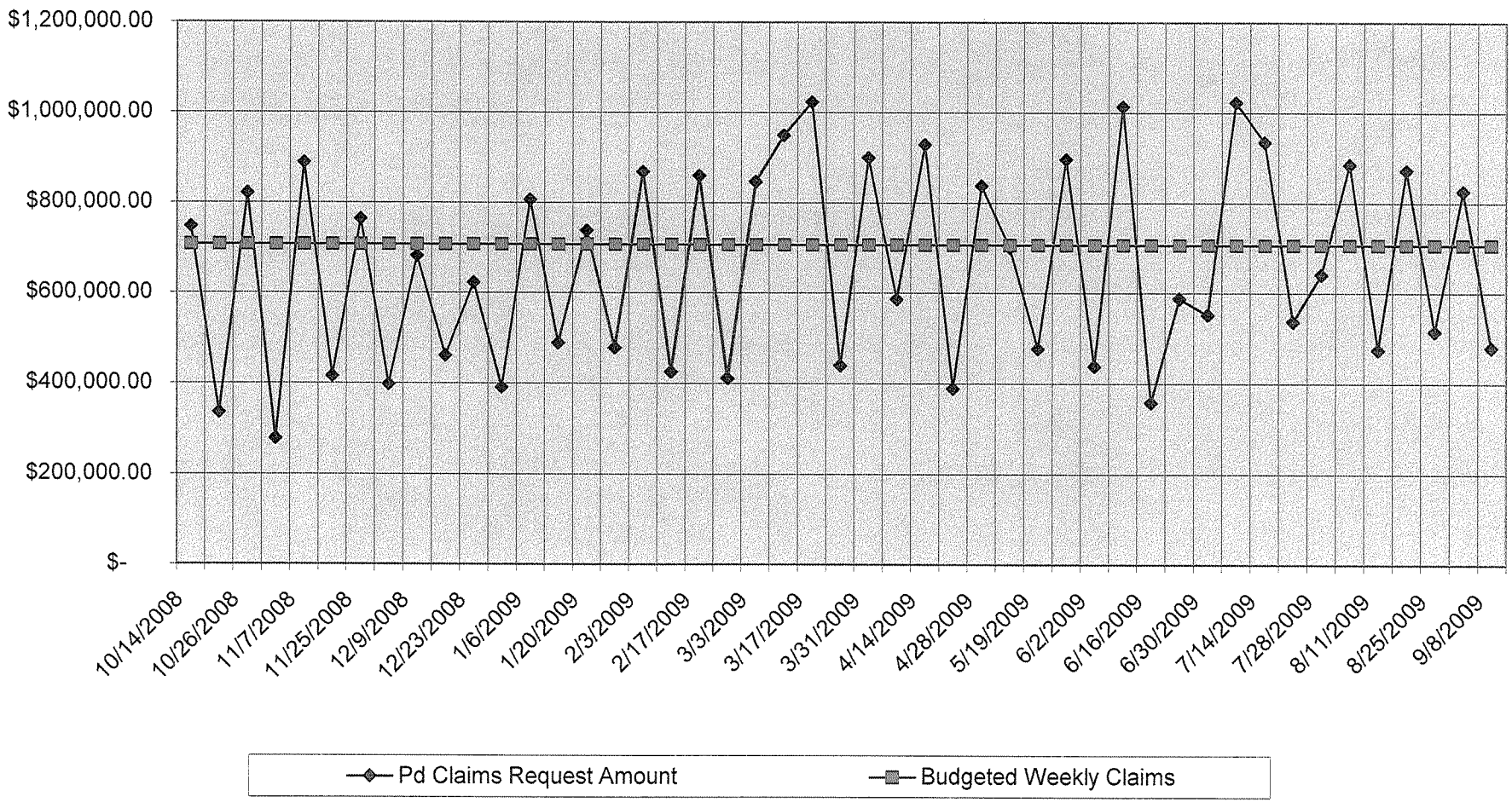
Cindy Purinton 8/31/09
Cindy Purinton, Benefit Contract Administrator Date

Norman McRee 8/28/09
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.

Last Updated 09-03-09 at 4:52pm

TRAVIS COUNTY BENEFIT PLAN
FY09 PAID CLAIMS vs WEEKLY CLAIMS BUDGET OF $708,314.75



Last Updated 09-03-09 at 4:52pm

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	29333.31
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	8/420/09	$ 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	$ -
8/14/09-8/20/09	9/1/2009	$ 826,948.05	$ 708,314.75	2	$ 65,470.03
8/21/09-8/27/09	9/8/2009	$ 480,650.42	$ 708,314.75	2	$ 71,776.54
	Paid and Budgeted Claims - to date	$ 31,016,889.20	$ 33,290,793.25		
	Amount Under Budget		$ (2,273,904.05)		

Not predictive of impact on reserve, intended to show relationship of weekly budget to weekly claims cost.

8/31/2009 FY09 budget vs claims-use this one CLP

From: <SIFSFAX@UHC.COM>
To: <NORMAN.MCREE@CO.TRAVIS.TX.US>
Date: 8/28/2009 5:17 AM
Subject: UHC BANKING REPTS/C

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: 2009-08-28 REQUEST AMOUNT: $1,307,598.30

CUSTOMER ID: 00000701254
CONTRACT NUMBER: 00701254 00709445
BANK ACCOUNT NUMBER: 0475012038 ABA NUMBER: 021000021
FUNDING ADVICE FREQUENCY: DAILY
FREQUENCY: FRIDAY INITIATOR: CUST METHOD: ACH BASIS: BALANCE

CALCULATION OF REQUEST AMOUNT

+ ENDING BANK ACCOUNT BALANCE FROM: 2009-08-27		$701,636.57
- REQUIRED BALANCE TO BE MAINTAINED:		$1,938,718.00
+ PRIOR DAY REQUEST:	$00.00	
= UNDER DEPOSIT:	$1,237,081.43	
+ CURRENT DAY NET CHARGE:	$70,516.87	
+ FUNDING ADJUSTMENTS:	$00.00	
REQUEST AMOUNT:	$1,307,598.30	

ACTIVITY FOR WORK DAY: 2009-08-21

CUST PLAN	CLAIM	NON CLAIM	NET CHARGE
0632	$18,830.18	$00.00	$18,830.18
TOTAL:	$18,830.18	$00.00	$18,830.18

ACTIVITY FOR WORK DAY: 2009-08-24

CUST PLAN	CLAIM	NON CLAIM	NET CHARGE
0632	$164,740.55	$00.00	$164,740.55

UNITED HEALTHCARE CHECK REGISTER FOR TRAVIS COUNTY SUBMITTED 2009_08_27

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	0.01	RD	80810924	AE	8	8/24/2009	100	8/26/2009	8/27/2009
701254	632	0.01	RD	80811005	AH	1	8/24/2009	100	8/26/2009	8/27/2009
701254	632	-5.26	RB	6216665	AH	9	8/20/2009	50	8/26/2009	8/27/2009
701254	632	-8.37	RA	45786443	AH	1	8/21/2009	50	8/27/2009	8/27/2009
701254	632	-10.86	NN	SSN0000C	AL	0	8/20/2009	600	8/26/2009	8/27/2009
701254	632	-13.08	NN	SSN0000C	AL	0	8/18/2009	600	8/24/2009	8/27/2009
701254	632	-14.27	NN	SSN0000C	AL	0	8/21/2009	600	8/27/2009	8/27/2009
701254	632	-15.95	UW	35378653	AH	5	8/22/2009	50	8/28/2009	8/27/2009
701254	632	-28.44	NN	SSN0000C	AL	0	8/20/2009	600	8/26/2009	8/27/2009
701254	632	-48.46	NN	SSN0000C	AL	0	8/21/2009	600	8/27/2009	8/27/2009
701254	632	-118.52	Q7	53606711	AE	7	11/18/2008	50	8/26/2009	8/27/2009
701254	632	-222	NN	SSN0000C	AL	0	8/24/2009	600	8/28/2009	8/27/2009
701254	632	-311.13	UV	66376281	AH	6	8/20/2009	50	8/26/2009	8/27/2009
701254	632	-365	NN	SSN0000C	AL	0	8/20/2009	600	8/26/2009	8/27/2009
701254	632	-467.36	NN	SSN0000C	AL	0	8/24/2009	600	8/28/2009	8/27/2009
701254	632	-1121.25	NN	SSN0000C	AL	0	8/19/2009	600	8/25/2009	8/27/2009
701254	632	-6026.74	UX	55458293	AA	6	8/19/2009	50	8/25/2009	8/27/2009
701254	632	-6115.83	NN	SSN0000C	AL	0	8/18/2009	600	8/24/2009	8/27/2009
701254	632	-7169.16	NN	SSN0000C	AL	0	8/24/2009	600	8/28/2009	8/27/2009
		480,650.42								

5

Travis County Hospital and Insurance Fund - County Employees

UHC Payments Deemed Not Reimbursable

For the payment week ending: 08/27/2009

CONTR_#	*TRANS_AMT*	*SRS*	*CHK_#*	*GRP*	*CLAIM ACCT#*	*ISS_DATE*	*TRANS CODE*	*TRANS_DATE*

Total: $0.00

Travis County - Hospital and Self Insurance Fund (526)

Journal Entry for the Reimbursement to United Health Care

For the payment week ending: 8/27/2009

TYPE		MEMBER TYPE	TRANS_AMT	
CEPO				
	EE			
		526-1145-522.45-28	**80,368.86**	
	RR			
		526-1145-522.45-29	**4,358.88**	
Total CEPO				$84,727.74
EPO				
	EE			
		526-1145-522.45-20	**90,622.90**	
	RR			
		526-1145-522.45-21	**10,375.36**	
Total EPO				$100,998.26
PPO				
	EE			
		526-1145-522.45-25	**222,915.45**	
	RR			
		526-1145-522.45-26	**72,008.97**	
Total PPO				$294,924.42
Grand Total				$480,650.42

#12

Travis County Commissioners Court Agenda Request

Voting Session 9/8/09 (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

Routine Personnel Actions

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.

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)

Last Updated 09-03-09 at 4:52pm

HRMD

Human Resources Management Department

1010 Lavaca Street, 2nd Floor • P.O. Box 1748 • Austin, Texas 78767 • (512) 854-9165 / FAX(512) 854-4203

September 8, 2009

ITEM # :

DATE: August 28, 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

SUBJECT: Weekly Personnel Amendments

Attached are Personnel Amendments for Commissioners Court approval.

Routine Personnel Actions – Pages 2 – 5.

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
Constable 4	12	Deputy Constable	61 / Step 1 / $43,210.75	61 / Step 1 / $43,210.75
ITS	123	Systems Engineer II	25 / $66,435.00	25 / $66,435.00
Juvenile Court	65	Juvenile Probation Ofcr II	15 / Level 1 / $34,777.60	15 / Level 1 / $34,777.60
Sheriff	915	Security Coord	12 / Level 4 / $30,888.00	12 / Level 4 / $30,888.00
Sheriff	1634	Security Coord	12 / Minimum / $27,573.10	12 / Minimum / $27,573.10
Sheriff	1664	Security Coord	12 / Minimum / $27,573.10	12 / Minimum / $27,573.10
TNR	599	Risk / Safety Spec I	18 / Level 6 / $48,796.80	18 / Level 6 / $48,796.80

*** Temporary to Regular** **** Actual vs Authorized**

TEMPORARY APPOINTMENTS

Dept.	Slot	Position Title	Dept. Requests Grade/Salary	HRMD Recommends Grade/Salary	**Temporary Status Type Code
County Clerk	50057	Office Asst	8 / $10.45	8 / $10.45	05
HHS	20033	Caseworker	15 / $16.53	15 / $16.53	02
Juvenile Court	50164	Juvenile Detention Ofcr Asst	11 / $12.39	11 / $12.39	05
Juvenile Court	50208	Juvenile Res Trt Ofcr Asst	11 / $12.39	11 / $12.39	05
Probate Court	20005	Accountant Assoc	13 / $14.18	13 / $14.18	02
Probate Court	20021	Accountant Assoc	13 / $14.18	13 / $14.18	02

****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	431	Cadet* / Grd 80	Corrections Officer / Grd 81	$33,750.91	$38,737.92	Career Ladder. Peace Officer Pay Scale (POPS).
Sheriff	1207	Cadet* / Grd 80	Corrections Officer* / Grd 81	$33,750.91	$38,737.92	Career Ladder. Peace Officer Pay Scale (POPS).
Sheriff	1403	Cadet* / Grd 80	Corrections Officer / Grd 81	$33,750.91	$38,737.92	Career Ladder. Peace Officer Pay Scale (POPS).
Sheriff	1723	Deputy Sheriff Law Enforcement* / Grd 72	Deputy Sheriff Sr Law Enfrcmt / Grd 74	$51,223.95	$56,401.90	Career Ladder. Peace Officer Pay Scale (POPS).
* Actual vs Authorized						

CAREER LADDERS – NON-POPS						
Dept.	**Slot**	**Current Position Title/Grade**	**New Position Title/Grade**	**Current Annual Salary**	**Proposed Annual Salary**	**Comments Current HRMD Practice**
Juvenile Court	95	Juvenile Res Trt Ofcr II* / Grd 13	Juvenile Res Trt Ofcr III / Grd 14	$30,978.49	$32,527.41	Career Ladder. Pay is between min and midpoint of pay grade.
TCCES	41	Chem Dependency Counselor* / Grd 15	Chem Dependency Counselor Sr / Grd 16	$43,014.31	$45,165.02	Career Ladder. Pay is between midpoint and max of pay grade.
* Actual vs Authorized						

PROMOTIONS / SALARY ADJUSTMENTS / LATERAL TRANSFERS / VOLUNTARY REASSIGNMENTS / TEMPORARY ASSIGNMENTS				
Dept. (From)	**Slot – Position Title – Grade – Salary**	**Dept. (To)**	**Slot – Position Title – Grade – Salary**	**Comments**
Constable 4	Slot 24 / Deputy Constable / Grd 61 / $44,075.20	**Constable 2**	Slot 40 / Deputy Constable / Grd 61 / $44,075.20	POPS lateral transfer. Employee transferred to different slot, same position, different department, same pay grade, retains current pay.
Constable 4	Slot 26 / Accountant Assoc / Grd 13 / $32,880.79	**Constable 4**	Slot 26 / Accountant Assoc / Grd 13 / $36,138.96	Salary adjustment. Pay is at midpoint of pay grade.
County Clerk	Slot 95 / Court Clerk I / Grd 13 / $31,262.40	**Civil Courts**	Slot 96 / Court Operations Officer / Grd 16 / $41,783.44	Promotion. Pay is between min and midpoint of pay grade.
HHS	Slot 282 / Social Worker / Grd 17 / $43,284.80	**HHS**	Slot 217 / Social Worker / Grd 17 / $43,284.80	Lateral transfer. Employee transferred to different slot, same position, same department, same pay grade, retains current pay.
HHS	Slot 217 / Social Worker / Grd 17 / $43,284.80	**HHS**	Slot 217 / Social Worker / Grd 17 / $44,449.60	Salary adjustment. Pay is between min and midpoint of pay grade.
Sheriff	Slot 1417 / Cert Peace Officer Sr / Grd 84 / $51,889.97	**Sheriff**	Slot 269 / Cert Peace Officer Sr / Grd 84 / $51,889.97	POPS lateral transfer. Employee transferred to different slot, same position, same department, same pay grade, retains current pay.
Tax Collector	Slot 84 / Tax Specialist II / Grd 14 / $35,688.70	**Tax Collector**	Slot 77 / Tax Specialist II* / Grd 14 / $35,688.70	Lateral transfer. Employee transferred to different slot, same position, same department, same pay grade, retains current pay.
*** Actual vs Authorized**				

FY 09 TEMPORARY SLOT STATUS CODE CONVERSION FROM TEMPORARY EMPLOYEES "02" TO PROJECT WORKERS "05" - STATUS EFFECTIVE THROUGH SEPTEMBER 30, 2009.			
Dept.	**Slot**	**Actual Position Title**	**EE Status Code**
HHS	50242	Caseworker	05

AD HOC CLASSIFICATION CHANGE							
		Current			HRMD Recommends		
Dept.	Slot #	Auth Position Title / Position #	FLSA	Pay Grade	Position Title / Position #	FLSA	Pay Grade
HHS	198	Administrative Assoc / 14506	NE	14	Executive Asst / 16520	E	16
Department requests in order to meet departmental needs. PBO has confirmed funding available.							

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

Last Updated 09-03-09 at 4:52pm

#13

Travis County Commissioners Court Agenda Request

Voting Session ~~August 25, 2009~~ (Date) September 8, 2009 Work Session _____ (Date)

I. A. Request made by: Roger A. El Khoury, M.S., P.E., Director, FMD Phone 854-4579
Signature of Elected Official/Appointed Official/Executive Manager/County Attorney

B. Requested text: Discuss and take appropriate action regarding the approval of the:

A. Tax Office Renovation Project at 5501 Airport Blvd., and the Schematic Design

B. Reallocation of funds from savings on other FMD projects to fund the cost of this project.

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:

Nelda Wells Spears, Tax Assessor Collector	854-9473
Dusty Knight, Chief operating Officer, Tax Office	854-9473
Rodney Rhoades, Executive Manager, PBO	854-9106

RECEIVED COUNTY JUDGE'S OFFICE 09 SEP 1 AM 10:29

III. Required Authorizations: Please check if applicable:

Planning and Budget Office (854-9106)
_____Additional funding for any department or for any purpose
__X__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 18 PM 3:10

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 request may be deferred to the next subsequent meeting.

FACILITIES MANAGEMENT DEPARTMENT

Roger A. El Khoury, M.S., P.E., Director

1010 Lavaca Street, Suite 400 • P.O. Box 1748, Austin, Texas 78767 • Phone: (512) 854-9661 • Fax: (512) 854-9226

MEMORANDUM

FMD Project: ABB-27-09F-1R
File: 101

TO: The Commissioners Court

FROM: Roger A. El Khoury, M.S., P.E., Director

DATE: August 17, 2009

SUBJECT: Tax Office Renovation at 5501 Airport Blvd.

Proposed Motion:

Discuss and take appropriate action regarding the approval of the:

A. Tax Office Renovation Project at 5501 Airport Blvd., and the Schematic Design

B. Reallocation of funds from savings on other FMD projects to fund the cost of this project.

Summary and Staff Recommendation:

Facilities Management Department (FMD) has been working with the Tax Office to design a solution to alleviate crowding in the office at 5501 Airport Blvd. This has been done by creating addition storage space beneath the drive-thru canopy and by remodeling portions of the existing office space to improve adjacencies and make better use of the existing space. Features of the remodel include:

1. Construction of 600 SF of new conditioned storage space beneath the drive-thru canopy.
2. Consolidation of storage into unused former restroom area at rear of building.
3. Creation of two new offices to relocate supervisors from cubicles in the Voter Registration Division.
4. Relocate JP Fines and Fees Collections Division to consolidate with the Tax Collection Division for mutual support and to alleviate congestion of the Motor Vehicle Registration and Title Division open office area.
5. Reorganization of the Tax Collection Division to make better use of existing space.
6. Relocation and expansion of Tax Office Employee Break Room.
7. Relocate Accounting Division storage to accommodate new FTE cubicle.
8. Relocate and reconfigure existing cubicles to improve adjacencies and efficiency.

Meetings and correspondences with the Tax Office administration and division managers have resulted in agreement on the attached renovation plan at the 5501 Airport Blvd. to increase space and to better utilize existing space for greater efficiency.

The architectural and engineering design will be accomplished by FMD staff. The project would start immediately and be completed by March 2010 if it is approved by the Commissioners Court. The estimated cost of the renovation is $287,500 including renovation contingency. Funding for reconfiguration of systems furniture and moves will be covered by the Tax Office. It is estimated to be $25,000.

Budgetary and Fiscal Impact:

There is no impact on FY09 budget.
Funding for renovation is available from other FMD projects savings
Funding for reconfiguration of systems furniture and moves is available from the Tax Office.

Background:

Since moving to 5501 Airport Blvd. in September 2003 the Tax Office has seen a steady increase in customer traffic as well as various reorganization initiatives to respond to new business and to improve customer service. The Justice of the Peace Collections Division was located in the main office within the public service area being used by the Motor Vehicle Title and Registration Division. Additionally the Voter Registration Division, Accounting Division and Collections Division have become crowded due to staffing changes, additions and operational changes.

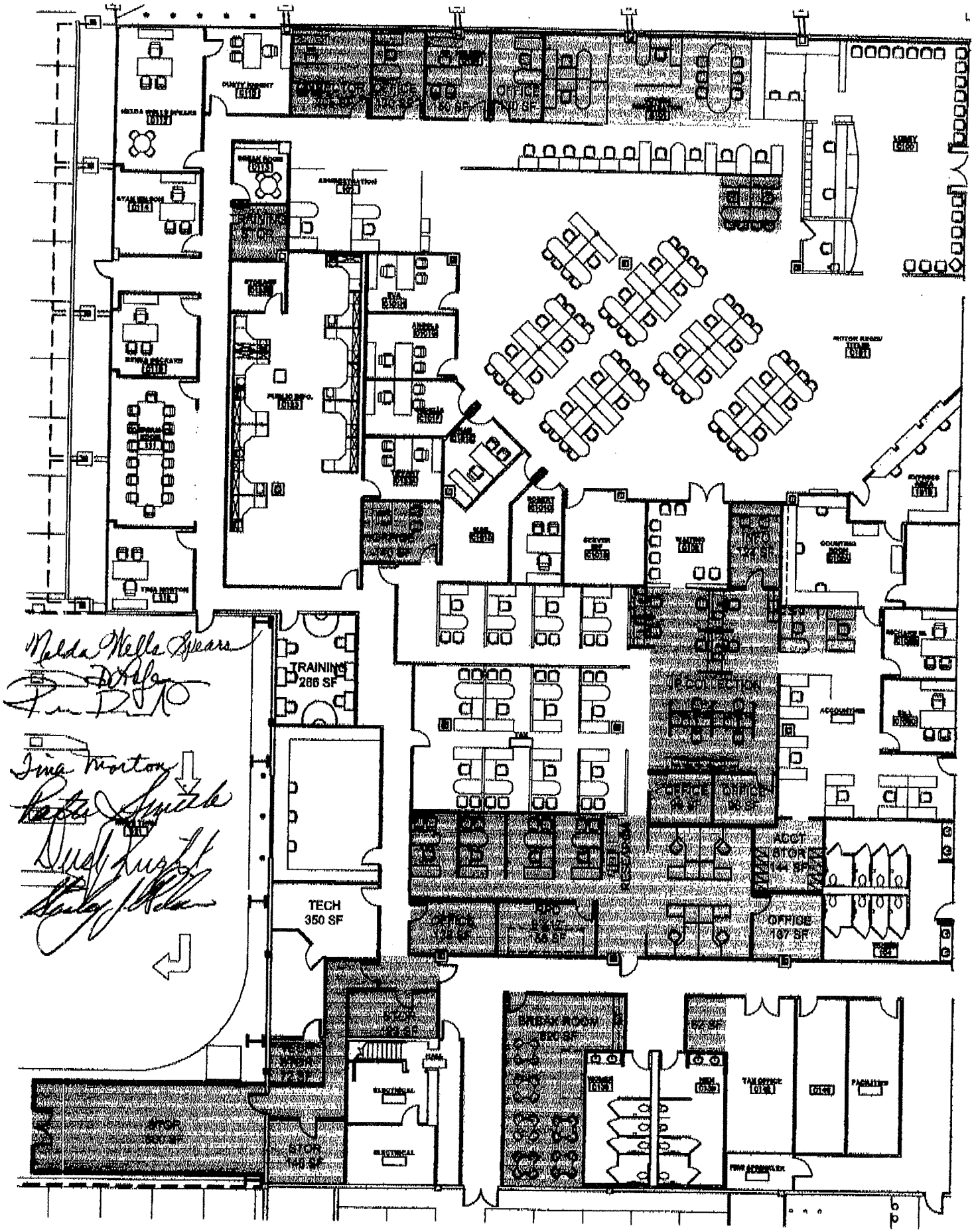
Required Authorizations:

Planning and Budget: Rodney Rhoades, Executive Manager, PBO
Purchasing: N/A
County Attorney: N/A

Exhibits:

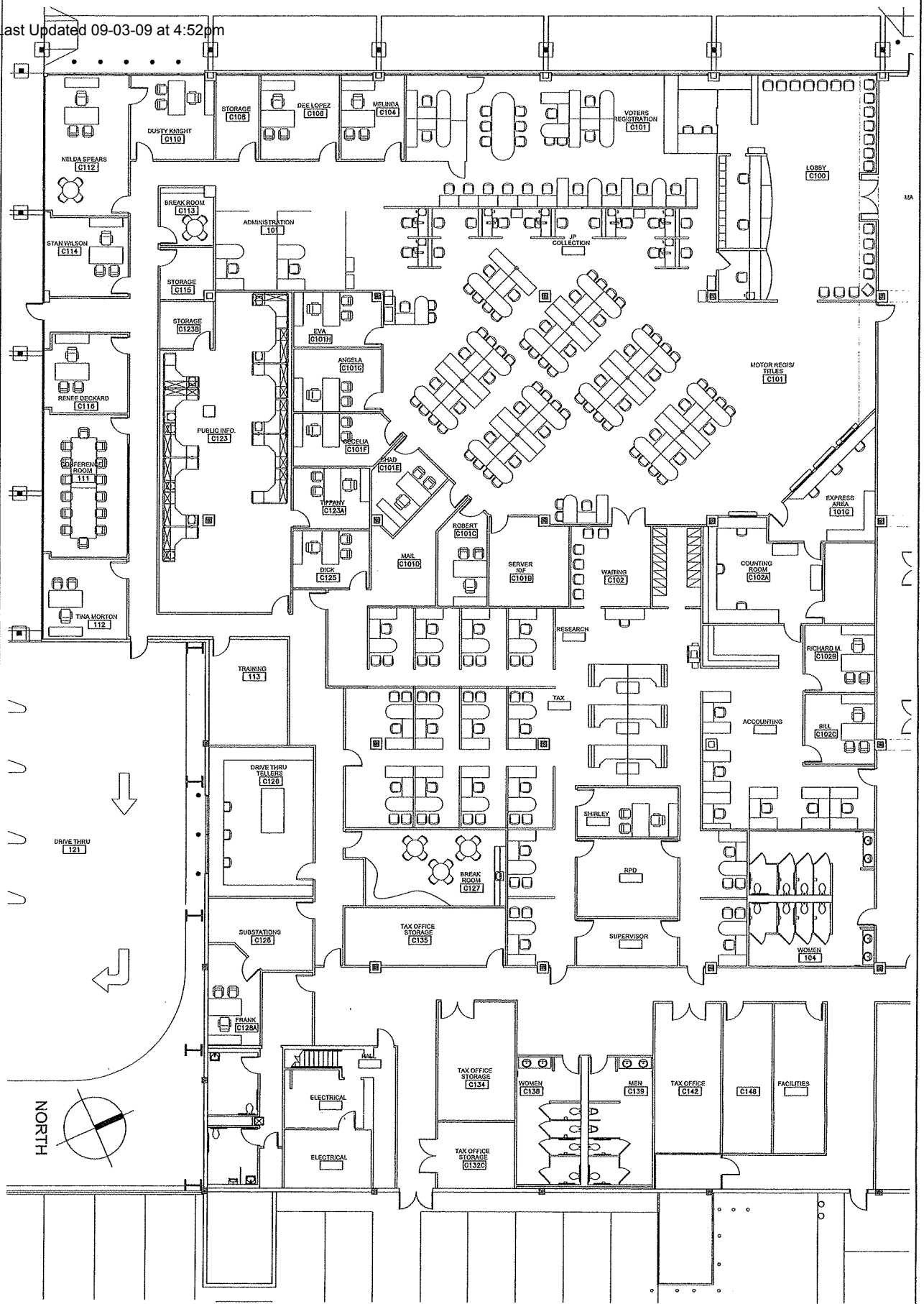
1) Existing Floor Plan
2) Proposed Floor Plan

Last Updated 09-03-09 at 4:52pm



Last Updated 09-03-09 at 4:52pm

EXISTING FLOOR PLAN



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TAX OFFICE ADDITION &REMODEL

5501 AIRPORT BLVD

TRAVIS COUNTY, TEXAS

Jim Barr
Texas Architect
Registration #8544
date: 8/11/2009
This drawing is not to be used for regulatory approval, permitting or construction

SHEET TITLE
EXISTING FLOOR PLAN

PROJECT NO. ABB-27-09F-1R
SCALE: AS NOTED
DRAWN BY: KN
CHECKED BY: JB

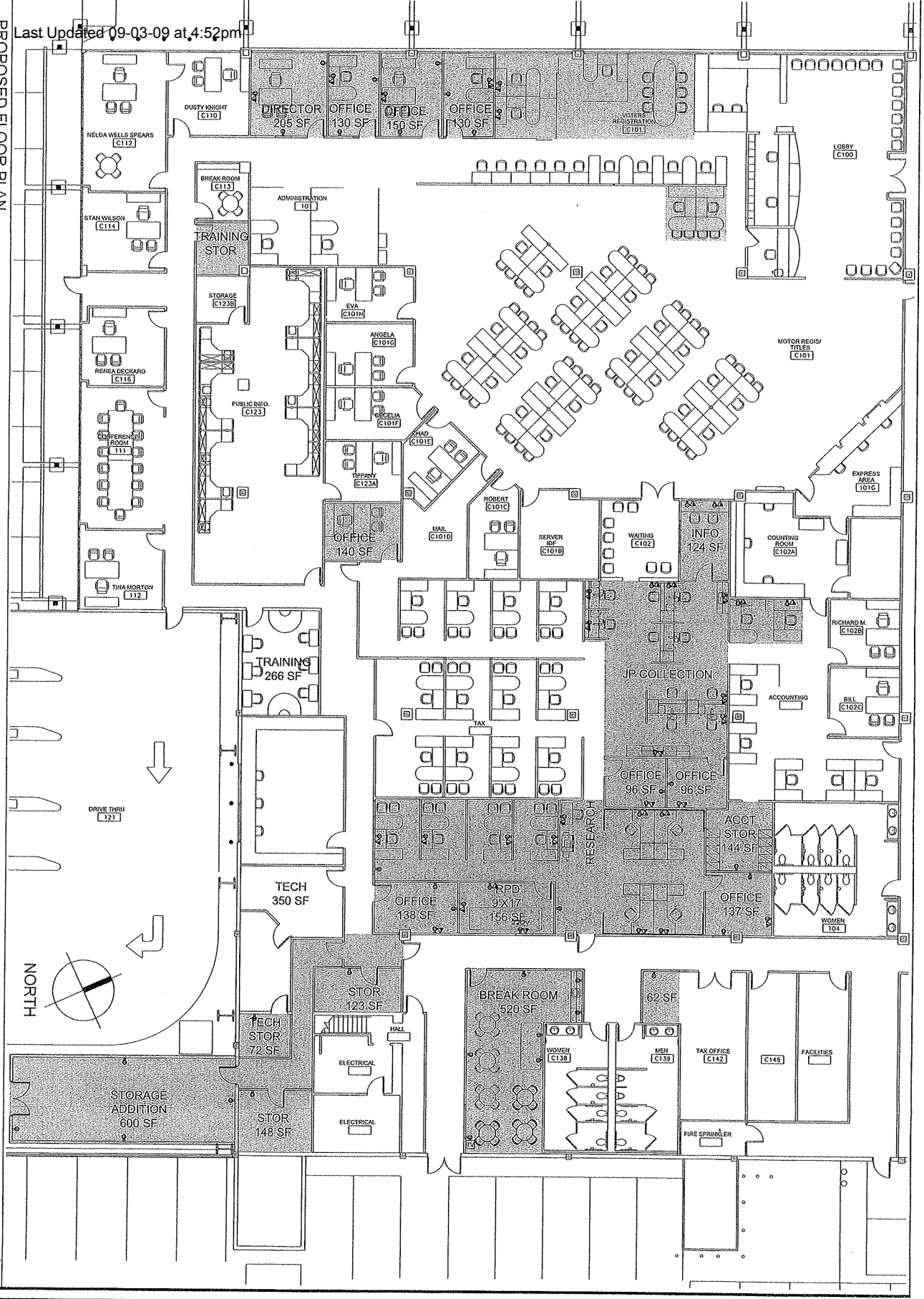
SHEET NUMBER
A1

TRAVIS COUNTY FACILITIES MANAGEMENT DEPARTMENT

1010 LAVACA, SUITE 400
P.O. BOX 1748
AUSTIN, TEXAS 78767
PH (512) 854-9661
FAX (512) 854-9226

Last Updated 09-03-09 at 4:52pm

PROPOSED FLOOR PLAN



1/16"=1'-0" 01

SHEET TITLE
PROPOSED FLOOR PLAN

PROJECT NO. ABB-27-08F-1R
SCALE: AS NOTED
DRAWN BY: KN
CHECKED BY: JB

SHEET NUMBER
A2

TAX OFFICE ADDITION &REMODEL

5501 AIRPORT BLVD

TRAVIS COUNTY, TEXAS

TRAVIS COUNTY
FACILITIES
MANAGEMENT
DEPARTMENT

1010 LAVACA, SUITE 400
P.O. BOX 1748
AUSTIN, TEXAS 78767
PH (512) 854-9661
FAX (512) 854-9226

#14

Travis County Commissioners Court Agenda Request

Voting Session September 8, 2009 (Date) Work Session _____ (Date)

I. **Request**

A. Request made by: **Roger A. El Khoury, M.S., P.E., Director, Facilities Management**
Phone # 854-9343 Signature of Elected Official/Appointed Official/Executive Manager/ County Attorney

B. Requested text:

Approve and award funds for one Travis County employee to participate in the Leadership Austin Program in accordance with Chapter 16 of the Travis County Code.

C. Approved by: _____
Signature of Commissioner 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.

Katy Gallagher Parker – 854-4915

RECEIVED
COUNTY JUDGE'S OFFICE
09 SEP -1 AM 10: 29

III. Required Authorizations: Please check if applicable:

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

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

_____ **Purchasing Office (854-9700)**

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

X **County Auditor's Office (854-9125)**

Human Resources Management Department

1010 Lavaca, 2nd Floor • P.O. Box 1748 • Austin, Texas 78767 • (512) 854-9165 / FAX(512) 854-4203

Memorandum

Date: August 31, 2009

To: Members of the Commissioners Court

Via: Roger A. El Khoury, M.S., P.E., Director, Facilities Management

From: Kris Nilsen, HRMD Interim Staffing, Training and Employee Relations (STER) Manager

Subject: Leadership Austin

Proposed Motion

Approve tuition/fees award for one (1) Travis County employee to participate in the Leadership Austin Program, in accordance with Chapter 16 of Travis County Code.

Background

Travis County Policies, Procedures, and Regulations Manual, Chapter 16, Leadership Training-Funding Guidelines, provides financial assistance for county employees who are accepted in leadership training that will ultimately benefit Travis County as a whole.

Staff Recommendations

Staff has reviewed the submitted documentation and recommends payment for Katy Gallagher Parker, payable to Leadership Austin. The amount of this request, as stated in policy §16.005 is for 80% of the tuition/fees (80% of $450), up to a maximum award of $800.

Budgetary and Fiscal Impact

Funds are available in the budgeted line item for Professional Development, Training and Seminars account, 01-1130-522-6504. This request is for $360.00.

DARLENE BYRNE
Judge
(512) 854-9313

KATY GALLAGHER PARKER
Staff Attorney
(512) 854-4915

RENE SALINAS
Court Operations Officer
(512) 854-9870

126TH DISTRICT COURT

TRAVIS COUNTY COURTHOUSE
P. O. BOX 1748
AUSTIN, TEXAS 78767
FAX: (512) 854-9780

ARLICE HARRIS
Court Clerk
(512) 854-4308

MEANETTE SALGADO
Official Court Reporter
(512) 854-7848

Date: **August 28, 2009**

To: **Human Resources Management Department (HRMD):**

From: **Katy Gallagher Parker, Staff Attorney of the 126th District Court**

Re: **Leadership Training Funding under Chapter 16 of the Travis County Code**

To whom it may concern:

I have recently been selected to participate in Leadership Austin's Emerge Class (see Attachment #1). Because I feel this course will result in direct benefit to Travis County, I would like to apply for Leadership Training Funds under Chapter 16 of the Travis County Code.

(1) Name / Department:
Katy Gallagher Parker, Travis County Civil District Courts (126th District Court)

(2) Name of the Program:
Leadership Austin Emerge Class

(3) Program Curriculum:

Leadership Austin actively recruits community leaders and teaches the core values of community trusteeship, inclusiveness, collaborative decision-making, and personal responsibility. The Emerge class consists of six programming sessions, to be held in the evenings after regular work hours over the course of three months. The first class begins on Thursday, September 3, 2009. The Emerge program will help lay the foundation for cultivating each participant's long-term leadership skills. The curriculum will focus on exploring leadership concepts and utilizing practical tools to obtain the best results, while providing the framework for being more effective with any group of people. Participants can expect the experience to emphasize learning from fellow participants and learning more about themselves as leaders.

(4) Total Costs of the Program: $450

(5) Explanation of benefits employee's attendance would have for Travis County:

I believe this curriculum is particularly relevant to my work for Travis County as the staff attorney for Judge Darlene Byrne. Leadership, community trusteeship, collaborative decision-making, and personal responsibility are all critical elements of my work at the 126th District Court and with the Travis County Model Court for Children and Families. I also believe this program will offer me great opportunities to learn about broad-based community issues that affect Travis County citizens and to interact with individuals in the public and private sectors.

(6) Supervisor and elected or appointed official's Statement of Support:

(See Attachment #2)

(7) Pursuit of program scholarships and/or departmental training funds:

I have pursued program scholarships and/or departmental training funds but have not been successful in obtaining any such funding for this training.

Sincerely,

Katy Gallagher Parker

Katy Gallagher Parker
Staff Attorney for Judge Darlene Byrne
126th District Court, Travis County, Texas

Attachment #1

August 24, 2009

Dear Katy:

Congratulations! I am pleased to inform you that you have been selected to participate in Leadership Austin's 2009 Emerge program. We are excited to present this curriculum, and look forward to the opportunity to facilitate collaboration among Austin's up and coming leaders.

Our volunteers and professional staff want to ensure that the Emerge program will help lay the foundation for cultivating each participant's long-term leadership skills. The curriculum will focus on exploring leadership concepts and utilizing practical tools to obtain the best results, while providing the framework for being more effective with any group of people. You can expect the experience to emphasize learning from your fellow participants and learning more about yourself as a leader.

The 2009 Leadership Austin Emerge program consists of six sessions, beginning Thursday, September 3. Each participant is required to attend all six sessions. Please review the full program schedule listed in the attached form in order to plan in advance and avoid conflicts.

If you cannot participate in the 2009 Emerge program, or cannot attend all six sessions, please notify Anne Quattlebaum at (512) 499-0435 x114 as soon as possible so an alternate participant may be selected.

Please return the following to the Leadership Austin office by Wednesday, September 2 to confirm your place in the Emerge program:

- ☐ Signed Commitment Form
- ☐ $450 tuition fee
- ☐ Personal Data Sheet

In the meantime, should you have any questions please contact Anne Quattlebaum at (512) 499-0435, x114.

Again, congratulations, and welcome to Leadership Austin!

Sincerely,

Heather McKissick
President

Anne Quattlebaum
Educational Programs
Leadership Austin
512-499-0435 x114

LEADERSHIP AUSTIN
Igniting Passion

4

Attachment #2

DARLENE BYRNE
Judge
(512) 854-9313

KATY GALLAGHER PARKER
Staff Attorney
(512) 854-4915

RENE SALINAS
Court Operations Officer
(512) 854-9870

126TH DISTRICT COURT

TRAVIS COUNTY COURTHOUSE
P. O. BOX 1748
AUSTIN, TEXAS 78767
FAX: (512) 854-9780

ARLICE HARRIS
Court Clerk
(512) 854-4308

MEANETTE SALGADO
Official Court Reporter
(512) 854-7848

August 28, 2009

Re: Statement of Support - Leadership Training Funding under Chapter 16 of the Travis County Code

I support the participation of my Staff Attorney, Katy Gallagher Parker, in the Leadership Austin Emerge Program. I believe this curriculum is particularly relevant to her work for Travis County as my staff attorney.

Because I feel this course will result in direct benefit to Travis County, I support the use of Leadership Training Funds for this training under Chapter 16 of the Travis County Code.

It is my understanding that this program will not require attendance during regular work hours.

Sincerely,

Judge Darlene Byrne
126th District Court, Travis County, Texas

Attachment #3

LEADERSHIP AUSTIN

2009 Emerge Program Commitment

I will participate in all aspects of the 2009 Leadership Austin Emerge Program.

Participation requires:

- Payment for the program received no later than close of business, Wednesday, September 2, 2009.
- Commitment to attend five program sessions:
  - Arrive on time and fully participate in each session.
  - Five programming sessions, to be held at the offices of Jackson Walker L.L.P. (100 Congress Ave., Suite 1100):
    - Thursday, September 3, 5:30 p.m. to 9:30 p.m.
    - Thursday, September 17, 5:30 p.m. to 9:30 p.m.
    - Thursday, October 1, 5:30 p.m. to 9:30 p.m.
    - Thursday, October 15, 5:30 p.m. to 9:30 p.m.
    - Thursday, October 29, 5:30 p.m. to 9:30 p.m.
    - Thursday, November 12, 5:30 p.m. to 9:30 p.m.
- Attend three out of five recommended supplemental activities outside the Emerge program sessions. Options will be provided at the first session (average of one to three-hours time commitment for each activity).
- Support from my employer to attend each program session, without interruption.
- No mobile phones or pagers in program sessions.

I will include mention of Leadership Austin as one of my community activities on my bio, resume, in interviews, and in similar venues, at least for the next two years.

I have enclosed:

- ☐ Signed Commitment Form
- ☐ $450 tuition fee
- ☐ Personal Data Sheet

I, the undersigned, hereby indemnify, release, and hold Leadership Austin harmless from and against all claims for bodily injuries or damage to property in connection with my participation in Leadership Austin programs, whether or not caused by any negligent act or omission of Leadership Austin or its employees or volunteers. I understand that photos will be taken throughout the year, and I release the use of my likeness and mention of my participation in Leadership Austin for press releases, the website, or other purposes deemed appropriate by Leadership Austin staff.

Kathleen Gallagher Parker — Aug 27, 2009

Participant Signature — Date

Please return signed form with enclosures to Anne Quattlebaum, Leadership Austin, 1609 Shoal Creek Blvd., Suite 202, Austin, TX 78701

6

Last Updated 09-03-09 at 4:52pm

15

Travis County Commissioners Court Agenda Request

Voting Session 9/08/09 (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 345 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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Travis County

Human Resources Management Department

§ 10.080 JOB DESCRIPTIONS

Classification and Compensation

3-Year Strategic Plan Job Analysis Projects

10 Job Families:
General / Road Maintenance, Skilled Trades
Admin Support
Social Services
Engineering & Support Services
Courts
Finance
Senior Management / Middle Management
Human Resources, Information Technology

Effective 10/01/09

Human Resources Management

1010 Lavaca, 2nd Floor • P.O. Box 1748 • Austin, Texas 78701 • (512) 854-9165

MEMORANDUM

DATE: September 8, 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 345 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 345 job titles in the following job families:

- General / Road Maintenance
- Skilled Trades
- Admin Support
- Social Services
- Engineering and Support Services
- Courts
- Finance
- Senior Management / Middle Management
- Human Resources
- Information Technology

On 8/25/09 Commissioners Court approved 116 job descriptions. Approval of the remaining 345 job descriptions would represent completion and approval of revised job descriptions for all job titles covered by the Travis County Classified Salary Schedule.

Commissioners Court previously approved job titles, pay grades and FLSA status determinations that resulted from the 3-year cycle of job analysis projects ending FY 08. Approval of the remaining 345 job descriptions will represent the final step of the Job Analysis Projects ending in FY 08.

For more detailed information related to the purpose of job descriptions, explanation of job description format and methodology used in their revision, please refer to the Commissioners Court Agenda backup for August 25, 2009, agenda item #13. 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 is available. A hard copy is available in the Judge's Office, should Commissioner wish to review the job descriptions.

D. Involvement of Departments – Review and Comments

HRMD continued to communicate and collaborate extensively with departments for input, feedback and review of the job descriptions and we wish to acknowledge the departmental support. In particular, the job descriptions in the Information Technology Job Family are the culmination of a substantial team effort between HRMD and ITS. Additionally, the Auditor's Office and PBO provided substantial input into jobs in the Finance Job Family.

E. Job Classification Listing by Job Family

For information related to the Job Classification Listing by Job Family, see pages 7-15.

F. Issues and Opportunities

FINANCE JOB FAMILY

The job descriptions within the Finance Job Family experienced several substantial changes in content. This is due to the increasing complexity of laws, regulations and professional standards for jobs within the field. The complexity of the work performed and the need for higher professional standards will be magnified by the requirements of the BEFIT project. To accommodate this increasing complexity, the comparable market reflects a trend toward revising the Minimum Requirements (education and experience) and Distinguishing Characteristics (skill levels and scope of operations).

Minimum Requirements – Education and Experience

For most professional financial positions (e.g., Accountants, Financial Analysts, Budget Analysts), a Bachelor's degree is typically the minimum educational requirement. Through the use of an equivalency statement, Travis County has permitted applicants to substitute years of experience for education. However, as these jobs have become more complex, continuing to allow this substitution risks recruiting candidates without the sufficient theoretical underpinning in accounting theory and principles to perform at an acceptable level of proficiency. Therefore, HRMD proposes eliminating the equivalency statement language for many of the Financial Family jobs (see table page 5). Elimination of the equivalency statement should facilitate the recruitment and subsequent retention of employees who possess a greater understanding of the

application of accounting theory and principles to everyday issues within a public sector setting. Elimination of the equivalency statement language will also keep the County more market competitive since many of the County's peers have already eliminated the equivalency language.

Market data does support retaining the equivalency option for selected clerical and paraprofessional financial job titles. Skills required for these jobs may be learned on the job; and may also serve as a bridge for employees in paraprofessional financial jobs to advance in their careers while seeking or completing a college degree.

Distinguishing Characteristics – Duties and Skill Levels

Within the distinguishing characteristics section of the Finance Job Family job descriptions, a statement has been included that designates the level of duties that incumbents are expected to perform. These levels range from routine to highly complex. Additionally, language has been added that states the performance of duties at this level requires incumbents to possess the appropriate skill levels, ranging from basic to advanced, particularly in the critical areas of communication, analytical skills and computer skills.

Scope of Operations - Department versus County-wide

Since job descriptions are intended to be generic and applicable to any department that uses them, drawing a distinction between department-level and county-wide scope is typically not needed. This distinction can be made among jobs in the Finance family, however, since there is no overlap between titles operating at these distinct levels. In future job analysis projects, HRMD will need to further analyze the potential impact of this potentially precedent-setting scope language to other job families that cut across multiple departments and offices.

Implementation

Prior to the 10/1/09 implementation date, HRMD will meet internally to coordinate action between staffing and compensation staff. Following these meetings, HRMD will meet with department Human Resource Liaisons to explain the impact of the proposed changes. Current employees will be "grandfathered " against the new minimum requirements and will not be required to demonstrate compliance with the new proposed minimum requirements to function in their current positions. Current employees will be eligible for promotion without meeting the proposed new minimum qualifications but actions will be brought forward as non-routine personnel actions.

Future Action

Changes to the Finance Job Family job descriptions present HRMD with the opportunity to refine the definitions of skill levels and potentially develop a skill-based testing program for various Financial jobs. These changes would more clearly delineate the differences between jobs within the series which would help with classification-related issues.

In addition, HRMD will continue working the Auditor's Office and other departments on the finance job family job descriptions and anticipate more potential changes to come in the future about the finance family job descriptions.

G. Fiscal Impact

None.

Should you have questions, contact Luane A. Shull at 854-4789.

CC: Roger A. El-Khoury

FINANCE JOB FAMILY
MINIMUM REQUIREMENTS EQUIVALENCY AND SCOPE

JOB CODE #	JOB CLASS TITLE	PAY GRADE	FLSA	CURRENT EXPERIENCE EQUIV Y/N	PROPOSED EXPERIENCE EQUIV Y/N	SCOPE
11002	ACCOUNTING CLERK	11	NE	YES	YES	DEPT
13003	ACCOUNTANT ASSOC	13	NE	YES	YES	DEPT
16005	ACCOUNTANT	16	E	YES	NO	DEPT
18006	ACCOUNTANT SR	18	E	YES	NO	DEPT
20007	ACCOUNTANT LEAD	20	E	YES	NO	DEPT
17008	FINANCIAL ANALYST	17	E	YES	NO	DEPT
19010	FINANCIAL ANALYST SR	19	E	YES	NO	DEPT
22013	FINANCIAL ANALYST LEAD	22	E	YES	NO	DEPT
24014	FINANCIAL MANAGER	24	E	YES	NO	DEPT
22015	CORPORATIONS ADMINISTRATOR	22	E	YES	NO	COUNTYWIDE
23016	INVESTMENT MANAGER	23	E	YES	NO	COUNTYWIDE
19017	PROBATE AUDITOR	19	E	YES	NO	DEPT
12019	TAX ANALYST	12	NE	YES	YES	DEPT
13020	TAX COMPLIANCE OFCR	13	NE	YES	YES	DEPT
14021	TAX COMPLIANCE OFCR LEAD	14	NE	YES	YES	DEPT
18024	TAX SUPERVISOR	18	E	YES	NO	DEPT
19034	FORENSIC ANALYST	19	E	YES	NO	DEPT
21035	FORENSIC ANALYST SR	21	E	YES	NO	DEPT
16036	BUDGET ANALYST I	16	E	YES	NO	COUNTYWIDE
18037	BUDGET ANALYST II	18	E	YES	NO	COUNTYWIDE
20039	BUDGET ANALYST III	20	E	YES	NO	COUNTYWIDE
22042	BUDGET ANALYST SR	22	E	YES	NO	COUNTYWIDE

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Prepared by HRMD

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TRAVIS COUNTY - JOB CLASSIFICATION LISTING BY JOB FAMILY FOR CC 9/8/09 JOB DESCRIPTIONS

JOB CODE	JOB TITLE	PAY GRADE	FLSA
	GENERAL / ROAD MAINTENANCE		
5184	CUSTODIAN	5	NE
7803	CUSTODIAN LEAD	7	NE
10804	CUSTODIAL SVCS SUPV	10	NE
7299	GROUNDSKEEPER	7	NE
10300	GROUNDSKEEPER SUPV	10	NE
10049	BUILDING OPS WORKER	10	NE
15051	BUILDING OPS SUPV	15	E
9050	BUILDING MAINT WORKER	9	NE
11053	BUILDING MAINT WORKER SR	11	NE
13052	BUILDING MAINT COORD	13	NE
15054	BUILDING MAINT SUPV	15	E
16799	BUILDING MAINT SUPT	16	E
8055	BUILDING SECURITY GUARD	8	NE
7439	PARK MAINT WORKER	7	NE
10442	PARK MAINT WORKER SR	10	NE
13446	PARK SUPV I	13	NE
15447	PARK SUPV II	15	NE
8418	ROAD MAINT WORKER	8	NE
9415	ROAD MAINT WORKER SR	9	NE
15281	ROAD MAINT SUPV	15	E
18523	ROAD MAINT MGR	18	E
7528	LAUNDRY ATTENDANT	7	NE
8529	COOK	8	NE
12530	FOOD SVCS SUPV	12	NE
15532	FOOD SVCS MGR	15	NE
11534	SCHOOL CROSSING GUARD SUPV	11	NE
8539	MOVER	8	NE
9540	SHIPPING/RECVING/SUPPLY ASST	9	NE
	SKILLED TRADES		
10323	EQUIPMENT OPERATOR	10	NE
11324	EQUIPMENT OPERATOR SR	11	NE
12421	AUTOMOTIVE MECHANIC	12	NE
13422	EQUIPMENT MECHANIC	13	NE
15580	EQUIPMENT MECHANIC SUPV	15	NE
10541	SIGN TECH	10	NE
11547	SIGN TECH SUPV	11	NE
15548	HVAC REFRIG MECHANIC	15	NE
20549	FLEET SVCS COORD	20	E
10064	CARPENTER ASSOC	10	NE
14427	CARPENTER	14	NE
15428	CARPENTER SR	15	NE
16420	HOME REPAIR SUPV	16	NE

TRAVIS COUNTY - JOB CLASSIFICATION LISTING BY JOB FAMILY FOR CC 9/8/09 JOB DESCRIPTIONS

JOB CODE	JOB TITLE	PAY GRADE	FLSA
	SKILLED TRADES (CONT.)		
14431	PAINTER	14	NE
13432	ELECTRICIAN	13	NE
15433	MASTER ELECTRICIAN	15	NE
13434	PLUMBER	13	NE
15435	MASTER PLUMBER	15	NE
14436	LOCKSMITH	14	NE
13437	EQUIPMENT TECH	13	NE
18438	MARKETABLE SKILLS PROG SUPV	18	E
	ADMIN SUPPORT		
11745	COURT CLERK ASST	11	NE
13746	COURT CLERK I	13	NE
15747	COURT CLERK II	15	NE
16748	COURT CLERK II SR	16	NE
15749	JUDICIAL AIDE	15	NE
16750	JUDICIAL AIDE SPEC	16	NE
16755	COURT OPERATIONS OFFICER	16	NE
15789	LEGAL SECRETARY	15	NE
16790	LEGAL SECRETARY SR	16	NE
17791	PARALEGAL	17	NE
18792	PARALEGAL SR	18	NE
8793	OFFICE ASST	8	NE
10795	OFFICE SPECIALIST	10	NE
12796	OFFICE SPECIALIST SR	12	NE
12800	TAX SPECIALIST I	12	NE
14801	TAX SPECIALIST II	14	NE
15802	TAX SPECIALIST III	15	NE
11500	ADMINISTRATIVE ASST I	11	NE
13505	ADMINISTRATIVE ASST II	13	NE
14506	ADMINISTRATIVE ASSOC	14	NE
15513	OFFICE SUPERVISOR	15	NE
15516	COMMISSIONERS COURT SPEC	15	NE
16519	EXECUTIVE ASST NE	16	NE
16520	EXECUTIVE ASST	16	E
18521	EXECUTIVE ASST-ELCTD OFFICIAL	18	E
9531	MAILROOM SVCS ASST	9	NE
11552	MAILROOM SVCS ASST SR	11	NE
12558	RECORDING SPEC I	12	NE
14563	RECORDING SPEC II	14	NE
15565	RECORDING SPEC SR	15	NE
20567	INTERPRETER	20	E
21570	INTERPRETER SR	21	E
21571	INTERPRETER LANG/COURT SR	21	E
13588	LAW ENFORCEMENT SPEC	13	NE
18590	CIVIL SVCS COORD	18	E

TRAVIS COUNTY - JOB CLASSIFICATION LISTING
BY JOB FAMILY FOR CC 9/8/09 JOB DESCRIPTIONS

JOB CODE	JOB TITLE	PAY GRADE	FLSA
	SOCIAL SERVICES		
16072	CHAPLAIN	16	E
17073	CHAPLAIN SR	17	E
15169	COUNSELOR	15	NE
16170	COUNSELOR SR	16	NE
15586	VICTIM COUNSELOR	15	NE
16587	VICTIM COUNSELOR SR	16	NE
15075	CHEM DEPENDENCY COUNSELOR	15	NE
16076	CHEM DEPENDENCY COUNSELOR SR	16	NE
9550	SOCIAL SVCS AIDE	9	NE
11811	SOCIAL SVCS ASST	11	NE
13779	INTAKE OFFICER	13	NE
15812	CASEWORKER	15	NE
20815	CASE MGMT COORD	20	E
13557	SOCIAL SVCS PRGM SPEC ASSOC	13	NE
16562	SOCIAL SVCS PRGM SPEC	16	NE
17564	SOCIAL SVCS PRGM COORD	17	E
18814	SOCIAL SVCS MGR	18	E
20560	SOCIAL SVCS PRGM ADMIN	20	E
17813	SOCIAL WORKER	17	E
23694	PSYCHOLOGIST	23	E
	ENGINEERING & SUPPORT SERVICES		
13257	ENGINEERING TECH	13	NE
15258	ENGINEERING TECH SR	15	NE
17250	ENGINEERING SPEC	17	E
19251	ENGINEERING SPEC SR	19	E
21252	ENGINEERING ASSOC	21	E
23247	ENGINEER	23	E
25249	ENGINEER SR	25	E
19274	ARCHITECTURAL ASSOC	19	E
21275	ARCHITECTURAL ASSOC SR	21	E
23277	FACILITIES PROJECT MGR	23	E
25278	FACILITIES PROJECT MGR SR	25	E
23279	COST ESTIMATOR	23	E
25417	FACILITIES BLDG MAINT ENG SR	25	E
16663	ENGINEERING INSPECTOR SPEC	16	NE
18797	ENGINEERING INSPECTOR SPEC SR	18	NE
10551	SURVEY CREW TECH	10	NE
13556	SURVEY CREW SPEC	13	NE
21653	SURVEY & RECORDS MGR	21	E
16559	GIS SPEC	16	NE
18660	GIS ANALYST	18	NE
19659	GIS COORD	19	E

TRAVIS COUNTY - JOB CLASSIFICATION LISTING
BY JOB FAMILY FOR CC 9/8/09 JOB DESCRIPTIONS

JOB CODE	JOB TITLE	PAY GRADE	FLSA
	COURTS		
10046	COURT BAILIFF	10	NE
24177	COURT REPORTER	24	E
15331	PRETRIAL OFFICER I	15	NE
16334	PRETRIAL OFFICER II	16	NE
17337	PRETRIAL OFFICER III	17	NE
18336	PRETRIAL OFFICER SR	18	NE
9142	SUBSTANCE ABUSE MONITOR	9	NE
12143	PROBATION OFFICER ASST	12	NE
14144	PROBATION OFFICER I	14	NE
15145	PROBATION OFFICER II	15	NE
16146	PROBATION OFFICER SR	16	NE
17147	PROBATION OFFICER LEAD	17	NE
12386	JUVENILE PROBATION OFCR ASST	12	NE
14387	JUVENILE PROBATION OFCR I	14	NE
15388	JUVENILE PROBATION OFCR II	15	NE
16389	JUVENILE PROBATION OFCR III	16	NE
17390	JUVENILE PROBATION OFCR LEAD	17	NE
11381	JUVENILE DETENTION OFCR ASST	11	NE
12382	JUVENILE DETENTION OFCR I	12	NE
13383	JUVENILE DETENTION OFCR II	13	NE
14384	JUVENILE DETENTION OFCR III	14	NE
11507	JUVENILE RES TRT OFCR ASST	11	NE
12508	JUVENILE RES TRT OFCR I	12	NE
13509	JUVENILE RES TRT OFCR II	13	NE
14510	JUVENILE RES TRT OFCR III	14	NE
15511	JUVENILE RES TRT OFCR SR	15	NE
14756	ENFORCEMENT OFFICER I	14	NE
15757	ENFORCEMENT OFFICER II	15	NE
17758	ENFORCEMENT OFFICER SR	17	NE
16774	GUARDIAN AD LITEM I	16	E
17775	GUARDIAN AD LITEM II	17	E
18776	GUARDIAN AD LITEM SR	18	E
	FINANCE		
11002	ACCOUNTING CLERK	11	NE
13003	ACCOUNTANT ASSOC	13	NE
16005	ACCOUNTANT	16	E
18006	ACCOUNTANT SR	18	E
20007	ACCOUNTANT LEAD	20	E
17008	FINANCIAL ANALYST	17	E
19010	FINANCIAL ANALYST SR	19	E
22013	FINANCIAL ANALYST LEAD	22	E
24014	FINANCIAL MANAGER	24	E
22015	CORPORATIONS ADMINISTRATOR	22	E

TRAVIS COUNTY - JOB CLASSIFICATION LISTING BY JOB FAMILY FOR CC 9/8/09 JOB DESCRIPTIONS

JOB CODE	JOB TITLE	PAY GRADE	FLSA
	FINANCE (CONT.)		
23016	INVESTMENT MANAGER	23	E
19017	PROBATE AUDITOR	19	E
12019	TAX ANALYST	12	NE
13020	TAX COMPLIANCE OFCR	13	NE
14021	TAX COMPLIANCE OFCR LEAD	14	NE
18024	TAX SUPERVISOR	18	E
19034	FORENSIC ANALYST	19	E
21035	FORENSIC ANALYST SR	21	E
16036	BUDGET ANALYST I	16	E
18037	BUDGET ANALYST II	18	E
20039	BUDGET ANALYST III	20	E
22042	BUDGET ANALYST SR	22	E
	SENIOR MANAGEMENT / MIDDLE MANAGEMENT		
18769	COMMUNITY LIAISON	18	E
25628	STRATEGIC PLANNING MGR	25	E
26043	ASSISTANT BUDGET DIR	26	E
31450	BUDGET DIR	31	E
21583	VETERANS SVCS OFCR	21	E
19708	OFFICE MANAGER	19	E
21709	OFFICE MANAGER SR	21	E
24400	LEGAL SVCS PROGRAM MGR	24	E
22778	JUVENILE PROBATION DIV MGR	22	E
18396	COURT SVCS MGMT ADMIN CRD	18	E
20397	DISTRICT CLERK JURY MGR	20	E
26751	COUNTY/DIST CLERK DIV DIR	26	E
25397	JUVENILE PROBATION DIV DIR	25	E
28213	TAX ASSESS-COLLEC DIV DIR	28	E
22398	PROBATION DIV MGR	22	E
19385	JUVENILE SHIFT SUPV	19	E
19391	JUVENILE CASE WORK MGR	19	E
19150	PROBATION CASE WORK MGR	19	E
20335	PRETRIAL MGR	20	E
26338	PRETRIAL DIV DIR	26	E
25585	VICTIM WITNESS SVCS DIV DIR	25	E
18591	COMMISSARY MGR	18	E
19780	JUVENILE FACILITIES MGR	19	E
24399	COURT SVCS PROGRAM MGR	24	E
27041	MEDICAL SVCS DIR	27	E
25561	SOCIAL SVCS DIR	25	E
26566	HHS DIV DIR	26	E
22697	RECORDS SVCS MGR	22	E
22696	SUPPORT SVCS MGR	22	E
22207	ELECTIONS MGMT COORD	22	E
26208	ELECTIONS ASST ADMIN	26	E

TRAVIS COUNTY - JOB CLASSIFICATION LISTING
BY JOB FAMILY FOR CC 9/8/09 JOB DESCRIPTIONS

JOB CODE	JOB TITLE	PAY GRADE	FLSA
	SENIOR MANAGEMENT / MIDDLE MANAGEMENT (CONT.)		
21234	DISTRICT PARK MGR	21	E
23299	DEVELOPMENT SVCS PRGM MGR	23	E
26310	PARKS DIV MGR	26	E
26311	FLEET DIV MGR	26	E
28209	ELECTIONS DIV DIR	28	E
27405	JUVENILE PROBATION DIR	27	E
27309	NATURAL RES ENV QTY DIV DIR	27	E
29313	ROAD MAINT BRDG FLET DIV DIR	29	E
28315	PARKS DIV DIR	28	E
21568	EXPO CENTER EVTS FAC CRD SR	21	E
24569	EXPO CENTER DIR	24	E
25400	PROBATION DIV DIR	25	E
26768	ADMIN SVCS DIV DIR	26	E
30485	COURT LEGAL MGMT ADMIN DIR	30	E
30486	CHIEF DEPUTY COUNTY CLERK	30	E
30487	CHIEF DEPUTY DISTRICT CLERK	30	E
27488	PROBATE COURT ADMIN	27	E
29025	TAX ASSESS-COLLEC ASSOC DEP	29	E
31476	CHIEF DEPUTY TAX ASSESS-COLL	31	E
30402	CHIEF DEPUTY JUVENILE PROB	30	E
30403	CHIEF DEPUTY CSCD	30	E
24553	CES MGR	24	E
27555	CES DIR	27	E
28267	CHIEF ADMIN OFCR MED EXAMINER	28	E
30314	TNR ASST DIR	30	E
30174	COUNTY/DIST ATTY ASST DIV DIR	30	E
31175	COUNTY/DIST ATTY DIV DIR	31	E
31390	JUV PUBLIC DEFENDER	31	E
29395	DIR MENTL HLTH PUBLIC DEFENDER	29	E
31230	ATTORNEY SR DEPUTY	31	E
98232	ATTORNEY SR CHIEF DEPUTY	98	E
26225	RECORDS MGMT/COMM RESC DIR	26	E
28519	RISK & BENEFITS MANAGER SR	28	E
30346	HUMAN RESOURCES MGMT DIR	30	E
26047	BUILDING MAINT DIV MGR	26	E
32682	FACILITIES MGMT DIR	32	E
28255	ENGINEERING DIV MGR	28	E
29254	ENGINEERING SVCS DIV DIR	29	E
32256	PUBLIC WORKS DIR	32	E
	HUMAN RESOURCES		
12301	HUMAN RESOURCES ASSISTANT I	12	NE
14308	HUMAN RESOURCES ASSISTANT II	14	NE
16310	HUMAN RESOURCES ASSISTANT SR	16	NE
12304	BENEFITS ASSISTANT I	12	NE

TRAVIS COUNTY - JOB CLASSIFICATION LISTING
BY JOB FAMILY FOR CC 9/8/09 JOB DESCRIPTIONS

JOB CODE	JOB TITLE	PAY GRADE	FLSA
	HUMAN RESOURCES (CONT.)		
14305	BENEFITS ASSISTANT II	14	NE
16311	BENEFITS ASSISTANT SR	16	NE
16312	BENEFITS ASSISTANT SR/WELN SPC	16	NE
18314	HUMAN RESOURCES SPEC I	18	E
20320	HUMAN RESOURCES SPEC II	20	E
22319	HUMAN RESOURCES SPEC SR	22	E
24321	EMPLOYMENT SPEC	24	E
18347	HUMAN RESOURCES ANALYST I	18	E
20348	HUMAN RESOURCES ANALYST II	20	E
22354	HUMAN RESOURCES ANALYST SR	22	E
24355	HUMAN RESOURCES ANALYST SPEC	24	E
24370	HUMAN RESOURCES MANAGER I	24	E
26371	HUMAN RESOURCES MANAGER II	26	E
24372	HRIS SPEC	24	E
24374	BENEFITS ADMIN	24	E
14515	RISK/SAFETY SPEC ASST II	14	NE
18524	RISK/SAFETY SPEC I	18	E
20525	RISK/SAFETY SPEC II	20	E
22526	RISK/SAFETY SPEC SR	22	E
24527	OCCUP HEALTH & SAFETY ENG	24	E
16566	TRAINING EDUCATION COORD I	16	E
18572	TRAINING EDUCATION COORD II	18	E
20573	TRAINING EDUCATION COORD SR	20	E
24579	HUMAN RESOURCES FIN ALYST LD	24	E
26345	COMPENSATION MANAGER	26	E
	INFORMATION TECHNOLOGY		
98353	CHIEF INFORMATION OFFICER	98	E
31887	INFORMATION TECHNOLOGY DIR	31	E
30885	PROJECT MANAGEMENT DIV MGR	30	E
30884	PROJECT MGR III	30	E
28883	PROJECT MGR II	28	E
27882	PROJECT MGR I	27	E
30881	APPLICATION SUPPORT DIV MGR	30	E
29880	BUSINESS CONSULTANT II	29	E
27879	BUSINESS CONSULTANT I	27	E
18825	BUSINESS ANALYST ASSOC	18	E
25878	BUSINESS ANALYST III	25	E
23877	BUSINESS ANALYST II	23	E
21876	BUSINESS ANALYST I	21	E
28875	DATABASE ADMINISTRATOR II	28	E
26874	DATABASE ADMINISTRATOR I	26	E
30873	APPLICATION WEB DEVLP DIV MGR	30	E
30872	APPLICATION DEVLP MGR	30	E

TRAVIS COUNTY - JOB CLASSIFICATION LISTING
BY JOB FAMILY FOR CC 9/8/09 JOB DESCRIPTIONS

JOB CODE	JOB TITLE	PAY GRADE	FLSA
	INFORMATION TECHNOLOGY (CONT.)		
29871	APPLICATION ARCHITECT II	29	E
28870	APPLICATION ARCHITECT I	28	E
27869	APPLICATION DEVLP ANALYST III	27	E
25868	APPLICATION DEVLP ANALYST II	25	E
23867	APPLICATION DEVLP ANALYST I	23	E
30866	WEB SVCS MGR	30	E
29865	WEB ARCHITECT II	29	E
28864	WEB ARCHITECT I	28	E
26863	WEBMASTER III	26	E
24862	WEBMASTER II	24	E
22861	WEBMASTER I	22	E
30860	INFORMATION SECURITY OFFICER	30	E
27859	INFORMATION SECURITY MGR	27	E
25858	INFORMATION SECURITY ANLST III	25	E
23857	INFORMATION SECURITY ANLST II	23	E
21856	INFORMATION SECURITY ANLST I	21	E
30855	CUSTOMER SPT CLT TCH DIV MGR	30	E
27854	CUSTOMER SUPPORT MGR	27	E
25853	CUSTOMER SUPPORT SPEC	25	E
24852	CUSTOMER SUPPORT ANALYST III	24	E
22851	CUSTOMER SUPPORT ANALYST II	22	E
20850	CUSTOMER SUPPORT ANALYST I	20	E
18849	CUSTOMER SUPPORT TECH	18	NE
29848	TELECOMMUNICATIONS MGR	29	E
23847	TELECOMMUNICATIONS TECH III	23	NE
21846	TELECOMMUNICATIONS TECH II	21	NE
19845	TELECOMMUNICATIONS TECH I	19	NE
23844	TECHNICAL TRAINER II	23	E
21843	TECHNICAL TRAINER I	21	E
30842	SYSTEMS NETWORK OPS DIV MGR	30	E
30841	NETWORK OPERATIONS MGR	30	E
29840	NETWORK ARCHITECT II	29	E
28839	NETWORK ARCHITECT I	28	E
27838	NETWORK ENGINEER III	27	E
25837	NETWORK ENGINEER II	25	E
23836	NETWORK ENGINEER I	23	E
29835	SYSTEMS MGR	29	E
29834	SYSTEMS ARCHITECT II	29	E
28833	SYSTEMS ARCHITECT I	28	E
27832	SYSTEMS ENGINEER III	27	E
25831	SYSTEMS ENGINEER II	25	E
23830	SYSTEMS ENGINEER I	23	E
21829	COMPUTER OPERATOR IV	21	NE

TRAVIS COUNTY - JOB CLASSIFICATION LISTING
BY JOB FAMILY FOR CC 9/8/09 JOB DESCRIPTIONS

JOB CODE	JOB TITLE	PAY GRADE	FLSA
	INFORMATION TECHNOLOGY (CONT.)		
19828	COMPUTER OPERATOR III	19	NE
17827	COMPUTER OPERATOR II	17	NE
15826	COMPUTER OPERATOR I	15	NE
29886	IT DEPT DIV MGR	29	E
26244	EMERGENCY WIRELESS COMM MGR	26	E
24425	MEDIA OPERATIONS MGR	24	E
24349	IMAGING DIV MGR	24	E

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Custodian

JOB CODE:	05184	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	05	**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.

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TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Custodian

JOB CODE:	05184	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	05	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Ability to:

- Understand and follow instructions and communicate effectively to perform the job functions, as required.
- 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.

17

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Custodian Lead

JOB CODE:	07803	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	07	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Functions as crew leader for a small crew performing custodial and simple repair and maintenance work in County buildings. This is a working leader position with incumbent also responsible for the normal range of participation in custodial duties.

DISTINGUISHING CHARACTERISTICS:

This is the second in a series of three custodial-related job classifications within the General/Road Maintenance job family. This classification functions as a working lead over the activities of other custodial positions in addition to the normal range of custodial duties. This classification is distinguished from the Custodial Services Supervisor, which is responsible for the full range of supervisory duties over a custodial team or teams. 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:

- Coordinates and assigns the activities of crewmembers, inspects work for quality and explains needed improvements in performance.
- Provides on-the-job training for assigned staff related to cleaning procedures and use of cleaning supplies.
- Identifies building deficiencies and generates work requests.
- Distributes equipment, supplies and materials to crew.
- 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 and restocks restroom supplies.
- Operates buffer, stripper, waxer, vacuum and carpet cleaning machines.
- Performs minor repairs, such as replacing light bulbs and other similar replaceable items. Unstops and repairs toilets.
- Moves office furniture and other items, as required.
- Secures and locks buildings, and sets alarms. Ensures lights are turned out in completed spaces.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:
Two (2) years of work experience and training in general custodial and/or building maintenance functions;

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:
High School diploma or G.E.D.
One (1) year of lead or supervisory experience.

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TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Custodian Lead

JOB CODE:	07803	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	07	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

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.
- Principles and practices of leading assigned staff.

Skill in:

- Operating cleaning equipment, such as buffers, strippers, waxers, vacuums, and carpet cleaning machines.
- Coordinating the work activities of assigned staff.
- Resolving routine issues effectively at the crew level.
- Reading and spelling.
- Both verbal and written communication, including conveying and following instructions.

Ability to:

- Understand and follow instructions and communicate effectively as needed to perform the job functions.
- Supervise the work of subordinates and instruct them in proper work methods and procedures.
- Safely and correctly operate cleaning equipment used for cleaning and maintaining facilities.
- Work independently and efficiently.
- Manage time well and meet timelines.
- Communicate effectively.
- Establish and maintain effective working relationships with assigned staff, 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 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.

19

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Custodial Services Supervisor

JOB CODE:	10804	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	10	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Supervises and coordinates activities of staff engaged in cleaning and maintaining condition of assigned facilities. Inspects assigned facilities for cleanliness, identifies maintenance requirements and develops appropriate training for assigned crewleaders and custodians. This is a working supervisor position with incumbent also responsible for the normal range of custodial duties.

DISTINGUISHING CHARACTERISTICS:

This is the third in a series of three custodial-related job classifications within the General/Road Maintenance job family. This classification functions as the supervisor over several custodial services teams having subordinate custodial crew leaders. This classification is distinguished from the Custodian Lead due to performing the full range of supervisory duties over a custodial team or teams, including training, monitoring, evaluating performance, and counseling, as required. 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 duties to crewmembers, inspects work for conformance to standards and explains needed improvements in performance. Performs daily inspection of assigned facilities prior to releasing crews.
- Performs and participates in full-range of custodial duties along with subordinate staff.
- Issues supplies, equipment and keys.
- Provides on-the-job training for assigned staff on cleaning procedures and use of cleaning supplies.
- Identifies building deficiencies and generates work requests.
- Reviews, approves and submits timesheets for assigned staff. Completes annual performance evaluations for assigned staff. Recommends approval for leave requests.
- Prepares, reviews and monitors work schedules and assignments. Meets with management to discuss cleaning procedures/issues. Coordinates with customers in assigned building on satisfaction with cleaning efforts.
- Requests supplies, materials, and equipment needed for facilities. Monitors expenditure of supplies and control of inventory of supplies, materials and equipment.
- Performs general cleaning, sweeps, mops, dusts, scrubs, vacuums, empties waste baskets and recycling containers. Cleans walls, windows, light fixtures and air supply/return registers.
- Operates buffer, stripper, waxer, vacuum and carpet cleaning machines.
- Secures and locks buildings, sets alarms. Ensures lights are turned out in completed spaces.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:
High School diploma or G.E.D. AND four (4) years of responsible custodial/janitorial or building maintenance experience, including one (1) year of lead or 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.

20

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Custodial Services Supervisor

JOB CODE:	10804	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	10	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Licenses, Registrations, Certifications, or Special Requirements:
Valid Texas Driver's License.

Knowledge, Skills, and Abilities:

Knowledge of:

- Principles and practices of supervision.
- Policies, practices, procedures, materials, equipment and methods of janitorial/custodial functions.
- Cleaning equipment, products, techniques, and standards.
- Applicable safety practices and regulations.

Skill in:

- Supervising the work activities of assigned staff.
- Resolving routine issues effectively.
- Operating cleaning equipment, such as buffers, strippers, waxers, vacuums, and carpet cleaning machines.
- Both verbal and written communication, including conveying and following instructions.

Ability to:

- Supervise and train assigned staff in proper work methods and procedures.
- Read, write and do basic mathematical calculations.
- Safely and correctly operate cleaning equipment used for cleaning and maintaining facilities.
- Work independently and efficiently.
- Manage time well and meet timelines.
- Understand and follow instructions and communicate effectively, as required.
- Establish and maintain effective working relationships with assigned staff, 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 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 DESCRIPTION

DRAFT

JOB TITLE: Groundskeeper

JOB CODE:	07299	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	07	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Maintains the grounds surrounding County buildings, including mowing, planting, and equipment care. Cleans parking lots, garages, driveways and sidewalks.

DISTINGUISHING CHARACTERISTICS:

This is the first in a series of two groundskeeper-related job classifications within the General/Road Maintenance job family. This classification is distinguished from the Groundskeeper Lead, which has lead duties and responsibilities.

DUTIES AND RESPONSIBILITIES:

- Performs general maintenance of grounds, including mowing lawns, trimming trees, pruning shrubs, edging walks and gathering litter.
- Plants, trees and shrubs. Prunes shrubs and trees to shape and improve growth or remove damaged branches, twigs or leaves.
- Waters lawns, shrubs, flowers, and trees. Applies fertilizer.
- Services and makes minor repairs on lawnmowers, tractors and other equipment. Cleans outdoor equipment.
- Removes litter and debris from parking areas. Removes weeds from cracks and around signage, as required.
- Operates trucks, tractors, chippers, edgers, saws, blowers, mowers and other equipment.
- Moves office furniture and other items as assigned.
- Assists in planning duties and objectives for each workday.
- Assists custodial maintenance staff, as required.
- May train workers in the use and maintenance of equipment.
- May maintain first-aid equipment.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:
One (1) year of experience performing groundskeeping or manual labor;

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 using lawnmowers and trimming equipment.

Knowledge, Skills, and Abilities:
Knowledge of:
- Policies, practices, procedures and methods of lawn and grounds care.
- Applicable safety practices and regulations.
- Equipment and tools of grounds maintenance.
- Fertilizers, insecticides and herbicides used in grounds maintenance.

22

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Groundskeeper

JOB CODE:	07299	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	07	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Skill in:

- Operating grounds maintenance equipment.
- Using fertilizers, insecticides and herbicides to properly maintain and enhance grounds.
- Both verbal and written communication.

Ability to:

- Understand and follow instructions and communicate effectively, as required.
- Safely and correctly operate grounds maintenance equipment.
- Work independently and efficiently.
- Manage time well and meet timelines.
- Communicate effectively.
- 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 up to 75 pounds/carry up to 50 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. Subject to extreme temperatures, outside elements, noise, vibration, and contact with dust, 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: Groundskeeper Supervisor

JOB CODE:	10300	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	10	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Functions as working crew leader overseeing the work of groundskeepers performing grounds maintenance work. Coordinates the work of groundskeepers. Assigns tools, equipment, and vehicles. Schedules and assigns crews to work sites.

DISTINGUISHING CHARACTERISTICS:

This is the second in a series of two groundskeeper-related job classifications within the General/Road Maintenance job family. This classification is distinguished from the Groundskeeper with the addition of lead duties and responsibilities. This classification functions as a working lead over the activities of other groundkeeper positions in addition to the normal range of groundskeeping duties.

DUTIES AND RESPONSIBILITIES:

- Assigns duties to groundskeeper crewmembers, inspects work for quality and explains needed improvements in performance.
- Provides on-the-job training for assigned workers in proper grounds care techniques.
- Identifies grounds deficiencies and generates work requests.
- Distributes equipment, vehicles and supplies to crews.
- Performs general groundskeeping duties to include mowing, watering, plant care, weeding, trimming, fertilization, soil aeration and removal of trash, dead limbs and other debris.
- Maintains inventory of assigned equipment.
- Operates trucks, tractors, chippers, weed eaters, clippers, chain saws, mowers, sprayers and soil aeration equipment.
- Maintains parking lots to include painting of slots/barriers, removal of grass/weeds and removal of trash.
- Services and makes minor repairs on lawnmowers, tractors and other equipment. Cleans outdoor equipment.
- Moves office furniture and other items, as required.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:
Three (3) years of experience performing groundskeeping or related work;

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:
High School diploma or G.E.D.
One (1) year of lead or supervisory experience.

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Groundskeeper Supervisor

JOB CODE:	10300	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	10	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Knowledge, Skills, and Abilities:

Knowledge of:

- Policies, practices, procedures and methods of lawn and grounds care.
- Applicable safety practices and regulations.
- Equipment and tools of grounds maintenance.
- Fertilizers, insecticides and herbicides used in grounds maintenance.
- Principles and practices of leading assigned staff.

Skill in:

- Operating grounds maintenance equipment.
- Using fertilizers, insecticides and herbicides to properly maintain and enhance grounds.
- Coordinating the work activities of assigned staff.
- Both verbal and written communication, including conveying and following instructions.

Ability to:

- Understand and follow instructions and communicate effectively, as required.
- Supervise the work of subordinates and instruct them in proper work methods and procedures.
- Safely and correctly apply grounds maintenance techniques.
- Work independently and efficiently.
- Manage time well and meet timelines.
- Communicate effectively.
- Establish and maintain effective working relationships with assigned staff, 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 up to 75 pounds/carry up to 50 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. Subject to extreme temperatures, outside elements, noise, vibration, and contact with dust, 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: Building Operations Worker

JOB CODE:	10049	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	10	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Functions as lead worker supervising and assisting in preparation and cleanup of buildings and grounds for upcoming events. Performs minor repairs on facilities, equipment and furnishings, and completes operational checks on equipment and systems. Responds to urgent needs of client during assigned events.

DISTINGUISHING CHARACTERISTICS:

This is the first in a series of two building operations-related job classifications within the General/Road Maintenance job family. This classification functions as a lead worker overseeing and assisting in the preparation and cleanup for events and performing minor preventative maintenance work. This classification may require a flexible work schedule in order to meet the needs of the department.

DUTIES AND RESPONSIBILITIES:

- Assists in supervising the preparation and cleanup of buildings and grounds for upcoming events. Serves as lead worker in performance of building operations functions.
- Attends events to coordinate repairs and assist with the facilitation of operations and respond to emergencies and urgent needs. Ensures assigned aspects of events are implemented and controlled according to plans.
- Performs operational checks on equipment and systems.
- Operates light and heavy equipment to prepare facilities and grounds for events.
- Performs minor repairs on facilities, equipment and furnishings. Monitors expenditures on supplies and controls inventory of assigned equipment and tools.
- Monitors and verifies operational status of emergency systems (power, fire alarms, lighting).
- Performs required flow testing of fire hydrant systems.
- Completes structural pesticide applications, as required. Applies appropriate herbicides to grounds.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:
High School diploma or G.E.D. AND four (4) years of increasingly responsible building operations experience, including minor preventive maintenance and repairs to equipment, buildings and facilities;

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.
Valid Texas Commercial Driver's License (CDL).

Knowledge, Skills, and Abilities:
Knowledge of:
- Principles and practice of leading staff.
- Standard practices, methods and skills in use and maintenance of facilities.
- Custodial cleaning standards and practices.
- Equipment and tools used in maintenance and repair functions.

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Building Operations Worker

JOB CODE:	10049	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	10	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Knowledge of: (Cont.)

- Pesticides, herbicides and similar grounds maintenance chemicals.
- Federal, State, Local and County applicable laws, rules, regulations and guidelines.
- Policies, practices, procedures and methods of assigned function.
- Applicable safety practices and regulations.

Skill in:

- Leading and advising others.
- Troubleshooting, and performing minor maintenance and repair needs.
- Conferring with clients and ensuring facilities meet those needs.
- Operating light and heavy equipment.
- Both verbal and written communication.

Ability to:

- Lead and train staff.
- Manage time well and meet timelines.
- Evaluate client emergent needs and fulfill those needs.
- Communicate effectively.
- 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 75 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 extreme temperatures, outside elements, noise, vibration, contact with dust, fumes and hazardous chemicals, foul odors, animal and human 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: Building Operations Supervisor

JOB CODE:	15051	**FLSA STATUS:**	Exempt
PAY GRADE:	15	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Supervises, trains and schedules custodial and operations functions and staff for preparation, maintenance and cleaning of facility before, during and after events. Assists with preventative maintenance and repair of equipment and furnishings. Communicates with clients to ensure the facilities are properly prepared for events.

DISTINGUISHING CHARACTERISTICS:

This is the second in a series of two building operations-related job classifications within the General/Road Maintenance job family. This classification supervises the day-to-day operational aspects of event coordination and preparation and preventative maintenance of equipment and furnishings. This classification may require a flexible work schedule in order to meet the needs of the department.

DUTIES AND RESPONSIBILITIES:

- Supervises and schedules custodial and operations functions and staff for preparation, maintenance and cleaning of facility before, during and after events.
- Supervises, schedules and assists with preventative maintenance and repair of equipment and furnishings. Orders parts and supplies, as required, tracks expenditures.
- Coordinates with building maintenance staff, as required, for preventative maintenance and repair of buildings and grounds.
- Serves as representative with consultants and contractors and provides information about the facility.
- Meets with prospective clients to analyze needs for space, equipment and services. Answers questions and promotes the facility.
- Assists and confers with clients prior to, during and after events. Coordinates equipment needs and troubleshoots problems as they arise.
- Operates light and heavy equipment, as required. Trains staff on equipment operation and safety.
- Assists in calculating revenue and expenses for various events.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:
High School diploma or G.E.D. AND five (5) years of increasingly responsible building operations 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:
Valid Texas Driver's License.
Valid Texas Commercial Driver's License (CDL).

Knowledge, Skills, and Abilities:
Knowledge of:
- Supervisory principles, practices and techniques.
- Custodial cleaning standards and practices.
- Standard practices, methods and skills in use and maintenance of facilities.

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Building Operations Supervisor

JOB CODE:	15051	**FLSA STATUS:**	Exempt
PAY GRADE:	15	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Knowledge of: (Cont.)

- Federal, State, Local and County applicable laws, rules, regulations and guidelines.
- Policies, practices, procedures and methods of assigned function.
- Applicable safety practices and regulations.

Skill in:

- Supervising, developing and evaluating staff.
- Supervising, assigning and advising custodial and building operations functions.
- Conferring with clients, analyzing their needs and ensuring facilities meet those needs.
- Operating light and heavy equipment.
- Both verbal and written communication.

Ability to:

- Supervise, motivate, and train staff.
- Plan, schedule and oversee building operations and custodial functions.
- Manage time well and meet timelines.
- Evaluate client needs and recommend effective solutions.
- Communicate effectively.
- 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 75 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, driving, client/customer contact, and squatting to perform the essential functions. Subject to extreme temperatures, outside elements, noise, vibration, contact with dust, fumes and hazardous chemicals, foul odors, animal and human 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: Building Maintenance Worker

JOB CODE:	09050	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	09	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Performs a variety of moderately complex preventive maintenance tasks, repairs, and additions to County buildings, facilities and equipment. Work involves multiple skill areas, including carpentry, air conditioning/heating, painting, plastering, masonry, plumbing, electrical repairs and installations and machine servicing.

DISTINGUISHING CHARACTERISTICS:

This is the first in a series of two building maintenance-related job classifications within the General/Road Maintenance job family. This classification is distinguished by moderately complex maintenance work requiring basic proficiency in multiple skill areas. 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 a variety of preventive maintenance routines on equipment, building components, and facilities.
- Performs periodic and routine walk through inspections of assigned facilities, identifies work requirements, submits requirements to service call and performs work assigned.
- Researches and estimates time and materials needed and records time and materials used. Requests for needed tools, equipment, supplies and materials to perform assigned tasks. Monitors expenditure of supplies and controls inventory of equipment and tools.
- Makes electrical, plumbing, masonry and carpentry repairs. Services and repairs heating and air-conditioning systems.
- Replaces broken glass. Installs/replaces light fixtures, and switches.
- Remodels building and facilities. May build cabinets and shelves.
- Prepares for painting. Paints and seals building surfaces and equipment.
- May be required to disassemble/assemble and move furniture and equipment.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:
High School diploma or G.E.D. AND three (3) years of building maintenance experience, including preventive maintenance and repairs to equipment, buildings and facilities;

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:
Environmental Protection Agency (EPA) Universal Certification or must be obtained within one (1) year of date of hire.
Valid Texas Driver's License.

Knowledge, Skills, and Abilities:
Knowledge of:
- Policies, practices, procedures and methods of plumbing, electrical, mechanical and carpentry repair.
- Applicable safety practices and regulations.
- Equipment and tools used in maintenance and repair functions.
- 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.

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Building Maintenance Worker

JOB CODE:	09050	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	09	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Skill in:

- Carpentry, painting, plastering, masonry, plumbing, electrical repairs and installations and machine servicing.
- Troubleshooting, diagnosing and performing maintenance and repair needs.
- Reading and interpreting schematics and blueprints.
- Proper and applicable safety practices, procedures and regulations.
- Working with others, including on a team.
- Both verbal and written communication.

Ability to:

- Understand and follow instructions and communicate effectively, as required.
- Safely and correctly apply building and equipment maintenance and repair techniques, and operate tools and equipment.
- Work independently and efficiently.
- Manage time well and meet timelines.
- 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 up to 100 pounds/carry up to 75 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 extreme temperatures, outside elements, noise, vibration, contact with dust, fumes and hazardous chemicals, foul odors, animal and human fecal matter, insects and rodents. Requires working at heights from ladders and scaffolds.

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: Building Maintenance Worker Senior

JOB CODE:	11053	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	11	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Performs a variety of complex preventive maintenance tasks, repairs, and additions to County buildings, facilities and equipment. Work involves multiple skill areas, including carpentry, painting, plastering, masonry, plumbing, electrical repairs and installations and machine servicing. Functions as a lead worker over building maintenance staff. May be assigned as full time skilled painter or carpenter.

DISTINGUISHING CHARACTERISTICS:

This is the second in a series of two building maintenance-related job classifications within the General/Road Maintenance job family. This classification is distinguished by complex maintenance work requiring advanced proficiency in multiple skill areas and/or journey level skill as a painter or carpenter. This classification also performs lead duties. 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:

- Functions as a lead worker in the performance of building maintenance duties. Provides technical advice and assistance for assigned staff.
- Provides recommendations regarding replacement or upgrade of facilities and equipment.
- Performs a variety of preventive maintenance routines on equipment, building components and facilities.
- Performs periodic and routine walk through inspections of assigned facilities, identifies work requirements, submits requirements to service call and performs work assigned.
- Researches and estimates time and materials needed and records time and materials used. Requests for needed tools, equipment, supplies and materials to perform assigned tasks. Monitors expenditure of supplies and controls inventory of equipment and tools.
- Completes electrical, plumbing, masonry and carpentry repairs.
- Services and repairs heating and air conditioning system.
- Replaces broken glass. Installs/replaces light fixtures, and switches.
- Remodels building and facilities, including removal/replacement of wall systems, doors/frames, windows and built in furniture/counters.
- Prepares for painting. Paints and seals building surfaces and equipment.
- Repairs and maintains security control panels and video monitors and security cameras.
- May be required to disassemble/assemble and move furniture and equipment.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:
High School diploma or G.E.D. AND five (5) years of increasingly responsible building maintenance experience, including preventive maintenance and repairs to equipment, buildings and facilities;

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: Building Maintenance Worker Senior

JOB CODE:	11053	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	11	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Licenses, Registrations, Certifications, or Special Requirements:
Environmental Protection Agency (EPA) Universal Certification or must be obtained within one (1) year of employment.
Valid Texas Driver's License.

If Painter or Carpenter:
High School diploma or G.E.D. AND five (5) years of experience at the journey painter or carpenter level;

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:
Environmental Protection Agency (EPA) Universal Certification.

Knowledge, Skills, and Abilities:
Knowledge of:
- Principles and practices of leading staff.
- Policies, practices, procedures and methods of assigned function.
- Applicable safety practices and regulations.
- Equipment and tools used in maintenance and repair functions.
- 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.

Skill in:
- Leading and advising others.
- Carpentry, painting, plastering, masonry, plumbing, electrical repairs and installations and machine servicing.
- Troubleshooting, diagnosing and performing maintenance and repair needs.
- Reading and interpreting schematics and blueprints.
- Proper and applicable safety practices, procedures and regulations.
- Working with others, including on a team.
- Both verbal and written communication.

Ability to:
- Motivate, train, and lead others.
- Understand and follow instructions and communicate effectively, as required.
- Safely and correctly apply building and equipment maintenance and repair techniques and operate tools and equipment.
- Work independently and efficiently.
- Manage time well and meet timelines.
- Establish and maintain effective working relationships with County employees and officials, representatives of outside agencies, and the general public.

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Building Maintenance Worker Senior

JOB CODE:	11053	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	11	**LAST REVISED:**	10/01/09

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

Physical requirements include the ability to lift up to 100 pounds/carry up to 75 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 extreme temperatures, outside elements, noise, vibration, contact with dust, fumes and hazardous chemicals, foul odors, animal and human fecal matter, insects and rodents. Requires working at heights from ladders and scaffolds.

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: Building Maintenance Coordinator

JOB CODE:	13052	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	13	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Directs the building maintenance and repair functions for an assigned building complex or group of buildings. Supervises, trains, directs and schedules staff assigned to complex or group of buildings. Performs the most complex maintenance and repair duties, including those involving heating and air conditioning, electrical, plumbing, roof and security systems. Works with outside consultants and contractors and serves as a technical expert on new construction projects associated with assigned complex or group of buildings.

DISTINGUISHING CHARACTERISTICS:

This is a job classification within the General/Road Maintenance job family. This classification is responsible for overseeing and supervising building maintenance staff assigned to a building complex or group of buildings and is differentiated from the Building Maintenance Worker Senior class that is assigned to projects in various locations. This classification has supervisory responsibilities. 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:

- Functions as a supervisor and a lead worker in the performance of building maintenance, repair and minor construction duties for a specific building complex or group of buildings. Makes recommendations regarding replacement or upgrade of systems. Provides technical advice and assistance for assigned staff.
- Serves as primary point of contact with the tenants of building complex or group of buildings concerning facility maintenance issues.
- Performs a variety of preventive maintenance routines on equipment, building components and facilities. Provides on-the-job training to subordinate staff on proper procedures, practices and techniques.
- Completes electrical, plumbing, masonry and carpentry repairs. Repairs heating and air conditioning systems, pumps, fans, air compressors and similar mechanical and electrical components and systems.
- Responds to requests for service and completes or assigns requested work and completes appropriate tracking documentation.
- Prepares for painting. Paints and seals building surfaces and equipment. Completes necessary actions to restore fit and finish of building surfaces to acceptable condition.
- Researches and requisitions necessary tools, equipment, supplies and materials. Monitors expenditures of supplies and controls inventory of assigned equipment and tools.
- Remodels buildings and facilities from plans and/or verbal instructions.
- Serves as representative with consultants and contractors providing services in assigned building complex or group of buildings.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:
High School diploma or G.E.D. AND five (5) years of increasingly responsible building maintenance experience, including one (1) year of lead or 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.

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Building Maintenance Coordinator

JOB CODE:	13052	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	13	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Licenses, Registrations, Certifications, or Special Requirements:
Environmental Protection Agency (EPA) Universal Certification.
Valid Texas Driver's License.

Knowledge, Skills, and Abilities:

Knowledge of:

- Supervisory principles, practices and techniques.
- Standard practices, methods and skills in use and care of tools, equipment and materials of the electrical, mechanical, plumbing, power generation, fire alarm/security and carpentry trades.
- Equipment and tools used in maintenance and repair functions.
- Federal, State, Local and County applicable laws, rules, regulations and guidelines.
- Policies, practices, procedures and methods of assigned function.
- Applicable safety practices and regulations.

Skill in:

- Supervising, assigning and advising building maintenance staff and operations.
- Carpentry, painting, plastering, masonry, plumbing, electrical repairs and installations, and machine servicing.
- Troubleshooting, diagnosing and performing maintenance and repair needs.
- Reading and interpreting schematics and blueprints.
- Both verbal and written communication.

Ability to:

- Supervise, motivate and train staff.
- Plan, schedule and oversee building maintenance functions.
- Read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Safely and correctly apply building and equipment maintenance and repair techniques, and operate tools and equipment.
- Evaluate conditions and recommend effective technical solutions.
- Communicate effectively.
- Manage time well and meet timelines.
- 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 50-100 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 extreme temperatures, outside elements, noise, vibration, contact with dust, fumes and hazardous chemicals, foul odors, animal and human fecal matter, insects, rodents and infectious diseases.

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: Building Maintenance Supervisor

JOB CODE:	15054	**FLSA STATUS:**	Exempt
PAY GRADE:	15	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Supervises and coordinates staff and activities related to building maintenance, custodial and security functions. Develops and implements routine and preventive maintenance schedules, coordinates schedules and assignments, assists in and evaluates staff job performance and ensures functions are performed in accordance with applicable laws, rules, regulations, codes, policies and procedures. Serves as a technical advisor and may perform the most complex maintenance and repair duties, including those involving heating and air conditioning, electrical, plumbing, roof, closed circuit television, electronic entry and other security systems, and fire protection systems.

DISTINGUISHING CHARACTERISTICS:

This is a job classification within the General/Road Maintenance job family. This classification is responsible for performing supervisory and administrative duties overseeing subordinate building maintenance, custodial and security staff and related functions. This classification typically reports to a higher level facilities manager. 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 building and equipment maintenance, custodial and security functions, activities and staff. Schedules and assigns the work activities of subordinate staff. Interviews, hires, trains, develops and evaluates employee performance. Counsels employees as necessary to improve performance.
- Oversees the operation, maintenance and general repair of security, air conditioning, heating, plumbing, electrical, mechanical and fire protection systems. Develops or assists in developing and implementing routine and preventative maintenance schedules for facility and security systems. May assist in developing equipment specifications.
- Supervises inspections of and makes recommendations for building maintenance, custodial and security systems replacements and upgrades. Maintains an adequate inventory of materials and equipment used in the maintenance and repair of facilities and security systems. Orders new stock, as required.
- Responds to building maintenance and security incidents, inquiries and concerns. Reports to higher level management, as required, and maintains records of issues. Assists in completing building maintenance and security related reports.
- Serves as a technical advisor and may perform the most complex maintenance and repair duties, including those involving heating and air conditioning, electrical, plumbing, roof, closed circuit television, electronic entry and other security systems, and fire protection systems.
- Manages the County's master key systems and card entry systems. Ensures building security is maintained, procedures are followed for issuance and return of keys and cards and related databases are maintained for tracking purposes. Conducts assessments on proper lighting, fencing, key control/access and surveillance systems.
- Identifies projects to be completed by outside contractors. Coordinates all contracted projects on assigned facility systems. Assists in the development of maintenance/construction/security service contracts. Provides technical quality assurance inspections and monitors performance of external service contracts.
- Proposes organizational modifications to meet changing needs of the department. Assists in or develops building maintenance, custodial and security policies, procedures, plans and standards. Provides input into annual budget for building maintenance, custodial and security requirements.
- Performs other job-related duties as assigned.

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Building Maintenance Supervisor

JOB CODE:	15054	**FLSA STATUS:**	Exempt
PAY GRADE:	15	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS:

Education and Experience:
High School diploma or G.E.D. AND five (5) years of increasingly responsible building maintenance experience, including two (2) years 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:
Refrigerant Certification.
Environmental Protection Agency (EPA) Universal Certification.
Valid Texas Driver's License.

Preferred:
Experience supervising building security operations.
Three (3) to five (5) years of correctional or institutional experience.

Knowledge, Skills, and Abilities:
Knowledge of:
- Supervisory principles, practices and techniques.
- Policies, practices, procedures and terminology of assigned function.
- Federal, State, Local and County applicable laws, rules, regulations and guidelines.
- Applicable safety practices and regulations.
- Problem solving and decision-making.

Skill in:
- Supervising building maintenance, custodial and security operations.
- Carpentry, painting, plastering, masonry, plumbing, electrical repairs and installations, and machine servicing.
- Troubleshooting, diagnosing and performing building maintenance and security functions.
- Reading and interpreting schematics and blueprints.
- Monitoring outside vendors and related contracts.
- Both verbal and written communication.

Ability to:
- Supervise, motivate, train, develop and evaluate staff.
- Plan, schedule and oversee building maintenance, custodial and security functions.
- Read and interpret documents, such as safety rules, operating and maintenance instructions and procedure manuals.
- Safely and correctly apply building and equipment maintenance and repair techniques, and operate tools and equipment.
- Monitor security systems, recognize and report repairs, and assess security risks and dangers.
- Evaluate conditions and recommend effective technical solutions.
- Manage time well, perform multiple tasks, and organize and prioritize diverse activities.
- Establish and maintain effective working relationships with County employees and officials, representatives of outside agencies, vendors and the general public.

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Building Maintenance Supervisor

JOB CODE:	15054	**FLSA STATUS:**	Exempt
PAY GRADE:	15	**LAST REVISED:**	10/01/09

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 extreme temperatures, outside elements, noise, vibration, contact with dust, fumes and hazardous chemicals, foul odors, animal and human 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: Building Maintenance Superintendent

JOB CODE:	16799	**FLSA STATUS:**	Exempt
PAY GRADE:	16	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Directs and supervises the activities of workers engaged in repair, maintenance, cleaning and installation of equipment, and maintenance and repair of buildings and utility systems of County facilities. Plans, develops and implements new methods and procedures designed to improve operations. Develops and manages schedules and assignments, evaluates staff job performance and ensures functions are performed in accordance with applicable laws, rules, regulations, codes, policies and procedures. Serves as a technical expert and may assist staff in performing the most complex maintenance and repair duties.

DISTINGUISHING CHARACTERISTICS:

This is a job classification within the General/Road Maintenance job family. This classification directs and supervises functions related to building maintenance and repair. This classification supervises workers directly and through subordinate lead and coordinator 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:

- Supervises and directs the activities of subordinate building maintenance staff and sections. Monitors and directs needed improvements in quality, timeliness and completion of subordinate sections services.
- Directs building maintenance staff. Interviews, hires, trains, directs, develops and evaluates employee performance. Counsels employees as necessary to improve performance. Disciplines and terminates employees, as required.
- Reviews work orders to determine work priorities. Monitors execution of work orders. Analyzes work orders received and completed for trends. Adjusts work force as necessary to optimize timely completion of received work requests.
- Schedules repair, maintenance and installation of equipment to ensure maximum availability of facilities for County operations.
- Develops and implements preventive maintenance programs in conjunction with management and subordinate staff for all key facility systems. Assigns preventive maintenance work to maintenance staff and monitors the execution of programs.
- Plans, develops and implements new methods and procedures designed to improve operations, minimize operating costs, and effect greater utilization of labor and materials.
- Requisitions tools, equipment and supplies required for operations. Provides operational controls for tools, equipment, supplies and vehicles. Processes invoices for payment.
- Confers with management, engineering and other County personnel to resolve maintenance problems and recommend measures to improve condition of County facilities and supporting equipment.
- Prepares inputs for department budget and monitors expenditure of funds in budget.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:
Associate's degree AND six (6) years of increasingly responsible building maintenance experience, 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: Building Maintenance Superintendent

JOB CODE:	16799	**FLSA STATUS:**	Exempt
PAY GRADE:	16	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Licenses, Registrations, Certifications, or Special Requirements:
Environmental Protection Agency (EPA) Universal Certification.
Valid Texas Driver's License.

Knowledge, Skills, and Abilities:

Knowledge of:

- Supervisory principles, practices and techniques.
- Standard practices, methods and skills in use and care of tools, equipment and materials of the electrical, mechanical, plumbing, power generation, fire alarm/security and carpentry trades.
- Equipment and tools used in maintenance and repair functions.
- Federal, State, Local and County applicable laws, rules, regulations and guidelines.
- Policies, practices, procedures and methods of assigned function.
- Applicable safety practices and regulations.

Skill in:

- Planning, assigning, directing and coordinating a variety of functional specialties with overlapping work areas.
- Managing, motivating, developing and evaluating staff.
- Developing and implementing goals, objectives, procedures, work standards and management controls.
- Carpentry, painting, plastering, masonry, plumbing, electrical repairs and installations, and machine servicing.
- Troubleshooting, diagnosing and performing maintenance and repair needs.
- Reading and interpreting schematics and blueprints.
- Both verbal and written communication.

Ability to:

- Manage, motivate and train staff.
- Plan, schedule and oversee building maintenance functions.
- Read and interpret documents, such as safety rules, operating and maintenance instructions, and procedure manuals.
- Evaluate conditions and recommend effective technical solutions.
- Safely and correctly apply building and equipment maintenance and repair techniques, and operate tools and equipment.
- Write routine reports and correspondence.
- Speak effectively before groups of customers or employees of organization.
- Plan, schedule and direct subordinates facilities management functions.
- Interpret and work from sketches, blueprints or verbal instructions.
- Communicate effectively.
- 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 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 extreme temperatures, outside elements, noise, vibration, contact with dust, fumes and hazardous chemicals, foul odors, animal and human 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: Building Security Guard

JOB CODE:	08055	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	08	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Provides basic building security for County facilities during normal business hours or after hours and on weekends and holidays. Ensures doors and windows are locked and secured during non-business hours. Reports security violations and questionable activities. Monitors buildings for damages from flooding, equipment failure or vandalism.

DISTINGUISHING CHARACTERISTICS:

This is a job classification within the General/Road Maintenance job family. This classification is responsible for the front-line building security functions and does not have any lead or supervisory duties or responsibilities. This classification may require a flexible work schedule in order to meet the needs of the department.

DUTIES AND RESPONSIBILITIES:

- Provides assistance, directions and information to visitors and County employees/officials. Signs visitors in and out of assigned facilities. Escorts visitors and staff on and off building premises upon request.
- Makes rounds of each floor of assigned building and/or makes rounds of assigned buildings. Ensures doors and windows are locked and secured. Monitors security camera systems and verifies proper operation of building electronic door lock systems. Turns off lights not needed for security.
- Reports security violations, questionable activities and emergencies to appropriate authority.
- Ensures security lighting and security monitoring systems are functioning. Monitors outside areas for vagrants and other unauthorized personnel. Warns violators of rule infractions, such as loitering, skateboarding or smoking within 15 feet of building exits.
- Monitors heating and air conditioning systems for proper operation during non-business hours as directed. Checks assigned facilities for leaks, during rainstorms. Monitors buildings for equipment failure or vandalism, notifies proper emergency contacts for repair.
- Notes building repair and maintenance needs and reports these deficiencies for correction.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:
One (1) year of building security 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:
Valid Texas Driver's License.

Preferred:
High School diploma or G.E.D.

Knowledge, Skills, and Abilities:
Knowledge of:
- Standard building security systems, including operations and maintenance.
- Policies, practices, procedures and methods of assigned function.
- Security surveillance systems operations and capabilities.

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Building Security Guard

JOB CODE:	08055	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	08	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Skill in:

- Interacting positively with the public.
- Responding effectively to public inquiries, presenting a positive impression of the organization.
- Both verbal and written communication.

Ability to:

- Follow a regular security check schedule.
- Recognize and report needed repairs, security risks and dangers.
- Understand and follow instructions and communicate effectively, as required.
- Work independently and efficiently.
- Establish and maintain effective working relationships with ` employees and officials, and the general public.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

Physical requirements include the ability to lift/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. Requires constant walking and standing 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.

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Park Maintenance Worker

JOB CODE:	07439	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	07	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Provides general day-to-day custodial, park maintenance and groundskeeping functions within assigned parks or parks projects, ensuring a safe, smooth, clean, hospitable, secure and efficient operation. Duties include emptying trash receptacles, cleaning restrooms and other buildings, cleaning picnic tables, picking up litter, mowing grass and eliminating weeds. Provides visitors and other customers with accurate information regarding parks.

DISTINGUISHING CHARACTERISTICS:

This is the first in a series of two park maintenance-related job classifications within the General/Road Maintenance job family. This classification is distinguished by performing basic custodial, maintenance and groundskeeping functions within assigned park areas. This classification may require a flexible work schedule in order to meet the needs of the department.

DUTIES AND RESPONSIBILITIES:

- Cleans, restocks and maintains restrooms, including cleaning sinks, toilets, floors, ceilings and walls, and restocks supplies. Inspects facilities and equipment, including toilets, sinks, fixtures, dispensers and lights to ensure operational and rectifies or refers problems to supervisor.
- Cleans and maintains shelters, maintenance buildings, offices and concession stands, including washing floors, picnic tables, ceilings and walls, operational dispensers. Empties waste baskets, trash receptacles, and replaces light bulbs.
- Removes ground litter, empties recycle, and trash receptacles.
- Mows, weedeats and weeds common areas. Assists in mowing and maintaining sports fields as assigned. Inspects areas and equipment to ensure operational and rectifies or refers problems to supervisor.
- Cleans and maintains all equipment and vehicles. Inspects equipment, including hand tools, chainsaws, personnel carriers and trucks to ensure operational and cleans and rectifies or refers problems to supervisor.
- Cleans and maintains all trails, including weed control and leveling to prevent safety hazards. Inspects trails to ensure operational.
- Provides visitors and other customers with accurate information regarding parks and park rules.
- May perform minor painting and fence repair or other repair under close supervision.
- Detects, reports and assists in correcting safety hazards in the parks.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:
One (1) year of custodial or building and grounds maintenance 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:
SCUBA Certification.

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Park Maintenance Worker

JOB CODE:	07439	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	07	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Knowledge, Skills, and Abilities:

Knowledge of:

- Policies, practices, procedures and methods of assigned function.
- Applicable safety practices and regulations.
- Cleaning equipment, products, techniques and standards.
- Equipment and tools used in custodial, maintenance and groundskeeping functions.
- Federal, State, Local and County applicable laws, rules, regulations and guidelines.

Skill in:

- Operating cleaning equipment, such as mops, buffers, strippers, waxers and vacuums.
- Cleaning floors, windows, walls and concession stands, and unstopping toilets.
- Operating grounds maintenance equipment.
- Trash maintenance.
- Both verbal and written communication, including conveying and following instructions and providing information to the public.

Ability to:

- Safely and correctly apply custodial and grounds maintenance techniques.
- Understand and follow instructions and communicate effectively, as required.
- Work independently and efficiently.
- Manage time well and meet timelines.
- 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 50 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, reaching, twisting, driving, client/customer contact, squatting to perform the essential functions. Subject to extreme temperatures, outside elements, noise, vibration, contact with dust, fumes and hazardous chemicals, foul odors, animal and human 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: Park Maintenance Worker Senior

JOB CODE:	10442	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	10	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Provides general day-to-day custodial, park maintenance and groundskeeping functions to assigned parks or parks projects, ensuring a safe, smooth, clean, hospitable, secure and efficient operation. Duties include maintaining sports fields, applying herbicides, repairing sprinkler systems, maintaining buoys, mowing, landscaping and minor carpentry, masonry, plumbing, and electrical repairs. Oversees and leads the work of subordinate parks staff and inmates in customer service programs. Performs custodial and litter maintenance duties, as required. Provides visitors and other customers with accurate information regarding parks.

DISTINGUISHING CHARACTERISTICS:

This is the second in a series of two park maintenance-related job classifications within the General/Road Maintenance job family. This classification is distinguished from the Park Maintenance Worker by performing minor carpentry, masonry, and parks building repair, maintaining sports fields and landscaping, and leading the work of subordinate parks staff and inmates. This classification may require a flexible work schedule in order to meet the needs of the department.

DUTIES AND RESPONSIBILITIES:

- Functions as a lead worker in the performance of maintenance and groundskeeping duties. Provides technical advice and assistance for assigned staff.
- Maintains and repairs park facilities, including basic carpentry, painting, plumbing, electrical and welding. Repairs sprinklers and buoys. Inspects areas and equipment to ensure operational and rectifies or refers problems to supervisor.
- Maintains and repairs sports fields and facilities, including mowing, striping/painting, field lighting, herbicide applications, goal placement, dragging of ball fields, placement of bases, watering and net replacement.
- Maintains and cleans lights, water/sewer systems, signs, restrooms, shelters, maintenance buildings, common areas, trails, recycling, dumpster areas, offices and concession stands.
- Cleans and maintains all equipment and vehicles. Inspects equipment, including hand tools, chainsaws, personnel carriers, heavy and light equipment and trucks to ensure operational and clean and rectifies or refers problems to supervisor.
- Landscapes, plants trees, trims, mows, weedeats and weeds all park areas.
- Provides visitors and other customers with accurate information regarding parks and park rules.
- Oversees and transports inmates to park locations and participates in and ensures completion of assigned tasks.
- Detects, reports and corrects safety hazards in the parks.
- Assists in cleaning and maintaining trails, restrooms and other facilities, 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 building and grounds maintenance 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.

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Park Maintenance Worker Senior

JOB CODE:	10442	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	10	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Licenses, Registrations, Certifications, or Special Requirements:
Valid Texas Driver's License.
Valid Texas Commercial Driver's License (CDL).

Preferred:
Water Operator's License.
System Certification as an EMT with ATCEMS.
Texas Pesticide and Herbicide Applicator's License.
Lead or supervisory experience.
Certification for Inmate Supervision within Basic Corrections Officer training.

Knowledge, Skills, and Abilities:
Knowledge of:
- Principles and practices of leading subordinate staff and inmates.
- Equipment and tools used in building and grounds maintenance, and landscaping functions.
- Cleaning equipment, products, techniques and standards.
- Policies, practices, procedures and methods of assigned function.
- Applicable safety practices and regulations.
- Federal, State, Local and County applicable laws, rules, regulations and guidelines.

Skill in:
- Coordinating the work activities of assigned staff.
- Basic carpentry, painting, plastering, masonry, plumbing, electrical and welding.
- Operating grounds maintenance and landscaping equipment.
- Using fertilizers, insecticides and herbicides to properly maintain and enhance grounds.
- Operating equipment used in sports field maintenance.
- Both verbal and written communication, including conveying and following instructions and providing information to the public.

Ability to:
- Train and advise others.
- Safely and correctly apply building and equipment maintenance and repair techniques, and operate tools and equipment.
- Safely and correctly apply grounds maintenance and landscaping techniques, and operate tools and equipment.
- Understand and follow instructions and communicate effectively, as required.
- Work independently and efficiently.
- Manage time well and meet timelines.
- 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 50 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, driving, client/customer contact, and squatting to perform the essential functions. Subject to extreme temperatures, outside elements, noise, vibration, contact with dust, fumes and hazardous chemicals, foul odors, animal and human 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: Park Supervisor I

JOB CODE:	13446	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	13	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Supervises and oversees park operations and maintenance programs, facility maintenance, sports field maintenance, visitor services, the fee collection system, recreation and sports coordination, environmental education programs, safety programs and resource protection/maintenance programs in a Travis County park, preserve and/or park area. Ensures revenues are collected, reconciled and deposited efficiently in accordance with rules, procedures and practices. Enforces park rules, assists visitors and resolves conflicts among visitors and staff. Supervises and monitors the budget and efficiencies of the park operations and maintenance, including, time tickets, purchases, vehicle use and line schedules. Ensures the maintenance and repair of park facilities, including electrical, masonry, plumbing, carpentry, painting, welding, turf management, sports field maintenance, irrigation system and buoy maintenance and painting. Participates in endangered species management, natural resource programs and event coordination and scheduling. Ensures emergency medical assistance is received within the park.

DISTINGUISHING CHARACTERISTICS:

This is the first in a series of two park-supervisor related job classifications within the General/Road Maintenance job family. This classification is responsible for supervising the park operations and maintenance programs, visitor services, the fee collection system, recreation and sports coordination, environmental education programs, safety programs and resource protection/maintenance programs within a park, preserve and/or park area. This classification may require a flexible work schedule in order to meet the needs of the department.

DUTIES AND RESPONSIBILITIES:

- Supervises the park Maintenance and Operations Program. Monitors and implements routine and cyclic maintenance and repair programs for facilities and grounds, including turf management, electrical, masonry, plumbing, carpentry, painting, welding, sprinklers, buoys and painting. Ensures consistency in park maintenance, operations and public safety. Monitors and implements established standard operating procedures and guidelines for parks. Assigns and assists with maintenance and repair projects based on annual work plans, facility inspection reports, scheduled events, and safety requirements. Monitors contracted and in-house construction/repair projects.
- Supervises the park area Visitor Services Program. Supervises entrance and user fee collection program. Ensures accountability through effective audit program. Monitors and implements standards and guidelines for providing visitor services. Ensures that factual and accurate information is provided to park visitors. Resolves visitor complaints and concerns. Manages special events and coordinates with park neighbors, other parks, special interest groups, event and tournament organizers, and youth and adult sports organizations/users.
- Supervises park operations and maintenance staff. Interviews, hires, trains, develops, assigns and evaluates employee performance. Counsels and disciplines employees to improve performance, as required. Provides training, technical advice and assistance to staff.
- Represents the County to the public. Provides visitor services and interpretive information. Enforces park rules and may notify proper agencies of medical and other emergencies within the parks.
- Oversees the park fee collection process and related system hardware in assigned area. Ensures revenues are collected, reconciled and deposited efficiently in accordance with rules, procedures and practices.
- Oversees maintenance of sports fields and facilities, preserves and other assigned lands. Answers for the preventative maintenance on vehicles and equipment according to established standards and guidelines.
- Ensures the maintenance and repair of park facilities, including electrical, masonry, plumbing, carpentry, painting, welding, sprinklers, buoys and painting. Assigns and assists with maintenance and repair projects based on annual work plans, facility inspection reports, scheduled events, and safety requirements. Oversees and coordinates work performed by outside contractors.
- Performs quality control on park operations and maintenance work. Develops standards for work performance, inspects and documents work products, develops and implements strategies to improve products and productivity.

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Park Supervisor I

JOB CODE:	13446	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	13	**LAST REVISED:**	10/01/09

DUTIES AND RESPONSIBILITIES: (Cont.)

- Protects natural resources within parks and preserves. Participates in endemic and endangered species management programs. Coordinates with other organizations, as required.
- Performs administrative duties, such as quality control, time tickets, line schedules, facility inspection reports, effective and efficient use of resources, writing reports and assisting in development of the budget. Maintains inventory of materials and supplies and orders additional supplies, as required.
- Plans and organizes public educational programs, school programs, volunteer coordination and nature tours in the parks and preserves. Assists in presenting the programs and leading tours, as required.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:
Associate's degree in Parks and Recreation, Business Administration, Turf Management, Agriculture, Forestry, Biology, Conservation, Geology, Wildlife Management, or other related Life Science discipline or a directly related field AND two (2) years of supervisory experience. Minimum of two (2) years of responsible supervisory experience in park operations and maintenance may be substituted for the college degree;

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 Parks and Recreation, Business Administration, Turf Management, Agriculture, Forestry, Biology, Conservation, Geology, Wildlife Management or other related Life Science discipline.
Water Operator's License.
Valid Texas Commercial Driver's License (CDL) within ninety (90) days of date of hire.
System certification as an Emergency Medical Technician (EMT) with Austin-Travis County Emergency Medical Services (ATCEMS).
Texas Pesticide and Herbicide Applicator's License.

Knowledge, Skills, and Abilities:
Knowledge of:

- Supervisory principles, practices and techniques.
- Natural science, ecology and park operations.
- Principles and procedures of record keeping.
- Policies, practices, procedures and methods of assigned function.
- Federal, State, Local and County applicable laws, rules, regulations and guidelines.
- Land management.
- Basic principles of bookkeeping or accounting as related to revenue collection.
- Equipment and tools used in building and grounds maintenance functions.
- Equipment and tools used in groundskeeping and landscaping functions, including irrigation systems.
- Cleaning equipment, products, techniques and standards.
- Emergency procedures, including medical and other procedures.
- Applicable safety practices and regulations.
- 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: Park Supervisor I

JOB CODE:	13446	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	13	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Skill in:

- Supervising, training, developing, assigning and evaluating staff.
- Supervising parks revenue collection and maintenance and custodial operations.
- Enforcing rules in a tactful and authoritative manner.
- Bookkeeping and math.
- Carpentry, painting, plastering, masonry, plumbing, electrical and welding.
- Operating grounds maintenance and landscaping equipment.
- Using fertilizers, insecticides and herbicides to properly maintain and enhance grounds.
- Operating equipment used in sports field maintenance.
- Both verbal and written communication, including conveying and following instructions and providing information to the public.

Ability to:

- Supervise, motivate, and train staff.
- Plan, schedule and oversee parks fee collection, building maintenance and custodial functions.
- Read and interpret documents, such as safety rules, operating and maintenance instructions, and procedure manuals.
- Safely and correctly apply building and grounds maintenance and landscaping techniques, and operate related tools and equipment.
- Inspect conditions and recommend effective technical solutions.
- Develop educational programs and make presentations.
- Manage time well and meet timelines.
- 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 50 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, driving, client/customer contact, and squatting to perform the essential functions. Subject to extreme temperatures, outside elements, noise, vibration, contact with dust, fumes and hazardous chemicals, foul odors, animal and human 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: Park Supervisor II

JOB CODE:	15447	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	15	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Supervises and oversees the park operations and maintenance programs, facility maintenance, sports field maintenance, visitor services, the fee collection system, recreation and sports coordination, environmental education programs, safety programs and resource protection/maintenance programs in a Travis County park, preserve and/or park area. Supervises and monitors the budget and efficiencies of the park operations and maintenance, including, time tickets, purchases, vehicle use and line schedules. Ensures revenues are collected, reconciled and deposited efficiently in accordance with rules, procedures and practices. Enforces park rules, assists visitors and resolves conflicts among visitors and staff. Ensures the maintenance and repair of park facilities, including electrical, masonry, plumbing, carpentry, painting, welding, turf management, sports field maintenance, irrigation system, buoy maintenance and painting. Coordinates and communicates with park neighbors, other parks, special interest groups, event and tournament organizers, and youth and adult sports organizations/users. May provide or ensure emergency medical assistance is received within the park.

DISTINGUISHING CHARACTERISTICS:

This is the second in a series of two park-supervisor related job classifications within the General/Road Maintenance job family. This classification is responsible for supervising the park operations and maintenance programs, visitor services, the fee collection system, recreation and sports coordination, environmental education programs, safety programs and resource protection/maintenance programs within a park, preserve and/or park area. This classification may require a flexible work schedule in order to meet the needs of the department.

DUTIES AND RESPONSIBILITIES:

- Supervises the park Maintenance and Operations Program. Monitors and implements routine and cyclic maintenance and repair programs for facilities and grounds, including turf management, electrical, masonry, plumbing, carpentry, painting, welding, sprinklers, buoys and painting. Ensures consistency in park maintenance, operations and public safety. Monitors and implements established standard operating procedures and guidelines for parks. Assigns and assists with maintenance and repair projects based on annual work plans, facility inspection reports, scheduled events, and safety requirements. Monitors contracted and in-house construction/repair projects.
- Supervises the park area Visitor Services Program. Supervises entrance and user fee collection program. Ensures accountability through effective audit program. Monitors and implements standards and guidelines for providing visitor services. Ensures that factual and accurate information is provided to park visitors. Resolves visitor complaints and concerns. Manages and coordinates tournaments and other special events. Coordinates with park neighbors, other parks, special interest groups, event and tournament organizers, and youth and adult sports organizations/users.
- Supervises park operations and maintenance staff. Interviews, hires, trains, develops, assigns and evaluates employee performance. Counsels and disciplines employees to improve performance, as required. Provides training, technical advice and assistance to staff.
- Represents the County to the public. Provides visitor services and interpretive information. Is responsible for park rule enforcement and responds to medical and other emergencies within the parks, notifying proper agencies.
- Oversees the park fee collection process and related system hardware in assigned area. Ensures revenues are collected, reconciled and deposited efficiently in accordance with rules, procedures and practices.
- Oversees the routine and specialized maintenance of sports fields and facilities, preserves and other assigned lands, including mowing, striping/painting, field lighting, herbicide applications, goal placement, dragging of ball fields, placement of bases, irrigation and net replacement. Responsible for the preventative maintenance on vehicles and equipment according to established standards and guidelines.
- Protects natural resources within parks and preserves. Participates in endemic and endangered species management programs. Coordinates with other organizations, as required.

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Park Supervisor II

JOB CODE:	15447	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	15	**LAST REVISED:**	10/01/09

DUTIES AND RESPONSIBILITIES: (Cont.)

- Performs administrative duties, such as quality control, time tickets, line schedules, facility inspection reports, effective and efficient use of resources, writing reports and assisting in development of the budget. Maintains inventory of materials and supplies and orders additional supplies, as required.
- Plans and organizes public educational programs, school programs, volunteer coordination and nature tours in the parks and preserves. Assists in presenting the programs and leading tours, as required.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:
Bachelor's degree in Parks and Recreation, Business Administration, Turf Management, Agriculture, Forestry, Biology, Conservation, Geology, Wildlife Management, or other related Life Science discipline or a directly related field AND two (2) years of supervisory experience. Minimum of four (4) years of responsible supervisory experience in park operations and maintenance may be substituted for the college degree;

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.
Emergency Medical Technician (EMT) Certification with Texas Department of Health within one (1) year of date of hire.

Preferred:
System certification as an Emergency Medical Technician (EMT) with Austin-Travis County Emergency Medical Services (ATCEMS).
Water Operator's License.
Valid Texas Commercial Driver's License (CDL) within ninety (90) days of date of hire.
Texas Pesticide and Herbicide Applicator's License.

Knowledge, Skills, and Abilities:
Knowledge of:

- Standard supervisory/management theory, principles, practices and techniques of park management and operations.
- Federal, State, Local and County applicable laws, rules, regulations and guidelines.
- Americans with Disabilities Act (ADA).
- Natural science, ecology and park operations.
- Land management.
- Supervisory principles, practices and techniques.
- Policies, practices, procedures and methods of assigned function.
- Basic principles of bookkeeping or accounting as related to revenue collection.
- Equipment and tools used in building and grounds maintenance functions.
- Equipment and tools used in groundskeeping and landscaping functions.
- Turf/sports field management and practices, including integrated pest control, fertilization, herbicides, tools and equipment, including irrigation systems.
- Cleaning equipment, products, techniques and standards.
- Emergency procedures, including medical and other procedures.

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Park Supervisor II

JOB CODE:	15447	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	15	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Knowledge of: (Cont.)

- Applicable safety practices and regulations.
- Computer equipment to include word processing, spreadsheets, databases, POS and a variety of software packages.
- Business letter writing, grammar and punctuation, and report preparation.

Skill in:

- Supervising, training, developing, assigning and evaluating staff.
- Supervisory principles, practices and techniques.
- Supervising parks revenue collection and maintenance and custodial operations.
- Bookkeeping and math.
- Carpentry, painting, plastering, masonry, plumbing, electrical and welding.
- Operating grounds maintenance and landscaping equipment.
- Using fertilizers, insecticides and herbicides to properly maintain and enhance grounds.
- Supervising turf/sports field management and practices, including tools and equipment.
- Applying emergency medical techniques.
- Enforcing rules in a tactful and authoritative manner.
- Both verbal and written communication, including conveying and following instructions and providing information to the public.

Ability to:

- Supervise, motivate, and train staff.
- Plan, schedule and oversee park operations and maintenance programs, facility maintenance, sports field maintenance, visitor services, the fee collection system, recreation and sports coordination, environmental education programs, safety programs and resource protection/maintenance programs functions.
- Read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Safely and correctly apply building and grounds maintenance and landscaping techniques and operate related tools and equipment.
- Inspect conditions and recommend effective technical solutions.
- Develop educational programs and make presentations.
- Manage time well and meet timelines.
- Communicate effectively.
- 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 50 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, driving, client/customer contact, and squatting to perform the essential functions. Subject to extreme temperatures, outside elements, noise, vibration, contact with dust, fumes and hazardous chemicals, foul odors, animal and human 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: Road Maintenance Worker

JOB CODE:	08418	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	08	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Performs road construction and maintenance work in one or more specialized public works programs. Work includes reconstruction/rehabilitation, surface maintenance, secondary drainage, right-of-way maintenance, or customer services programs.

DISTINGUISHING CHARACTERISTICS:

This is the first in a series of two road maintenance-related job classifications within the General/Road Maintenance job family. This classification is distinguished by performing general road maintenance work, drainage system maintenance work, mowing grass, removing brush and debris from right-of-ways and performing general traffic control at work site. This classification may require a flexible work schedule in order to meet the needs of the department.

DUTIES AND RESPONSIBILITIES:

- Performs general road maintenance labor associated with tasks required to repair roadways and right-of-ways, including mixing and pouring concrete, sealing cracks and patching roads, and cleaning drains and ditches.
- Operates light duty vehicles and equipment associated with roadway and right-of-way maintenance, including pick up trucks, tractors, dump trucks, tank trucks, loaders/backhoes and rollers.
- Removes trash, erects fences and barricades, installs culverts, repairs and erects signs and guard rails, places hot or cold asphalt mix, repairs driveway approaches and applies dust control emulsion to roadways.
- Installs, erects and processes materials associated with roadway and right-of-way maintenance.
- Provides assistance, as directed, during emergency situations, such as floods, severe weather and accidents.
- Performs general traffic control at the job site to ensure a safe working environment. Places and gathers traffic control signs and barricades within construction work zones and directs traffic within zone. Observes safety precautions and follows safety rules and regulations.
- Performs preventative vehicle and equipment minor maintenance and repairs. Checks oil, water, fuel, services tires, makes appropriate adjustments prior to leaving the job site. Maintains mileage and service record on vehicles driven.
- Cuts and removes brush, mows grass and weedeats along roadside, and removes safety or health hazards, including dead animal removal and disposal from right-of-ways.
- Assists with indigent burials and cemetery grounds maintenance, as required.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:
One (1) year of road construction and maintenance 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.
Valid Texas Commercial Driver's License (CDL).

Preferred:
Texas Pesticide and Herbicide Applicator's License.
Certification for Inmate Supervision within Basic Corrections Officer training.

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Road Maintenance Worker

JOB CODE:	08418	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	08	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Knowledge, Skills, and Abilities:

Knowledge of:

- Policies, practices, procedures and methods of assigned function.
- Applicable safety practices and regulations.
- Texas Motor Vehicle Code and other codes, laws and statutes relating to assigned function.
- Light equipment and tools used in road maintenance.

Skill in:

- Operating a variety of road maintenance light equipment safely.
- Operating grounds maintenance equipment safely.
- Both verbal and written communication, including conveying and following instructions and providing information to the public.

Ability to:

- Safely and correctly apply road construction and maintenance techniques.
- Safely and correctly drive light road maintenance and construction vehicles and equipment.
- Understand and follow instructions and communicate effectively, as required.
- Work independently and efficiently.
- Manage time well and meet timelines.
- 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 50 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, driving, client/customer contact, and squatting to perform the essential functions. Subject to extreme temperatures, outside elements, noise, vibration, contact with dust, fumes and hazardous chemicals, foul odors, animal and human 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: Road Maintenance Worker Senior

JOB CODE:	09415	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	09	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Performs road construction and maintenance work in one or more specialized public works programs. Installs and maintains traffic control signs and striping. Assists in designing road signs and barricades and performs traffic control within road construction work zones. Performs reconstruction/rehabilitation, surface maintenance, secondary drainage and right-of-way maintenance. Oversees and leads the work of subordinate road staff and inmates in customer service programs.

DISTINGUISHING CHARACTERISTICS:

This is the second in a series of two road maintenance-related job classifications within the General/Road Maintenance job family. This classification is distinguished by performing traffic control sign installation and maintenance and asphalt markings, legends and striping. This classification functions as a working lead over the activities of other road maintenance staff and inmates in addition to performing the normal range of road maintenance duties. This classification may require a flexible work schedule in order to meet the needs of the department.

DUTIES AND RESPONSIBILITIES:

- Installs and maintains traffic control signs and asphalt markings and striping in compliance with the state, federal and local laws, codes, regulations and procedures. Assists in designing road signs and barricades for traffic control in road construction areas. Assists in ordering signs and related materials.
- Performs general traffic control at the job site to ensure a safe working environment. Places and gathers traffic control signs and barricades within construction work zones and directs traffic within zone. Observes safety precautions and follows safety rules and regulations.
- Operates light duty vehicles and equipment associated with roadway and right-of-way maintenance, including pick up trucks, tractors, dump trucks, tank trucks, loaders/backhoes and rollers.
- Oversees and leads the work of subordinate road staff and inmates in customer service programs.
- Performs general road maintenance labor associated with tasks required to repair roadways and right-of-ways, including mixing and pouring concrete, sealing cracks and patching roads and cleaning drains and ditches.
- Removes trash, erects fences and barricades, installs culverts, repairs and erects signs and guard rails, places hot or cold asphalt mix, repairs driveway approaches and applies dust control emulsion to roadways.
- Installs, erects and processes materials associated with roadway and right-of-way maintenance.
- Provides assistance, as directed, during emergency situations, such as floods, severe weather and accidents.
- Performs preventative vehicle and equipment minor maintenance and repairs. Checks oil, water, fuel, services tires, makes appropriate adjustments prior to leaving the job site. Maintains mileage and service record on vehicles driven.
- Cuts and removes brush, mows grass and weedeats along roadside, and removes safety or health hazards, including dead animal removal and disposal from right-of-ways.
- Assists with indigent burials and cemetery grounds maintenance, 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 either road construction and maintenance, or traffic control device fabrication and sign barricade installation and maintenance;

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: Road Maintenance Worker Senior

JOB CODE:	09415	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	09	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Licenses, Registrations, Certifications, or Special Requirements:
Valid Texas Driver's License.
Valid Texas Commercial Driver's License (CDL).

Preferred:
Texas Pesticide and Herbicide Applicator's License.
Certification for Inmate Supervision within Basic Corrections Officer training.

Knowledge, Skills, and Abilities:
Knowledge of:
- Traffic control signs, sign construction and installation, asphalt striping, markings and legends in compliance with state, federal and local laws, codes, regulations and procedures.
- Principles and practices of leading subordinate staff and inmates.
- Policies, practices, procedures and methods of assigned function.
- Applicable safety practices and regulations.
- Texas Motor Vehicle Code and other codes, laws and statutes relating to assigned function.
- Light equipment and tools used in road maintenance.

Skill in:
- Traffic control sign construction, installation and maintenance.
- Coordinating the work activities of assigned staff.
- Operating a variety of road maintenance light equipment safely.
- Operating grounds maintenance equipment safely.
- Both verbal and written communication, including conveying and following instructions and providing information to the public.

Ability to:
- Train and advise others.
- Safely and correctly apply road and sign construction and maintenance techniques.
- Safely and correctly drive light road maintenance and construction vehicles and equipment.
- Understand and follow instructions and communicate effectively, as required.
- Work independently and efficiently.
- Manage time well and meet timelines.
- 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 50 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, driving, client/customer contact, and squatting to perform the essential functions. Subject to extreme temperatures, outside elements, noise, vibration, contact with dust, fumes and hazardous chemicals, foul odors, animal and human 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: Road Maintenance Supervisor

JOB CODE:	15281	**FLSA STATUS:**	Exempt
PAY GRADE:	15	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Oversees and manages the daily operations of individual programs assigned, including work crews and their crew leaders, performing construction and maintenance work in reconstruction, surface maintenance, traffic control, secondary drainage, right-of-way maintenance and customer service program elements. Plans, schedules, coordinates and prioritizes work, tracks production schedules and materials and resources consumed, and monitors program processes for efficiency. Evaluates and inspects projects and recommends and implements program and process changes, as required. Develops and submits program and project reports to management.

DISTINGUISHING CHARACTERISTICS:

This is the first in a series of two road maintenance-related job classifications within the General/Road Maintenance job family. This classification is responsible for supervising road maintenance and construction projects through subordinate, first-line supervisors. This classification may require a flexible work schedule in order to meet the needs of the department.

DUTIES AND RESPONSIBILITIES:

- Plans, develops, schedules, prioritizes, directs, implements and monitors the daily work activities of subordinate supervisors, work crews and other staff performing construction and maintenance work in reconstruction, surface maintenance, traffic control, secondary drainage, right-of-way maintenance and customer service program elements.
- Manages subordinate first-line supervisors, work crews and other staff to ensure policies and procedures are followed, work and safety standards are maintained and schedules are met. Interviews and recommends hires, oversees training and development, assigns and evaluates employees. Counsels employees as necessary to improve performance. Determines necessity of, implements, reviews and recommends disciplinary action or termination of employees, as required.
- Inspects design specifications on project site for adherence to sound construction standards, overall project design and quality control. Reviews engineering design plans for construction projects for feasibility or practical application as it relates to conditions of site.
- Monitors, inspects and reports on work performance within programs. Recommends appraisal standard changes based on production analysis and customer service standards tracking. Serves as technical advisor in road maintenance and construction.
- Prepares cost estimates for road maintenance work and construction projects. Develops and submits program and project reports, periodic production reports, and summary reports to management within appropriate time frames. Prepares and recommends program objectives and budgets for each element assigned, including recommendations for required additional resources.
- Communicates and coordinates with County staff, citizens, other public and private entities regarding program operations, project coordination, schedules, work requests, traffic control, gas, telephone, water and sewage utility issues and conflict resolution. Responds to public and citizen complaints and work requests by communicating solutions, providing information, resolving road and right-of-way issues, evaluating problems and scheduling required work as appropriate.
- Reviews and evaluates estimated project work materials and personnel resources needed to complete the annual work plan objectives. Oversees and manages the inventory of materials and supplies to ensure an adequate quantity is available to complete the work projects. Creates and/or approves purchase requests for vendors.
- Prepares cost estimates for road maintenance work and construction projects. Approves equipment repair recommendations.
- Performs other job-related duties as assigned.

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Road Maintenance Supervisor

JOB CODE:	15281	**FLSA STATUS:**	Exempt
PAY GRADE:	15	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Education and Experience:
Associate's degree in Construction Management, General Studies, Applied Sciences, Construction Trades or a directly related field AND five (5) years of increasingly responsible road maintenance and construction experience, including two (2) 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:
Valid Texas Driver's License.

Knowledge, Skills, and Abilities:
Knowledge of:
- Supervisory principles, practices and techniques.
- Policies, practices, procedures and methods of road maintenance and construction.
- Equipment, materials and standards used in the construction and maintenance of roadways.
- Federal, State, Local and County applicable laws, rules, regulations and guidelines.
- Applicable safety practices and regulations.
- Texas Motor Vehicle Code and other codes, laws and statutes relating to assigned function.
- Equipment and tools used in road maintenance and construction.
- Computer equipment to include word processing, spreadsheets, databases and a variety of software packages.

Skill in:
- Managing, training, developing, assigning, coaching and evaluating staff.
- Managing road maintenance and construction operations.
- Operating a variety of road maintenance equipment safely.
- Both verbal and written communication.

Ability to:
- Plan, schedule, prioritize, direct, implement and monitor the work of staff.
- Plan, schedule and manage road maintenance and construction functions.
- Safely and correctly apply road and sign construction and maintenance techniques.
- Estimate materials, equipment and personnel needed for road and bridge reconstruction and maintenance projects.
- Monitor project progress and develop related reports and statistics.
- Read and interpret documents, such as safety rules, operating and maintenance instructions, and procedure manuals.
- Inspect conditions and recommend effective technical solutions.
- Manage time well and meet timelines.
- Communicate effectively.
- Establish and maintain effective working relationships with County employees and officials, representatives of outside agencies, and the general public.

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Road Maintenance Supervisor

JOB CODE:	15281	**FLSA STATUS:**	Exempt
PAY GRADE:	15	**LAST REVISED:**	10/01/09

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

Physical requirements include the ability to lift/carry up to 10 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, driving, client/customer contact, and squatting to perform the essential functions. Subject to extreme temperatures, outside elements, noise, vibration, contact with dust, fumes and hazardous chemicals, foul odors, animal and human 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: Road Maintenance Manager

JOB CODE:	18523	**FLSA STATUS:**	Exempt
PAY GRADE:	18	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Directs and manages all resources associated with large public works programs. Develops, implements and monitors program and project schedules to ensure effective and efficient completion of construction or service delivery. Directs and manages field supervisors and program staff engaged in roadway reconstruction/rehabilitation, surface treatments, traffic control, secondary drainage, right-of-way maintenance, emergency response, community restitution and customer services programs.

DISTINGUISHING CHARACTERISTICS:

This is the second in a series of two road maintenance-related job classifications within the General/Road Maintenance job family. This classification is responsible for directing and managing publics works programs and projects through subordinate supervisors. This classification may require a flexible work schedule in order to meet the needs of the department.

DUTIES AND RESPONSIBILITIES:

- Manages road maintenance programs and program elements, including roadway reconstruction/ rehabilitation, traffic control, secondary drainage, right-of-way maintenance, sign fabrication and customer services programs. Manages other road maintenance related programs and coordinates contract purchases of road maintenance materials.
- Directs and manages through subordinate field supervisors, work crews and other staff to ensure policies and procedures are followed, work and safety standards are maintained and schedules are met. Oversees and participates in interviewing, hiring, coaching, counseling, disciplining and performance appraisal.
- Develops and prepares program objectives and schedules and budgets for each element, including the determination of resources required to meet work plan objectives. Coordinates deployment of resources within individual programs and program elements by reviewing and approving schedules and resource assignments.
- Manages and participates in development of construction, equipment and material specifications for various programs and projects. Documents project scope, duration and resource utilization. Approves proposed project design and/or scope changes during construction.
- Evaluates program objectives and documents alternative or modifications to objectives or construction methods. Presents objectives and program goals and schedules to internal staff and the public. Answers questions to clarify program goals and objectives.
- Evaluates road and right-of-way conditions and formulates decisions regarding method and extent of repair required. Determines resources required to complete repair including staff, materials and equipment.
- Communicates with and responds to constituents, other departments and public or private entities requests for services or projects.
- May organize and manage the departments or division operations/dispatch center, administrative support and emergency response operations.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:

Bachelor's degree in Civil Engineering, Public Administration, Planning or a directly related field AND six (6) years of increasingly responsible road, bridge and/or drainage structure maintenance and construction experience, including three (3) years of progressively responsible 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.

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TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Road Maintenance Manager

JOB CODE:	18523	**FLSA STATUS:**	Exempt
PAY GRADE:	18	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Licenses, Registrations, Certifications, or Special Requirements:
Valid Texas Driver's License.

Knowledge, Skills, and Abilities:
Knowledge of:
- Management principles, practices and techniques.
- Policies, practices, procedures and methods of road maintenance and construction.
- Federal, State, Local and County applicable laws, rules, regulations and guidelines.
- Equipment, materials and standards used in the construction and maintenance of roadways.
- Applicable safety practices and regulations.
- Budgetary preparation, principles and techniques.
- Texas Motor Vehicle Code and other codes, laws and statutes relating to assigned function.
- Equipment and tools used in road maintenance and construction.
- Computer equipment to include word processing, spreadsheets, databases and a variety of software packages.

Skill in:
- Managing, training, developing, assigning, coaching and evaluating staff.
- Managing road maintenance and construction operations.
- Budgeting resources and costing estimation and allocation techniques.
- Operating a variety of road maintenance equipment safely.
- Both verbal and written communication.

Ability to:
- Plan, schedule, prioritize, direct, implement and monitor the work of staff.
- Plan, schedule and manage road maintenance and construction functions.
- Estimate materials, equipment and personnel needed for road and bridge reconstruction and maintenance projects.
- Monitor project progress and develop related reports and statistics.
- Inspect conditions and recommend effective technical solutions.
- Safely and correctly apply road and sign construction and maintenance techniques.
- Read and interpret documents, such as safety rules, operating and maintenance instructions, and procedure manuals.
- Manage time well and meet timelines.
- Communicate effectively.
- 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 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 extreme temperatures, outside elements, noise, vibration, contact with dust, fumes and hazardous chemicals, foul odors, animal and human 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: Laundry Attendant

JOB CODE:	07528	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	07	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Under close supervision, performs service work of sorting, washing, drying, processing and delivering laundry, towels and linens. Performs all work using appropriate safety procedures.

DISTINGUISHING CHARACTERISTICS:

This is a job classification within the General/Road Maintenance job family. This classification is responsible for routine laundry work. This classification may require a flexible work schedule in order to meet the needs of the department.

DUTIES AND RESPONSIBILITIES:

- Operates laundering equipment. Receives and sorts soiled laundry, towels, and linens for commercial laundry. Loads and unloads processed laundry, towels and linens from washers and dryers in the laundry room. May handle contaminated articles.
- Assembles, irons, folds and delivers laundry and linens. Maintains replacement clothing room. Maintains inventory of laundry.
- Inspects clothing for cleanliness. Provides proper care by mending torn clothing.
- Monitors and maintains inventory of supplies. Receives and replaces laundry chemicals, as required.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:
Any combination of training and experience which demonstrates the ability to perform the duties of the position.

Licenses, Registrations, Certifications, or Special Requirements:
Valid Texas Driver's License.

Knowledge, Skills, and Abilities:

Knowledge of:

- Methods and procedures used in laundry.
- Practices and techniques in caring for garments and linens.
- General office/clerical practices and procedures.

Skill in:

- Working with laundry equipment and materials in a laundry room.
- Both verbal and written communication.

Ability to:

- Sort laundry items.
- Work independently and efficiently.
- Manage time well and meet timelines.
- Determine appropriate procedures, methods and priorities for completing assigned work.
- Follow, understand and carry out verbal and written instruction and/or directions.
- 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 10-20 pounds occasionally, visual acuity, speech and hearing, hand and eye coordination. Subject to standing, walking, sitting, repetitive motion, reaching, climbing stairs, bending, stooping, kneeling, crouching, crawling, pushing, pulling, balancing, reaching, twisting 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 JOB DESCRIPTION

DRAFT

JOB TITLE: Cook

JOB CODE:	08529	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	08	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Under close supervision, performs service work of preparing, cleaning and cooking a variety of foods using standardized or revised recipes. Performs all work using appropriate safety procedures.

DISTINGUISHING CHARACTERISTICS:

This is a job classification within the General/Road Maintenance job family. This classification is responsible for routine food preparation and kitchen work. 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:

- Plans, prepares and cooks meats, soups, vegetables, sauces and gravies, salads and desserts. Checks food for appearance and taste.
- Serves meals using proper portion control and acceptable methods of serving. Carves and displays meats, vegetables, salads and desserts. Plans for proper utilization of overproduced foods.
- Operates, cleans, and maintains cooking utensils and related equipment used in the preparation of meals. Ensures equipment is operational. Maintains cleanliness and safe working conditions in the kitchen area in accordance with Health Department standards.
- Ensures proper storage of food and supplies. Stores and rotates perishable and nonperishable food. Monitors inventory of food supply. Sets dishes and dining room equipment in proper storage. Receives and monitors kitchen deliveries.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:
One (1) year of increasingly responsible food preparation experience in a food service facility;

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:
Food Handler's Registration as issued by the Austin/Travis County Health Human Services Department or by the Texas Department of State Health Services.

Preferred:
Food Service Manager Certificate as issued by the Texas Board of Health.
Valid Texas Driver's License.

Knowledge, Skills, and Abilities:
Knowledge of:
- Methods of preparing and storing food in large volumes.
- Methods of preparing modified and calculated diets.
- Health, sanitation, nutritional and safety practices involved in food preparation.
- General office/clerical practices and procedures.

Skill in:
- Using and cleaning equipment and materials for food preparation.
- Both verbal and written communication.

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Cook

JOB CODE:	08529	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	08	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Ability to:

- Exercise judgment and initiative in estimating food quantities.
- Work independently and efficiently.
- Manage time well and meet timelines.
- Determine appropriate procedures, methods, and priorities for completing assigned work.
- Follow, understand and carry out verbal and written instruction and/or directions.
- 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 10-20 pounds occasionally, visual acuity, speech and hearing, hand and eye coordination. Subject to standing, walking, sitting, repetitive motion, reaching, climbing stairs, bending, stooping, kneeling, crouching, crawling, pushing, pulling, balancing, reaching, twisting 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: Food Services Supervisor

JOB CODE:	12530	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	12	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Performs food service supervisor work of managing food service program. Performs all work using appropriate safety procedures.

DISTINGUISHING CHARACTERISTICS:

This is the first in a series of two food services-related job classifications within the General/Road Maintenance job family. This classification is responsible for supervisory and administrative responsibilities. 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:

- Oversees the serving of meals using proper portion control and acceptable methods of serving. Carves and displays meats, vegetables, desserts and salads. Plans for proper utilization of overproduced foods.
- Plans, assigns and reviews work of support staff in the preparation, cleaning and cooking of meats, soups, vegetables, sauces and gravies, salads and desserts. Oversees the checking of food for appearance and taste. Inspects prepared foods for color, taste, aroma and temperature.
- Supervises the operation, maintenance, and cleaning of food preparation and related equipment. Inspects and maintains cleanliness and safe working conditions in the kitchen area. Ensures equipment is operational and supplies are readily available. Reports all equipment malfunctions.
- Assists in menu planning by coordinating efforts in ordering of appropriate supplies, preparation of food and serving of food. Maintains food usage reports. Prepares food requisitions, as required.
- Ensures proper storage of foods. Receives, checks, stores and rotates perishable and nonperishable food and kitchen deliveries.
- Ensures menu and production worksheets and recipes are followed and that therapeutic/religious diets are administered. Completes daily head counts.
- Supervises staff, evaluates staff job performance and coordinates schedules and assignments, authorizes staff productive and non-productive work hours, prepares and administers budget, prepares a variety of fiscal and administrative reports.
- Ensures kitchen supplies are on hand. Assists in food purchases for regular meals and additional items for special diets. Maintains inventory and inspections. Checks quantities and conditions of delivered items and supervises effective storage.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:
High School diploma or G.E.D AND three (3) years of related increasingly responsible food service work 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:
Food Handler's Registration Certificate as issued by the Austin/Travis County Health and Human Services or by the Texas Department of State Health Services.
Cardio-pulmonary Resuscitation (CPR) Certification or must obtain certification within six (6) months of date of hire.
Valid Texas Driver's License.

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TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Food Services Supervisor

JOB CODE:	12530	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	12	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Preferred:
Food Service Manager Certificate as issued by the Texas Board of Health.

Knowledge, Skills, and Abilities:
Knowledge of:
- Health protection procedures and requirements in food handling.
- Supervision practices and techniques.
- Methods, materials and equipment used in large volume food preparation and storage.
- Health, sanitation, nutritional and safety practices involved in large volume food preparation.
- General office/clerical practices and procedures.
- Accounting, purchasing and budgetary theory, principles and practices.
- Federal, State, Local and County applicable laws, rules, regulations and guidelines.
- 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, letter writing, grammar and punctuation, and report preparation.

Skill in:
- Problem-solving and decision-making.
- Supervising others.
- Using and cleaning equipment and materials for food preparation and related equipment.
- Both verbal and written communication.

Ability to:
- Apply food preparation procedures and nutritional principles.
- Train and supervise personnel.
- Plan, assign, motivate and coordinate work of support staff.
- Exercise judgment and initiative in estimating food quantities.
- Compile data and to write clear and comprehensive reports.
- Assist in monitoring a budget, implement and maintain filing and accounting systems.
- Research, compile, analyze, interpret and prepare a variety of fiscal, statistical and administrative reports.
- Determine appropriate procedures, methods, and priorities for completing assigned work.
- Follow verbal and written instructions and/or directions.
- Manage time well, perform multiple tasks and organize diverse activities.
- Independently prepare correspondence, memorandums, and other materials.
- Communicate verbally and in writing and exercise tact and courtesy.
- 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, reaching, twisting 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: Food Services Manager

JOB CODE:	15532	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	15	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Performs food service manager work of managing food service program. Performs all work using appropriate safety procedures.

DISTINGUISHING CHARACTERISTICS:

This is the second in a series of two food services-related job classifications within the General/Road Maintenance job family. This classification is responsible for supervisory and management responsibilities. 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 food service program operations, including food preparation, serving, sanitation, and conformance with nutritional standards. Ensures order, discipline and effective security measures prevail. Ensures compliance with safety, sanitation, and health standards and regulations.
- Supervises staff, evaluates staff job performance and coordinates schedules and assignments, authorizes staff productive and non-productive work hours, prepares and administers budget, prepares a variety of fiscal and administrative reports.
- Purchases food items for regular meals and additional items for special diets. Checks quantities and conditions of delivered items and gives proper instructions for effective storage. Prepares quarterly and monthly menus, observing pounding limitations, economy and nutritional values. Maintains records and statistics and prepares reports related to food service operations.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:
High School diploma or G.E.D. AND four (4) years of related increasingly responsible food service work 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:
Food Service Manager Certificate as issued by the Texas Board of Health.
Cardio-pulmonary Resuscitation (CPR) Certification or must obtain certification within six (6) months of date of hire.
Valid Texas Driver's License.

Knowledge, Skills, and Abilities:
Knowledge of:

- Health protection procedures and requirements in food handling.
- Supervisory principles, practices and techniques.
- Methods, materials and equipment used in large volume food preparation and storage.
- Health, sanitation, nutritional and safety practices involved in large volume food preparation.
- General office/clerical practices and procedures.
- Accounting, purchasing and budgetary preparation and theory, principles and practices.
- Federal, State, Local and County applicable laws, rules, regulations and guidelines.
- Policies, practices, procedures and terminology of assigned function.
- Computer equipment to include word processing, spreadsheets, databases and variety of software packages.
- Business English, spelling and arithmetic, letter writing, grammar and punctuation, and report preparation.

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TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Food Services Manager

JOB CODE:	15532	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	15	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Skill in:

- Problem-solving and decision-making.
- Supervising others.
- Using and cleaning equipment and materials for food preparation and related equipment.
- Both verbal and written communication.

Ability to:

- Apply food preparation procedures and nutritional principles.
- Train and supervise personnel.
- Plan, assign, motivate and coordinate work of support staff.
- Exercise judgment and initiative in estimating food quantities.
- Compile data and to write clear and comprehensive reports.
- Assist in monitoring a budget, implement and maintain filing and accounting systems.
- Research, compile, analyze, interpret and prepare a variety of fiscal, statistical and administrative reports.
- Determine appropriate procedures, methods, and priorities for completing assigned work.
- Follow verbal and written instructions and/or directions.
- Manage time well, perform multiple tasks and organize diverse activities.
- Independently prepare correspondence, memorandums, and other materials.
- Communicate verbally and in writing and exercise tact and courtesy.
- 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, reaching, twisting 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: School Crossing Guard Supervisor

JOB CODE:	11534	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	11	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Oversees the operations of providing protection to school children at school crossings, as well as maintaining an orderly and safe movement of vehicular traffic to allow the children to cross safely. Reports any safety hazards that exist or other potential hazards. Recruits process for school crossing guards. Provides training for school crossing guards. Responds to complaints.

DISTINGUISHING CHARACTERISTICS:

This is a job classification within the General/Road Maintenance job family. This classification is responsible for supervisory and administrative responsibilities. This classification may require a flexible work schedule in order to meet the needs of the department.

DUTIES AND RESPONSIBILITIES:

- Supervises school crossing guards, provides training, evaluates job performance and coordinates schedules and assignments, authorizes productive and non-productive work hours.
- Performs on-site assessments of school crossing guards' performance and proper use of safety equipment. Conducts on-site visits to determine striping conditions on cross walks. Reports any safety hazards that exist or other potential hazards.
- Maintains training programs for school crossing guards to ensure proper safety procedures.
- Responds to difficult inquires, grievances, or complaints from school officials and/or parents. Compiles statistical data on complaints. Prepares a variety of administrative reports.
- Works closely with school officials, parents, the general public, department heads and other County staff. Communicates and meets with school officials concerning any personnel or citizen complaint regarding the school crossing guard program. Provides solutions or resolutions to problems.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:
High School diploma or G.E.D. AND two (2) years of increasingly responsible experience in a crossing guard program or a similar program working with children and the public, 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:
Current Cardio-pulmonary Resuscitation (CPR) Certification.
Valid Texas Driver's License.

Knowledge, Skills, and Abilities:
Knowledge of:
- Basic traffic and crossing regulations, laws and safety procedures related to school crossings.
- School schedules.
- Supervisory principles, practices and techniques.
- Modern office/clerical practices, procedures and methods.
- Standard practices in area of assignment.
- Policies, practices, procedures and terminology of assigned function.
- File management and techniques.

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TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: School Crossing Guard Supervisor

JOB CODE:	11534	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	11	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Knowledge of: (Cont.)

- Principles 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:

- Problem solving and decision-making.
- Recording and compiling material for reports.
- Supervising others, including team building.
- Both verbal and written communication.

Ability to:

- Provide customer service.
- Train and supervise personnel.
- Compile data and write clear and comprehensive reports.
- Communicate effectively.
- 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 10-20 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, climbing, bending, stooping, kneeling, crouching, crawling, pushing, pulling, balancing, reaching, twisting 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 JOB DESCRIPTION

DRAFT

JOB TITLE: Mover

JOB CODE:	08539	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	08	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Under close supervision, performs service work of loading and unloading furniture and equipment, and drives truck to specified destinations. Assembles and reassembles systems furniture. Moves excess equipment and furniture to the fixed asset warehouse.

DISTINGUISHING CHARACTERISTICS:

This is a job classification within the General/Road Maintenance job family. This classification is responsible for moving furniture and equipment from one destination to another. This classification may require a flexible work schedule in order to meet the needs of the department.

DUTIES AND RESPONSIBILITIES:

- Loads truck, drives to destination point, unloads contents and places into office or warehouse. Arranges items properly to protect fragile furniture and equipment. Handles items carefully and distributes weight evenly, forming compact load and maximizing available space. Covers furniture and equipment using a packing material or blankets to prevent damage.
- Disassembles and reassembles various types of systems furniture.
- Trains and provides direction to assistants in properly preparing items for moving and in moving items.
- Obtains customers signatures on property transfer documentation and provides appropriate documents to receiving destination.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:
One (1) year of increasingly responsible moving 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:
Valid Texas Driver's License.

Knowledge, Skills, and Abilities:
Knowledge of:
- Moving techniques.
- Policies, practices, procedures and methods of furniture assembly and moving services.
- Applicable safety practices and regulations.

Skill in:
- Packing, loading and unloading items for moves.
- Moving, assembling and reassembling systems furniture.
- Using moving trucks and dollies.
- Both verbal and written communication.

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TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Mover

JOB CODE:	08539	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	08	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Ability to:

- Safely and correctly apply moving techniques.
- Work independently and efficiently.
- Manage time well and meet timelines.
- Determine appropriate procedures, methods and priorities for completing assigned work.
- Follow, understand and carry out verbal and written instruction and/or directions.
- 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 20-100 pounds with the assistance of moving equipment, visual acuity, speech and hearing, hand and eye coordination. Subject to standing, sitting, walking, climbing, crawling, bending, stooping, crouching, kneeling, pushing, pulling, reaching, twisting, balancing, repetitive motion, and 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: Shipping/Receiving/Supply Assistant

JOB CODE:	09540	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	09	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Under minimal supervision, performs service work of receiving, storing, and issuing materials, supplies and equipment. Maintains inventory of materials, supplies, files and records. Retrieves and issues items from warehouse.

DISTINGUISHING CHARACTERISTICS:

This is a job classification within the General/Road Maintenance job family. This classification is responsible for receiving, storing, retrieving and delivering supplies, equipment and materials within a general warehouse facility. This classification may require a flexible work schedule in order to meet the needs of the department.

DUTIES AND RESPONSIBILITIES:

- Receives, stores, and issues materials, supplies and equipment. Sorts and puts items on racks, shelves, or bins according to predetermined sequences. Marks items and records tag numbers to identify property.
- Maintains inventory records of materials, supplies, files and records. Conducts daily inventory of tools and equipment. Receives and inspects incoming tools and equipment.
- Coordinates warehouse operations. Retrieves, issues and distributes items from warehouse. Loads and unloads materials with forklift.
- Prepares purchase orders for cleaning supplies. Checks and verifies supplies received to ensure receipt. Picks up and delivers materials and custodial supplies from vendors.
- Provides guidance to workers assigned to assist in warehouse.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:
High School diploma or G.E.D. AND one (1) year of increasingly responsible experience in shipping/receiving, stocking or inventory control;

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:
- Policies, practices, procedures and methods of warehouse/inventory management.
- Applicable safety practices and regulations.
- Equipment and tools used in warehouse operations.
- Stocking and inventory procedures.
- Ordering, stocking and inventory management techniques.

Skill in:
- Tracking parts inventory and related record keeping.
- Operating warehousing equipment.
- Both verbal and written communication.

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Shipping/Receiving/Supply Assistant

JOB CODE:	09540	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	09	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Ability to:

- Safely and correctly operate warehousing equipment, including a forklift and truck.
- Provide guidance to workers assigned to assist in warehouse.
- Work independently and efficiently.
- Manage time well and meet timelines.
- Determine appropriate procedures, methods and priorities for completing assigned work.
- Follow, understand and carry out verbal and written instruction and/or directions.
- 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. Subject to standing, sitting, walking, climbing, crawling, bending, stooping, crouching, kneeling, pushing, pulling, reaching, twisting, balancing, repetitive motion, and 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: Equipment Operator

JOB CODE:	10323	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	10	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Operates light and heavy equipment in a variety of construction and maintenance activities. Performs all work in compliance with established work schedules, methods and safety procedures and practices.

DISTINGUISHING CHARACTERISTICS:

This is the first in a series of two equipment operator-related job classifications within the Skilled Trades job family. This classification is distinguished by the operation of the light and heavy motorized equipment, and by the experience. This classification may require a flexible work schedule in order to meet the needs of the department.

DUTIES AND RESPONSIBILITIES:

- Drives and operates light and heavy equipment, including track and pneumatic tire excavation equipment, loaders, backhoes and dozers, class I–IV motor graders, haul trucks, dump trucks, tank trucks, asphalt paving and striping machines, steel drum and pneumatic tire compaction machines and other equipment. Transfers equipment and materials to and from job sites or other destinations.
- Performs general construction and maintenance duties, such as excavation for drainage ways, removing and replacing concrete sidewalks, curbs and pads, and cutting brush. Operates general hand and power tools, as required.
- Installs warning signs and barricades to assist the public by routing and controlling traffic around and within construction and maintenance work site.
- Operates equipment during emergency situations, such as removing debris from roadways, response to floods, severe weather, accidents, and ice on roadways, including the placement of sand on County roads and bridges with sander attachment.
- Performs routine preventative repairs and maintenance, and refueling on equipment, such as checking tires, fluid levels, grease areas, and hydraulic system. Cleans and cares for tools and equipment.
- Maintains records of mileage, servicing, minor maintenance, equipment hours, unit numbers, destinations on equipment assigned. Estimates and recommends to supervisor materials needed on an assigned project; and, records time and materials used. Identifies and recommends equipment needs for each assigned projects. Requests for needed tools, equipment, supplies and materials. Monitors expenditure of supplies and controls inventory of equipment and tools. Prepares reports, as required.
- Follows blueprints to ensure proper compliance for roads, culverts and drainage in maintenance construction. Reworks roadways, incorporating standard construction and maintenance techniques to produce a finished product to required specifications.
- Performs various additional general laboring tasks associated with assigned construction and maintenance projects, such as patching roads, cutting brush, and building fences, 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 related increasingly responsible light and heavy equipment operating 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.

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TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Equipment Operator

JOB CODE:	10323	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	10	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Licenses, Registrations, Certifications, or Special Requirements:
Valid Texas Commercial Driver's License (CDL).

Preferred:
One or more of the following endorsements on the license: Double/Triple Trailer (C), Passenger (P), Tank Vehicle (T), Hazardous Materials (H), and Air Brakes (A).
Structural Pest Control Board License for Weed Control, or Lawn and Ornament.

Knowledge, Skills, and Abilities:
Knowledge of:
- Operation and maintenance characteristics of light and heavy equipment used for construction and maintenance activities.
- Basic hand and power tools, and routine preventative maintenance on motorized equipment.
- Applicable provisions of operating hazards and safety rules and regulations, and precautions.
- Industry standards and processes.
- Business logging report preparation.

Skill in:
- Operating light and heavy construction and maintenance equipment.
- Diagnosing problem to repair and make field repairs and adjustments.
- Reading and interpreting schematics and blueprints.
- Applying proper and applicable safety practices, procedures and regulations.
- Working with others, including on a team.
- Calculating estimates of time, labor, and quantities of materials needed.
- Both verbal and written communication.

Ability to:
- Understand and precisely follow both verbal and written instructions and communicate in a concise and effective manner.
- Reason and make judgments and decisions.
- Manage time well, perform multiple tasks, and organize diverse activities.
- 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 10-60 pounds, 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, reaching, climbing stairs, bending, stooping, kneeling, crouching, crawling, pushing, repetitive motion, pulling, driving, twisting, balancing, client/customer contact, squatting to perform the essential functions. Subject to contact with mechanical hazards, chemical hazards, fume/odor hazards, toxic waste hazards, electrical hazards, explosive hazards, biological hazards, noise, vibration, fumes, foul odor, dirt, dust, mist, gases, and poor ventilation, and moving large set of construction parts, tools or machinery. Requires use of protective devices such as masks, goggles, and gloves. Requires fieldwork, and exposure to traffic, public work development sites, construction site hazards, climbing and walking and traveling over rough, uneven, mud, rocky, high grass terrain, and indoors/outdoors in all types of weather (excessive heat and cold).

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 DESCRIPTION

DRAFT

JOB TITLE: Equipment Operator Senior

JOB CODE:	11324	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	11	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Provides lead supervision to a field crew. Operates light and heavy-duty equipment in a variety of construction and maintenance activities. Performs all work in compliance with established work schedules, methods and safety procedures and practices.

DISTINGUISHING CHARACTERISTICS:

This is the second in a series of two equipment operator-related job classifications within the Skilled Trades job family. This classification is distinguished by acting as a lead worker to a field crew, the operation of light and heavy-duty motorized equipment, and by the experience. This classification may require a flexible work schedule in order to meet the needs of the department.

DUTIES AND RESPONSIBILITIES:

- Serves as a lead worker to a field crew. Provides training to crewmembers in processes, operations and maintenance of equipment.
- Drives and operates light and heavy-duty equipment, including track pneumatic, tire excavation equipment, loaders, backhoes and dozers, class I–IV motor graders, haul trucks, dump trucks, tank trucks, asphalt paving and striping machines, steel drum and pneumatic tire compaction machines and other equipment. Transfers equipment and materials to and from job sites or other destinations.
- Operates mobile radio to communicate with crewmembers, dispatchers, and supervisor for instructions, directions, new assignments, and availability of equipment or materials to be transferred.
- Performs general construction and maintenance duties, such as excavation for drainage ways, removing and replacing concrete sidewalks, curbs and pads, and cutting brush. Operates general hand and power tools, as required.
- Installs warning signs and barricades to assist the public by routing and controlling traffic around construction and maintenance work site.
- Operates equipment during emergency situations, such as removing debris from roadways, responding to floods, severe weather, accidents, and ice on roadways, including the placement of sand on County roads and bridges with sander attachment.
- Performs routine preventative repairs and maintenance, and refueling on equipment, such as checking tires, fluid levels, and hydraulic system. Cleans and cares for tools and equipment.
- Maintains records of mileage, servicing, minor maintenance, equipment hours, unit numbers, destinations on equipment assigned. Estimates and recommends to supervisor materials needed on assigned project and records time and materials used. Identifies and recommends equipment needs for each assigned projects. Requests for needed tools, equipment, supplies and materials. Monitors expenditure of supplies and controls inventory of equipment and tools. Prepares reports, as required.
- Follows blueprints to ensure proper compliance for roads, culverts and drainage in maintenance construction. Reworks roadways, incorporating standard construction and maintenance techniques to produce a finished product to required specifications.
- Performs various additional general laboring tasks associated with assigned construction and maintenance projects, such as patching roads, cutting brush, and building fences, as required.
- Performs other job-related duties as assigned.

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Equipment Operator Senior

JOB CODE:	11324	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	11	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS:

Education and Experience:
High School diploma or G.E.D. AND three (3) years of related increasingly responsible light and heavy equipment operating experience, including one (1) year of lead 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 Commercial Driver's License (CDL).

Preferred:
One or more of the following endorsements on the license: Double/Triple Trailer (C), Passenger (P), Tank Vehicle (T), Hazardous Materials (H), and Air Brakes (A).
Structural Pest Control Board License for Weed Control or Lawn and Ornament.

Knowledge, Skills, and Abilities:
Knowledge of:
- Operation and maintenance characteristics of light and heavy equipment used for construction and maintenance activities.
- Supervisory principles, practices and techniques.
- Basic hand and power tools, and routine preventative maintenance on motorized equipment.
- Applicable provisions of operating hazards and safety rules and regulations, and precautions.
- Industry standards and processes.
- Business logging report preparation.

Skill in:
- Operating light and heavy-duty construction and maintenance equipment.
- Operating mobile radios.
- Diagnosing problem to repair and make field repairs and adjustments.
- Reading and interpreting schematics and blueprints.
- Applying proper and applicable safety practices, procedures, and regulations.
- Working with others, including on a team.
- Calculating estimates of time, labor, and quantities of materials needed.
- Both verbal and written communication.

Ability to:
- Understand and precisely follow both verbal and written instructions and communicate in a concise and effective manner.
- Reason and make judgments and decisions.
- Manage time well and perform multiple tasks, and organize diverse activities.
- Establish and maintain effective working relationships with departmental clientele, other County employees and officials, representatives of outside agencies, and the general public.

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Equipment Operator Senior

JOB CODE:	11324	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	11	**LAST REVISED:**	10/01/09

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

Physical requirements include the ability to lift/carry up to 10-60 pounds, 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, reaching, climbing stairs, bending, stooping, kneeling, crouching, crawling, pushing, repetitive motion, pulling, driving, twisting, balancing, client/customer contact, squatting to perform the essential functions. Subject to contact with mechanical hazards, chemical hazards, fume/odor hazards, toxic waste hazards, electrical hazards, explosive hazards, biological hazards, noise, vibration, fumes, foul odor, dirt, dust, mist, gases, and poor ventilation, and moving large set of construction parts, tools or machinery. Requires use of protective devices such as masks, goggles, and gloves. Requires fieldwork, and exposure to traffic, public work development sites, construction site hazards, climbing and walking and traveling over rough, uneven, mud, rocky, high grass terrain, and indoors/outdoors in all types of weather (excessive heat and cold).

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: Automotive Mechanic

JOB CODE:	12421	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	12	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Performs maintenance and repair work on light motor vehicles. Performs all work in compliance with established work schedules, methods and safety procedures and practices.

DISTINGUISHING CHARACTERISTICS:

This is a job classification within the Skilled Trades job family. This classification is distinguished by the maintenance of the light motor vehicles (vehicles that are less then 14,000 pounds gross vehicle weight rating (GVWR)), and by the experience. This classification may require a flexible work schedule in order to meet the needs of the department.

DUTIES AND RESPONSIBILITIES:

- Inspects, diagnoses, and repairs on light motor vehicles in accordance with manufactures specifications, such as tune-ups, rebuilds, drivetrains, computers and electrical components.
- Services on light motor vehicles in accordance with preventive maintenance schedules, such as changing oil, oil filters, fuel filters, air filters, transmission fluid and filters, water separators, hydraulic filters, lubricates all parts requiring lubrication, makes minor adjustments on any and all components, and refills all fluids with the proper fluids.
- Conducts quality control checks and tests. Test drives light motor vehicles.
- Maintains records of repairs made, work orders, and time worked.
- Performs State inspections.
- Researches, locates and completes purchase requests for parts orders.
- Cleans and maintains a clean and safe work area and environment.
- Performs field service calls. Makes diagnosis and required repairs in the field.
- Operates charging system test equipment, steam cleaner and diagnostic scanners.
- Performs new motor vehicle make-ready as assigned.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:
High School diploma or G.E.D. AND two (2) years of full-time light motor vehicle repair 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:
Air Conditioner (R12 & 134A) Refrigerant License within sixty (60) days of date of hire.
State Inspector's License within sixty (60) days of date of hire.
Valid Texas Driver's License.

Preferred:
Automotive Service Excellence (ASE) Certification.

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TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Automotive Mechanic

JOB CODE:	12421	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	12	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Knowledge, Skills, and Abilities:

Knowledge of:

- Methods, materials, and tools used in repairing light motor vehicles.
- Federal, State, Local and County applicable laws, rules, regulations, guidelines, and applicable automotive standards and procedures.
- Computer equipment to include word processing, spreadsheets, databases and a variety of software packages.

Skill in:

- Using and caring for tools and materials.
- Applying proper and applicable safety practices, procedures and regulations.
- Working with others, including on a team.
- Explaining complicated problems in simple non-technical language.
- Calculating estimates of time, labor and quantities of materials needed.
- Diagnosing problem to repair or replace.
- Both verbal and written communication.

Ability to:

- Diagnose problems and determine appropriate service or repair.
- Understand and precisely follow both verbal and written instructions and communicate in a concise and effective manner.
- Maintain accurate records.
- 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.
- 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 10-60 pounds, 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 for extended periods of time, stooping, kneeling, crouching, crawling, pushing, pulling, driving, handling, use of vision, depth perception, reaching, forceful gripping, twisting, balancing, client/customer contact, squatting to perform the essential functions. Subject to contact with exhaust fumes, volatile chemicals and hazardous substances. Subject to contact with dangerous machinery, noise, vibration, fumes, foul odor, dirt, dust, mist, gases, and poor ventilation, tools or machinery, indoors/outdoors in all types of weather (excessive heat and cold).

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: Equipment Mechanic

JOB CODE:	13422	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	13	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Performs maintenance and repair work on heavy motor vehicles and equipment. May lead the work of staff. Performs all work in compliance with established work schedules, methods and safety procedures and practices.

DISTINGUISHING CHARACTERISTICS:

This is the first in a series of two equipment mechanic-related job classifications within the Skilled Trades job family. This classification is distinguished by the maintenance and repair work on heavy motor vehicles and equipment and by the experience. This classification may require a flexible work schedule in order to meet the needs of the department.

DUTIES AND RESPONSIBILITIES:

- Services, inspects, diagnoses, and repairs heavy motor vehicles and equipment in accordance with preventive maintenance schedules or unscheduled repair work, such as tune-ups, basic and extensive brake jobs, transmission work both automatic and manual, rear end, front end, fuel system, electrical systems, ignition system, engine overhaul, tire repair and mounting, hydraulic systems, rebuilding carburetors, starters and engines.
- Conducts quality control checks and tests. Test drives heavy motor vehicles and equipment.
- Maintains records of repairs made, work orders, parts used and time worked.
- Performs State inspections.
- Researches, locates, and completes purchase requests for parts orders.
- Cleans equipment and maintains a clean and safe work area and environment.
- Performs field service calls. Makes diagnosis and required repairs in the field.
- Performs new heavy motor vehicle and equipment make-ready.
- Operates welding equipment, steam cleaner, and heavy repair equipment.
- Provides lead supervision to other staff in the absence of the supervisor, as required.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:
High School diploma or G.E.D. AND three (3) years of full-time heavy motor vehicle and equipment mechanic 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:
Air Conditioner (R12 & 134A) Refrigerant License or within sixty (60) days of date of hire.
State Inspector's License or within sixty (60) days of date of hire.
Valid Texas Commercial Driver's License (CDL).
One or more of the following endorsements on the license: Tank Vehicle (T) and Air Brakes (A).

Preferred:
Welding experience.
Automotive Service Excellence (ASE) Certification.
Two (2) years of diesel engine experience, training or certification.

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TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Equipment Mechanic

JOB CODE:	13422	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	13	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Knowledge, Skills, and Abilities:

Knowledge of:

- Methods, equipment, materials and tools used in repairing heavy motor vehicles and equipment.
- Federal, State, Local and County applicable laws, rules, regulations, guidelines; and, applicable automotive/ equipment standards and procedures.
- Computer equipment to include word processing, spreadsheets, databases and a variety of software packages.

Skill in:

- Using and caring for equipment, tools and materials.
- Applying proper and applicable safety practices, procedures and regulations.
- Working with others, including on a team.
- Explaining complicated problems in simple non-technical language.
- Calculating estimates of time, labor and quantities of materials needed.
- Diagnosing problem to repair or replace.
- Both verbal and written communication.

Ability to:

- Diagnose problems and determine appropriate service or repair.
- Understand and precisely follow both verbal and written instructions and communicate in a concise and effective manner.
- Maintain accurate records.
- 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.
- 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 10-60 pounds, 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 for extended periods of time, stooping, kneeling, crouching, crawling, pushing, pulling, driving, handling, use of vision, depth perception, reaching, forceful gripping, twisting, balancing, client/customer contact, squatting to perform the essential functions. Subject to contact with exhaust fumes, volatile chemicals and hazardous substances. Subject to contact with dangerous machinery, noise, vibration, fumes, foul odor, dirt, dust, mist, gases, and poor ventilation, tools or machinery, indoors/outdoors in all types of weather (excessive heat and cold).

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: Equipment Mechanic Supervisor

JOB CODE:	15580	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	15	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Performs supervisory work, services and some repair work on light and heavy-duty vehicles and equipment. Oversees and manages the yearly, monthly and daily operations of the vehicle/equipment maintenance and repair shops and staff performing scheduled maintenance work and unscheduled maintenance repairs. Plans, schedules, coordinates and prioritizes work, tracks production schedules and materials and resources consumed, and monitors program processes for efficiency. Evaluates and inspects projects and recommends and implements program and process changes, as required. Develops and submits program and project reports to management within appropriate time frames. Performs all work in compliance with established work schedules, methods and safety procedures and practices.

DISTINGUISHING CHARACTERISTICS:

This is the second in a series of two equipment mechanic-related job classifications within the Skilled Trades job family. This classification is distinguished by the scope of supervisory work and additional lead and technical experience being performed. This classification may require a flexible work schedule in order to meet the needs of the department.

DUTIES AND RESPONSIBILITIES:

- Supervises, plans, develops, schedules, prioritizes, directs, implements and monitors the daily work activities of subordinates and other staff members performing daily maintenance and customer service program elements.
- Manages subordinates and other staff to ensure policies and procedures are followed, work and safety standards are maintained, and schedules are met.
- Monitors, inspects and reports on work performance within programs. Recommends changes based on production analysis and customer service standards tracking. Counsels employees as necessary to improve performance. Determines necessity of, implements, reviews and recommends disciplinary action or termination of employees, as required.
- May service, inspect, diagnose and perform some repair work on vehicles and equipment in accordance with preventive maintenance schedules or unscheduled repair work.
- Conducts quality control checks and tests. Test drives vehicles and equipment.
- Prepares cost estimates for work projects.
- Coordinates purchase requests for parts orders. Controls and manages stock inventory for repair facility.
- Maintains records of repairs made, work orders and time worked. Prepares and evaluates reports and keeps records on types of repairs, costs and materials used.
- Communicates and coordinates with County departments, staff, and other public and private entities regarding program operations, project coordination, schedules, work requests, and issues and conflict resolutions. Serves as technical advisor in fleet maintenance and repairs.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:
Associate's degree AND five (5) years of increasingly responsible fleet maintenance and repair experience, including two (2) 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: Equipment Mechanic Supervisor

JOB CODE:	15580	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	15	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Licenses, Registrations, Certifications, or Special Requirements:
State Inspector's License or within sixty (60) days of date of hire.
Valid Texas Driver's License.
Valid Texas Commercial Driver's License (CDL) or within two (2) weeks of date of hire.

Preferred:
One or more of the following endorsements on the license: Tank Vehicle (T) and Air Brakes (A).
Welding experience.
Automotive Service Excellence (ASE) Certification and certified in A/C Recycling.

Knowledge, Skills, and Abilities:
Knowledge of:
- Methods, equipment, materials and tools used in repairing light and heavy-duty vehicles and equipment.
- Federal, State, Local and County applicable laws, rules, regulations, guidelines; and, applicable automotive/ equipment standards and procedures.
- Supervisory principles, practices and techniques.
- Computer equipment to include word processing, spreadsheets, databases and a variety of software packages.

Skill in:
- Operating and using tools, equipment, materials and supplies used in motor vehicle fleet maintenance, and light and heavy-duty equipment.
- Applying proper and applicable safety practices, procedures and regulations.
- Working with others, including on a team.
- Explaining complicated problems in simple non-technical language.
- Calculating estimates of time, labor and quantities of materials needed.
- Diagnosing problem to repair or replace.
- Both verbal and written communication.

Ability to:
- Supervise and train the work of staff.
- Understand and precisely follow both verbal and written instructions and communicate in a concise and effective manner.
- Prepare and maintain work records and reports.
- 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.
- 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 10-60 pounds, 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 for extended periods of time, stooping, kneeling, crouching, crawling, pushing, pulling, driving, handling, use of vision, depth perception, reaching, forceful gripping, twisting, balancing, client/customer contact, squatting to perform the essential functions. Subject to contact with exhaust fumes, volatile chemicals and hazardous substances. Subject to contact with dangerous machinery, noise, vibration, fumes, foul odor, dirt, dust, mist, gases, and poor ventilation, tools or machinery, indoors/outdoors in all types of weather (excessive heat and cold).

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: Sign Technician

JOB CODE:	10541	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	10	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Performs work for full range production of traffic, and other various signs for County departments. Performs all work using appropriate safety procedures.

DISTINGUISHING CHARACTERISTICS:

This is the first in a series of two sign tech-related job classifications within the Skilled Trades job family. This classification is distinguished by the experience and the ability to perform skilled journey level of work in sign fabrication and assembly. This classification may require a flexible work schedule in order to meet the needs of the department.

DUTIES AND RESPONSIBILITIES:

- Performs work within the full range of production, fabrication, assembly and installation of traffic, and other various signs for County departments.
- Performs processing work by operating computerized sign making equipment, heat activated vacuum applicator, pressure sensitive sign applicator and other processes.
- Reviews and performs layout, design, computer designs, silk screening and other processes in compliance with regulations and standards. Performs layout with graphic art designs for custom information signs and graphic application.
- Develops, maintains and updates databases and other associated computer systems. Develops technical and administrative project reports.
- Ensures equipment and materials are safe, operational and maintained. Requests for needed tools, equipment, supplies and materials to perform assigned tasks.
- Researches and estimates time and materials needed and records time and materials used.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:
High School diploma or G.E.D. AND one (1) year of related increasingly responsible skilled graphic design and/or sign fabrication work 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:
- Codes, related terminology, practices and procedures as to sign fabrication and assembly.
- Preventive maintenance schedules and procedures for operations and systems associated with sign fabrication.
- Federal, State, Local and County applicable laws, regulatory codes, rules, permits, guidelines, licenses, practices, standards, policies and procedures.
- Computer equipment to include word processing, presentations, spreadsheets, databases, maps, records, graphics, project scheduling and management, and other related graphic applications.
- Business letter writing, grammar and punctuation, and report preparation.

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Sign Technician

JOB CODE:	10541	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	10	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Skill in:

- Using and caring for equipment, tools and materials.
- Installing and maintaining work.
- Reading and interpreting schematics and blueprints.
- Proper and applicable safety practices, procedures and regulations.
- Working with others, including on a team.
- Explaining complicated problems in simple non-technical language.
- Calculating estimates of time, labor and quantities of materials needed.
- Diagnosing problem to repair or replace.
- Both verbal and written communication.

Ability to:

- Read and comprehend lay out specifications and plans.
- Exercise sound judgment and make decisions.
- Manage time well, perform multiple tasks and organize diverse activities.
- Perform in a stressful environment, while maintaining a professional manner.
- Follow verbal and written instructions and/or directions.
- Establish and maintain effective working relationships with County employees and officials, developers, engineers, contractors, representatives of outside agencies, and the general public.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

Physical requirements include the ability to lift/carry up to 10-60 pounds, visual acuity, speech and hearing, hand and eye coordination and manual dexterity necessary to operate a computer and office equipment. Subject to viewing screens for long periods, standing, walking, sitting, repetitive motion, reaching, climbing stairs, bending for extended periods of time, stooping, kneeling, crouching, crawling, pushing, pulling, driving, handling, use of vision, depth perception, reaching, forceful gripping, twisting, balancing, client/customer contact, squatting to perform the essential functions. Subject to contact with noise, vibration, fumes, foul odor, dirt, dust, mist, gases, and poor ventilation, and moving large set of construction parts, tools or machinery. Requires use of protective devices such as masks, goggles, and gloves. Requires fieldwork, and exposure to traffic, public work development sites, construction site hazards, climbing and walking and traveling over rough, uneven, mud, rocky, high grass terrain, indoors/outdoors in all types of weather (excessive heat and cold).

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 DESCRIPTION

DRAFT

JOB TITLE: Sign Technician Supervisor

JOB CODE:	11547	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	11	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Supervises daily work activities for full range production of traffic and other various signs for County departments. Performs all work using appropriate safety procedures.

DISTINGUISHING CHARACTERISTICS:

This is the second in a series of two sign tech-related job classifications within the Skilled Trades job family. This classification is distinguished by the additional experience, supervisory responsibilities, and the ability to perform skilled journey level of work in sign fabrication and assembly. This classification may require a flexible work schedule in order to meet the needs of the department.

DUTIES AND RESPONSIBILITIES:

- Supervises and performs work within the full range of production, fabrication, assembly and installation of signs and other various signs for County departments.
- Performs and monitors staff, processes work by operating computerized sign making equipment, heat activated vacuum applicator, pressure sensitive sign application and other processes.
- Reviews and performs layout, design, computer designs, silk screening and other processes in compliance with regulations and standards. Performs layout with graphic art design for custom information signs and graphic application.
- Develops, maintains and updates databases and other associated computer systems. Develops technical and administrative project reports.
- Oversees and ensures equipment are safe, operational, and maintained. Monitors and maintains inventory. Requests for needed tools, equipment, supplies and materials to perform assigned tasks. Performs quality control checks.
- Researches and estimates time and materials needed and records time and materials used.
- Supervises staff, evaluates staff job performance and coordinates schedules and assignments, authorizes staff productive and non-productive work hours, prepares and administers budget, prepares a variety of fiscal and administrative reports.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:
High School diploma or G.E.D. AND two (2) years of related increasingly responsible skilled graphic design and/or fabrication work experience, including one (1) year of lead 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:

- Codes, related terminology, practices and procedures as to sign fabrication and assembly.
- Preventive maintenance schedules and procedures for operations and systems with sign fabrication.
- Federal, State, Local and County applicable laws, regulatory codes, rules, permits, guidelines, licenses, practices, standards, policies and procedures.
- Management and supervisory principles, practices and techniques.

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TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Sign Technician Supervisor

JOB CODE:	11547	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	11	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Knowledge of: (Cont.)

- Computer equipment to include word processing, presentations, spreadsheets, databases, maps, records, graphics, project scheduling and management, and other related graphics applications.
- Business letter writing, grammar and punctuation, and report preparation.

Skill in:

- Using and caring for equipment, tools and materials.
- Installing and maintaining work.
- Reading and interpreting schematics and blueprints.
- Proper and applicable safety practices, procedures and regulations.
- Working with others, including on a team.
- Explaining complicated problems in simple non-technical language.
- Calculating estimates of time, labor and quantities of materials needed.
- Diagnosing problem to repair or replace.
- Both verbal and written communication.

Ability to:

- Read and comprehend lay out specifications and plans.
- Exercise sound judgment and make decisions.
- Manage time well, perform multiple tasks and organize diverse activities.
- Perform in a stressful environment while maintaining a professional manner.
- Follow verbal and written instructions and/or directions.
- Establish and maintain effective working relationships with County employees and officials, developers, engineers, contractors, representatives of outside agencies, and the general public.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

Physical requirements include the ability to lift/carry up to 10-60 pounds, visual acuity, speech and hearing, hand and eye coordination and manual dexterity necessary to operate a computer and office equipment. Subject to viewing screens for long periods, standing, walking, sitting, repetitive motion, reaching, climbing stairs, bending for extended periods of time, stooping, kneeling, crouching, crawling, pushing, pulling, driving, handling, use of vision, depth perception, reaching, forceful gripping, twisting, balancing, client/customer contact, squatting to perform the essential functions. Subject to contact with noise, vibration, fumes, foul odor, dirt, dust, mist, gases, and poor ventilation, and moving large set of construction parts, tools or machinery. Requires use of protective devices such as masks, goggles, and gloves. Requires fieldwork, and exposure to traffic, public work development sites, construction site hazards, climbing and walking and traveling over rough, uneven, mud, rocky, high grass terrain, indoors/outdoors in all types of weather (excessive heat and cold).

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: HVAC Refrigeration Mechanic

JOB CODE:	15548	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	15	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Performs skilled journey level work for preventive maintenance, repairs, and additions to County heating, ventilation, air conditioning and refrigeration (HVAC) systems, including preventive maintenance and repairs on large chillers, heating boilers, water treatment systems and associated equipment. Serves as Technical Quality Assurance Evaluator on any contracted work on these systems. Performs all work in accordance with adopted building codes using appropriate safety procedures.

DISTINGUISHING CHARACTERISTICS:

This is a job classification within the Skilled Trades job family. This classification is distinguished by the additional experience and the ability to perform skilled journey level of HVAC work on large chiller water refrigeration systems/boilers. 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 routine maintenance and repair on chilled water cooling systems and hot water/steam heating systems, including related equipment.
- Performs daily, weekly and monthly inspection, testing, certification, maintenance and repairs on the large chilled water and heating systems.
- Maintains equipment logs for assigned systems.
- Inspects and corrects settings for control, and safety devices associated with chillers/boilers.
- Opens and inspects chillers, condensers, cooling towers, belts, valves, back-flow preventers and motors.
- Opens, inspects and cleans assigned boilers, operates and bleeds feed equipment to ensure proper operation, chemically tests system water, checks motors, pumps and couplings prior to winter startup.
- Checks steam lines and gas pressure to boilers. Provides summer shut down of heating systems.
- Monitors expiration dates for boiler certifications and schedules inspections.
- Provides technical quality assurance evaluations for contractor work on assigned systems.
- Provides on-the-job training and serves as crew leader for mechanics on chiller/boiler systems.
- Researches and estimates time and materials needed and records time and materials used. Requests for needed tools, equipment, supplies and materials to perform assigned tasks. Monitors expenditure of supplies and controls inventory of equipment and tools.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:

Associate's degree in a technical field AND five (5) years experience in chiller and boiler maintenance field, including two (2) years experience in maintenance of large chiller units;

OR,

Seven (7) years experience in chiller and boiler maintenance field, including two (2) years of documented experience in maintenance of large chiller units;

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.

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TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: HVAC Refrigeration Mechanic

JOB CODE:	15548	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	15	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Licenses, Registrations, Certifications, or Special Requirements:
Environmental Protection Agency (EPA) Universal CFC Certification.
Valid Texas Driver's License.

Preferred:
Certification as a chiller mechanic by at least one major chiller manufacturer.
Three (3) to five (5) years of correctional or institutional experience.

Knowledge, Skills, and Abilities:

Knowledge of:

- HVAC codes, related terminology, practices and procedures.
- Standard HVAC maintenance and repair methods, materials, tools and equipment.
- Centrifugal/screw chillers, hot water and steam boiler systems and associated systems.
- Proper procedures for working with and containing freons.
- Preventive maintenance schedules and procedures for major chiller/heating systems.
- Remote and other DDC systems to monitor system operations.
- Chilled water expansion systems.
- Federal, State, Local and County applicable laws, guidelines, rules, regulations and applicable carpentry standards 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:

- Operating and using standard HVAC tools and equipment.
- Installing and maintaining HVAC work.
- Reading and interpreting schematics and blueprints.
- Proper and applicable safety practices, procedures and regulations.
- Working with others, including on a team.
- Explaining complicated problems in simple non-technical language.
- Calculating estimates of time, labor and quantities of materials needed.
- Diagnose problem to repair or replace.
- Both verbal and written communication.

Ability to:

- Understand and precisely follow both verbal and written instructions and communicate in a concise and effective manner.
- 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.
- Establish and maintain effective working relationships with departmental clientele, other County employees and officials, representatives of outside agencies, and the general public.

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: HVAC Refrigeration Mechanic

JOB CODE:	15548	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	15	**LAST REVISED:**	10/01/09

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

Physical requirements include the ability to lift/carry up to 50 pounds, visual acuity, speech and hearing, hand and eye coordination and manual dexterity necessary to operate a computer and office equipment. Subject standing, walking, sitting, repetitive motion, reaching, climbing stairs, bending for extended periods of time, stooping, kneeling, crouching, crawling, pushing, pulling, driving, handling, use of vision, depth perception, reaching, forceful gripping, twisting, balancing, client/customer contact, squatting, working in cramped or confined spaces or areas for extended periods of time to perform the essential functions. Subject to contact with hazardous waste, foul odors, animal and human fecal matter, insects and rodents, toxic or potential hazardous chemical or substances, dirt, dust, fumes, smoke, loud noises, and high voltage. Requires work indoors/outdoors in all types of weather (excessive heat and cold). Requires working at heights from ladders and scaffolds.

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: Fleet Services Coordinator

JOB CODE:	20549	**FLSA STATUS:**	Exempt
PAY GRADE:	20	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Oversees daily operations of the countywide fleet shops, schedules fleet maintenance, oversees the distribution of newly purchased vehicles and equipment with other departments. Serves as technical advisor with various other departments. Performs all work in compliance with established work schedules, methods and safety procedures and practices.

DISTINGUISHING CHARACTERISTICS:

This is a job classification within the Skilled Trades job family. This classification is distinguished by the supervisory responsibility, the technical advisor responsibility and additional experience. This classification may require a flexible work schedule in order to meet the needs of the department.

DUTIES AND RESPONSIBILITIES:

- Oversees daily operations of the countywide fleet shops.
- Coordinates vehicle and equipment servicing, repair and replacement activities with other departments.
- Prepares policies and procedures. Monitors policies for compliance with Local, State and Federal requirements. Interprets and applies regulatory requirements.
- Coordinates and maintains fleet database information system. Tracks and reviews vehicles. Reviews and analyzes documentation. Generates reports and statistical data, as required. Prepares a variety of administrative reports.
- Oversees the distribution of newly purchased vehicles and equipment with other departments.
- Manages the daily operations of the countywide fueling infrastructure.
- Serves as technical advisor to other departments.
- Assists in developing strategic short and long-term plans, develops and implements goals, objectives, policies, procedures and priorities. Coordinates with officials to achieve those goals.
- Ensures the adherence to safe work practices and regulations. Oversees all safety issues concerning fleet services.
- Reviews specifications with established procedures for contract issues.
- Works closely with officials, department heads, multiple outside suppliers and other County staff.
- Represents the County in attending meetings, community meetings, seminars, conferences, professional association meetings, private organizations and participates on related committees.
- Provides and/or arranges in-service training to staff.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:
Associate's degree AND five (5) years of directly related, increasingly responsible vehicle and equipment maintenance servicing operations or fleet automotive mechanical repair and maintenance work experience, including two (2) years 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.

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TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Fleet Services Coordinator

JOB CODE:	20549	**FLSA STATUS:**	Exempt
PAY GRADE:	20	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Licenses, Registrations, Certifications, or Special Requirements:
Valid Texas Driver's License.

Knowledge, Skills, and Abilities:
Knowledge of:

- Federal, State, Local and County applicable laws, rules, regulatory codes, guidelines, regulations, standards, policies and procedures.
- Principles and methods of organizational management and inventory techniques.
- Supervisory principles, practices and techniques.
- Computer software equipment to include word processing, presentations, spreadsheets, databases, maps, records, graphics, project scheduling and management, and other related engineering applications.
- Business letter writing, grammar and punctuation, and report preparation.

Skill in:

- Operating, caring and using tools, equipment, materials, and supplies used in motor vehicle fleet maintenance, and light and heavy equipment.
- Proper and applicable safety practices, procedures and regulations.
- Explaining problems in simple non-technical language.
- Working with others, including on a team.
- Both verbal and written communication.

Ability to:

- Operate and maintain computerized tracking systems.
- Prepare and maintain work records and reports.
- Plan, research, and analyze operations.
- Supervise and train the work of staff.
- 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.
- 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 30 pounds, 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, reaching, climbing stairs, bending, stooping, kneeling, crouching, pushing, pulling, driving, forceful gripping, twisting, balancing, repetitive motion, depth perception, client/customer contact, squatting, and bending for extended periods of time to perform the essential functions. Subject to contact with exhaust fumes, volatile chemicals and hazardous substances. Subject to contact with dangerous machinery, noise, vibration, fumes, foul odor, dirt, dust, mist, gases, and poor ventilation, tools or machinery, indoors/outdoors in all types of weather (excessive heat and cold).

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: Carpenter Associate

JOB CODE:	10064	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	10	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Under the direction of a highly skilled carpenter, performs carpenter duties, the repair, maintenance, inspection and installation of systems, and includes electrical, plumbing and HVAC projects. Provides direct housing services, including provision of on-site labor. Installs weatherization materials and performs home repair activities including carpentry, plumbing, and electrical repairs. Performs all work in accordance with adopted building codes and using appropriate safety procedures.

DISTINGUISHING CHARACTERISTICS:

This is the first in a series of three carpenter-related job classifications within the Skilled Trades job family. This classification is distinguished by the ability to perform skilled carpentry work. This classification may require a flexible work schedule in order to meet the needs of the department.

DUTIES AND RESPONSIBILITIES:

- Performs general air infiltration work, including caulking, glazing, weather-stripping, insulation, door and window units, ceiling, wall and floor repair, and replacing broken glass.
- Performs emergency repairs. Corrects roofing bracing and performs decking repairs, as required.
- Repairs and replaces various types of roofing materials. Repairs floors, including rebracing, replacing broken joists and replacing floors with plywood.
- Replaces, installs or repairs bad doors, framing and locks, as required.
- Installs wheel chair ramps, grab bars, commode seats, hand held showers and enlarges doors to assist handicapped and elderly clients.
- Follows proper safety methods.
- Picks up and delivers materials to job sites and takes proper care of tools and materials on the job site.
- Accomplishes plumbing repairs, including repairing and installing hot water heaters. Frees backed up commodes and drains. Replaces or repairs broken/damaged pipe. Installs and replaces faucets and commodes as water conservation measures.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:
High School diploma or G.E.D. AND two (2) years of general carpentry and housing projects experience, including completion of an accepted carpentry apprenticeship program or two (2) years of carpentry trade experience under the direction of a highly skilled carpenter performing duties equivalent to the craftsman experience in multiple trades (e.g., carpentry, plumbing, electrical) and experience in energy conservation techniques;

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:
- Carpenter codes, related terminology, practices and procedures.
- Carpentry, plumbing, electrical work, energy conservation and subcontracting.

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TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Carpenter Associate

JOB CODE:	10064	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	10	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Knowledge of: (Cont.)

- Standard carpentry maintenance and repair methods, materials, tools and equipment.
- Residential construction and remodeling, including carpentry, heating, A/C and ductwork, basic electrical, and plumbing.
- Federal, State, Local and County applicable laws, rules, regulations, guidelines, and applicable carpentry standards and procedures.
- Management and supervisory principles, practices and techniques.
- 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:

- Operating and using standard carpentry, plumbing, electrical work tools and equipment.
- Installing and maintaining carpenter work.
- Reading and interpreting schematics and blueprints.
- Proper and applicable safety practices, procedures and regulations.
- Working with others, including on a team.
- Explaining complicated problems in simple non-technical language.
- Problem solving and decision-making.
- Both verbal and written communication.

Ability to:

- 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.
- 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 50 pounds on a regular basis, occasional heavy lifting with assistance, visual acuity, speech and hearing, hand and eye coordination and manual dexterity necessary to operate a computer. Subject to standing, sitting, walking, climbing stairs, bending, stooping, crouching, kneeling, pushing, pulling, reaching, twisting, balancing, repetitive motion, client/customer contact, squatting, occasional crawling, and working in cramped or confined spaces or areas for extended periods of time to perform the essential functions. Subject to contact with hazardous waste, foul odors, animal and human fecal matter, insects and rodents, toxic or potential hazardous chemical or substances, dirt, dust, fumes, smoke, loud noises, and high voltage. Requires work indoors/outdoors in all types of weather (excessive heat and cold). Requires working at heights from ladders and scaffolds.

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 DESCRIPTION

DRAFT

JOB TITLE: Carpenter

JOB CODE:	14427	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	14	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Performs carpenter duties, including the repair, maintenance, inspection and installation of systems and skill craftsman projects. Provides direct housing services, including provision of on-site labor. Installs weatherization materials and performs home repair activities including carpentry, plumbing and electrical repairs. Performs all work in accordance with adopted building codes and using appropriate safety procedures.

DISTINGUISHING CHARACTERISTICS:

This is the second in a series of three carpenter-related job classifications within the Skilled Trades job family. This classification is distinguished by the additional experience and the ability to perform skilled carpentry work. This classification may require a flexible work schedule in order to meet the needs of the department.

DUTIES AND RESPONSIBILITIES:

- Performs skilled carpentry and weatherization functions. Assists in conducting the final home inspection.
- Provides on-the-job training for crewmembers and volunteers.
- Assigns and reviews work, and trains personnel.
- Estimates materials needed for particular jobs and coordinates material requirements with the Carpenter involved in purchasing materials. Compiles reports of completed projects.
- Provides instruction on, and monitors safe operations of equipment.
- Refers clients to other agencies for services not covered by the County.
- Monitors materials and tools inventory in the shop and on the job site.
- Maintains vehicles, and reports needed repairs to assure safe and reliable operations.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:
High School diploma or G.E.D. AND four (4) years of general carpentry and weatherization function experience, including two (2) years increasingly responsible experience under the direction of a Carpenter Senior or Housing Services staff performing duties equivalent to the craftsman experience in multiple trades (e.g., carpentry, plumbing, electrical) and experience in energy conservation techniques;

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:

- Carpenter codes, related terminology, practices and procedures.
- Multiple trades carpentry, plumbing, electrical work, energy conservation, and subcontracting.
- Standard carpentry maintenance and repair methods, materials, tools and equipment.
- Residential construction and remodeling, including carpentry, heating, A/C and ductwork, basic electrical, and plumbing.
- Federal, State, Local and County applicable laws, rules, regulations, guidelines and applicable carpentry standards and procedures.

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TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Carpenter

JOB CODE:	14427	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	14	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Knowledge of: (Cont.)

- Management and supervisory principles, practices and techniques.
- 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:

- Operating and using standard carpentry, plumbing, electrical work tools and equipment.
- Installing and maintaining of carpenter work.
- Reading and interpreting schematics and blueprints.
- Proper and applicable safety practices, procedures and regulations.
- Working with others, including on a team.
- Explaining complicated problems in simple non-technical language.
- Problem solving and decision-making.
- Both verbal and written communication.

Ability to:

- Understand and precisely follow both verbal and written instructions and communicate in a concise and effective manner.
- 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.
- 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 50 pounds on a regular basis, occasional heavy lifting with assistance, visual acuity, speech and hearing, hand and eye coordination and manual dexterity necessary to operate a computer. Subject to standing, sitting, walking, climbing stairs, bending, stooping, crouching, kneeling, pushing, pulling, reaching, twisting, balancing, repetitive motion, client/customer contact, squatting, occasional crawling, and working in cramped or confined spaces or areas for extended periods of time to perform the essential functions. Subject to contact with hazardous waste, foul odors, animal and human fecal matter, insects and rodents, toxic or potential hazardous chemical or substances, dirt, dust, fumes, smoke, loud noises, and high voltage. Requires work indoors/outdoors in all types of weather (excessive heat and cold). Requires working at heights from ladders and scaffolds.

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: Carpenter Senior

JOB CODE:	15428	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	15	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Leads the work of skilled carpenters. Performs carpenter duties, the repair, maintenance, inspection and installation of systems, and includes electrical, plumbing and HVAC projects. Provides direct housing services, including provision of on-site labor. Installs weatherization materials and performs home repair activities including carpentry, plumbing and electrical repairs. Performs all work in accordance with adopted building codes and using appropriate safety procedures.

DISTINGUISHING CHARACTERISTICS:

This is the third in a series of three carpenter-related job classifications within the Skilled Trades job family. This classification is distinguished by the additional experience and the ability to perform skilled carpentry work, and by lead duties and responsibilities. This classification may require a flexible work schedule in order to meet the needs of the department.

DUTIES AND RESPONSIBILITIES:

- Leads the work of highly skilled carpenter crew and volunteer laborers on the job site involved in replacing windows, doors, roofing, minor electrical work, insulating attics, carpentry repairs, plumbing and other highly skilled maintenance work.
- Performs highly skilled carpentry and weatherization functions. Assists in conducting the final home inspection.
- Provides on-the-job training for crewmembers and volunteers.
- Assigns and reviews work and trains personnel.
- Estimates materials needed for particular jobs and coordinates material requirements with the Carpenter involved in purchasing materials. Compiles reports of completed projects.
- Provides instruction on, and monitors safe operations of equipment.
- Refers clients to other agencies for services not covered by the County.
- Monitors materials and tools inventory in the shop and on the job site.
- Maintains vehicles, and reports needed repairs to assure safe and reliable operations.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:
High School diploma or G.E.D. AND five (5) years of skilled carpentry experience, including three (3) years increasingly responsible experience under the direction of a highly skilled carpenter performing duties equivalent to the craftsman experience in multiple trades (e.g., carpentry, plumbing, electrical) and experience in energy conservation techniques, including one (1) year of lead level 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:
Three (3) to five (5) years of correctional or institutional experience.

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TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Carpenter Senior

JOB CODE:	15428	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	15	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Knowledge, Skills, and Abilities:

Knowledge of:

- Carpenter codes, related terminology, practices and procedures.
- Carpentry, plumbing, electrical work, energy conservation and subcontracting.
- Standard carpentry maintenance and repair methods, materials, tools and equipment.
- Residential construction and remodeling, including carpentry, heating, A/C and ductwork, basic electrical and plumbing.
- Federal, State, Local and County applicable laws, rules, regulations, guidelines and applicable carpentry standards and procedures.
- Management and supervisory principles, practices and techniques.
- 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:

- Operating and using standard carpentry, plumbing, electrical work tools and equipment.
- Installing and maintaining senior carpenter work.
- Reading and interpreting schematics and blueprints.
- Proper and applicable safety practices, procedures and regulations.
- Supervising others, including team building.
- Explaining complicated problems in simple non-technical language.
- Problem solving and decision-making.
- Both verbal and written communication.

Ability to:

- Train, lead, supervise and motivate employees.
- Write specifications for plumbing, electrical and roofing repair work.
- Interpret policy and procedures to employees and the public.
- Plan, assign, supervise and review the work of subordinates.
- Reason and make judgments and decisions.
- Understand and precisely follow both verbal and written instructions and communicate in a concise and effective manner.
- Work efficiently, both independently and as part of a team.
- Manage time well, perform multiple tasks and organize diverse activities.
- Perform in a stressful environment while maintaining a professional manner.
- 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 50 pounds on a regular basis, occasional heavy lifting with assistance, visual acuity, speech and hearing, hand and eye coordination and manual dexterity necessary to operate a computer. Subject to standing, sitting, walking, climbing stairs, bending, stooping, crouching, kneeling, pushing, pulling, reaching, twisting, balancing, repetitive motion, client/customer contact, squatting, occasional crawling, and working in cramped or confined spaces or areas for extended periods of time to perform the essential functions. Subject to contact with hazardous waste, foul odors, animal and human fecal matter, insects and rodents, toxic or potential hazardous chemical or substances, dirt, dust, fumes, smoke, loud noises, and high voltage. Requires work indoors/outdoors in all types of weather (excessive heat and cold). Requires working at heights from ladders and scaffolds.

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: Home Repair Supervisor

JOB CODE:	16420	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	16	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Provides daily supervision and coordination of on-site work performed by the housing services crews, volunteers and trade contractors. Plans, schedules, performs and assigns carpentry work projects, inspects completed work, and maintains records. Assists with preparing and monitoring annual budget. Administratively responsible for on-going or temporary construction-related contracts or programs, and/or grant funded programs. Performs all work in accordance with adopted building codes and using appropriate safety procedures.

DISTINGUISHING CHARACTERISTICS:

This is a job classification within the Skilled Trades job family. This classification is distinguished by the supervisory and administrative responsibilities, the additional experience and the ability to perform skilled carpentry work. This classification may require a flexible work schedule in order to meet the needs of the department.

DUTIES AND RESPONSIBILITIES:

- Supervises staff, evaluates staff job performance and coordinates schedules and assignments, authorizes staff productive and non-productive work hours, prepares and administers budget, prepares a variety of fiscal and administrative reports. Provides journey level training to staff. Assists in the development and administration of current or new programs. Serves in Manager's absence, as required.
- Coordinates activities to ensure efficient delivery of services. Manages and coordinates resources to provide effective and efficient services to ensure compliance with statutory applicable laws, rules, regulations and applicable standards and procedures.
- Conducts on-site assessment of work needed on low-income clients' homes according to the operating guidelines of the programs. Develops scope of work, writes specifications for and monitors contract work in the areas of carpentry, plumbing, electrical, weatherization and energy conservation, roofing and mechanical system repairs. Monitors purchasing and delivery of materials.
- Performs contract administration of the contract or project. Performs on-site inspections of ongoing work as well as final inspections to ensure that quality standards are met. Monitors appropriate contracts, grants, etc. to ensure compliance. Coordinates construction activities with internal and external governmental agencies (City, State, and Federal), non-profit and volunteer groups, and private organizations. Maintains client files for ongoing projects for purposes of scheduling, controlling expenditures and reporting program information.
- Prepares concise and accurate cost estimates. Resolves problems related to clients, contractors, etc. Responds and analyzes difficult inquires, grievances or complaints.
- Reports problems with staff personnel (including conducting performance evaluations) to Housing Manager.
- Assists in developing strategic short and long-term plans, develops and implements goals, objectives, policies, procedures and priorities. Coordinates with officials to achieve those goals.
- Works closely with officials, department heads, multiple outside suppliers and other County staff, to establish procedures for the monitoring of contract compliance issues.
- Represents the County in attending meetings, community meetings, seminars, conferences, professional association meetings, private organizations and participates on related committees.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:

Associate's degree AND six (6) years of skilled carpentry experience, including four (4) years of increasingly responsible experience under the direction of a highly skilled carpenter performing duties equivalent to the craftsman experience in multiple trades (e.g., carpentry, plumbing, electrical) and experience in energy conservation techniques, including one (1) year of mid- to senior level supervisory or management experience;

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Home Repair Supervisor

JOB CODE:	16420	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	16	**LAST REVISED:**	10/01/09

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:
Valid Texas Driver's License.

Knowledge, Skills, and Abilities:

Knowledge of:

- Carpenter codes, related terminology, practices and procedures.
- Carpentry, plumbing, electrical work, energy conservation and subcontracting.
- Standard carpentry maintenance and repair methods, materials, tools and equipment.
- Residential construction and remodeling, including carpentry, heating, A/C and ductwork, basic electrical and plumbing.
- Federal, State, Local and County applicable laws, rules, regulations, guidelines and applicable carpentry standards and procedures.
- Management and supervisory principles, practices and techniques.
- 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:

- Supervising others, including team building.
- Installing and maintaining of supervisory and senior carpenter work.
- Operating and using standard carpentry, plumbing, electrical work tools and equipment.
- Reading and interpreting schematics and blueprints.
- Calculating estimates of time, labor and quantities of materials needed.
- Proper and applicable safety practices, procedures and regulations.
- Working with others, including on a team.
- Explaining complicated problems in simple non-technical language.
- Problem-solving and decision-making.
- Both verbal and written communication.

Ability to:

- Train, supervise and motivate employees.
- Write specifications for plumbing, electrical and roofing repair work.
- Interpret policy and procedures to employees and the public.
- Plan, assign, supervise and review the work of subordinates.
- Reason and make judgments and decisions.
- Understand and precisely follow both verbal and written instructions and communicate in a concise and effective manner.
- Work efficiently, both independently and as part of a team.
- Manage time well, perform multiple tasks and organize diverse activities.
- Perform in a stressful environment while maintaining a professional manner.
- Establish and maintain effective working relationships with departmental clientele, other County employees and officials, representatives of outside agencies, and the general public.

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Home Repair Supervisor

JOB CODE:	16420	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	16	**LAST REVISED:**	10/01/09

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

Physical requirements include the ability to lift/carry up to 50 pounds on a regular basis, occasional heavy lifting with assistance, visual acuity, speech and hearing, hand and eye coordination and manual dexterity necessary to operate a computer. Subject to standing, sitting, walking, climbing stairs, bending, stooping, crouching, kneeling, pushing, pulling, reaching, twisting, balancing, repetitive motion, client/customer contact, squatting, occasional crawling, working in cramped or confined spaces or areas for extended periods of time to perform the essential functions. Subject to contact with hazardous waste, foul odors, animal and human fecal matter, insects and rodents, toxic or potential hazardous chemical or substances, dirt, dust, fumes, smoke, loud noises, and high voltage. Requires work indoors/outdoors in all types of weather (excessive heat and cold). Requires working at heights from ladders and scaffolds.

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: Painter

JOB CODE:	14431	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	14	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Performs skilled journey level painting/carpentry duties, including repairs to damaged surfaces, preparation for painting, painting, minor construction, and renovation work. Performs all work in accordance with adopted building codes and using appropriate safety procedures. Requests for needed supplies, equipment and materials.

DISTINGUISHING CHARACTERISTICS:

This is a job classification within the Skilled Trades job family. This classification is distinguished by the additional experience and the ability to perform skilled journey level of painting/carpentry work. This classification may require a flexible work schedule in order to meet the needs of the department.

DUTIES AND RESPONSIBILITIES:

- Inspects, maintains and repairs building paint surfaces. Makes recommendations regarding replacement of coating systems and/or scheduling of repainting services.
- Responds to service requests for repairs to building fit and finish. Completes necessary actions to restore fit and finish to acceptable condition.
- Researches and estimates time and materials needed and records time and materials used. Requests for needed tools, equipment, supplies and materials to perform assigned tasks. Monitors expenditure of supplies and controls inventory of equipment and tools.
- Provides carpentry services to include removal/replacement of wall systems, doors/frames, windows and built in furniture/counters. Includes both interior and exterior work.
- May be assigned to provide training and technical advice/assistance for staff. May provide quality control inspections for work performed by others.
- 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 skilled journey level painter or finish carpenter, including the completion of an accepted journey level painting or carpenter apprenticeship program or three (3) years increasingly responsible experience in the painting or carpenter trade working under a journey level painter or carpenter;

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:
- Painting and carpentry codes, related terminology, practices and procedures.
- Standard painting and carpentry maintenance and repair methods, materials, tools and equipment.
- Federal, State, Local and County applicable laws, rules, regulations, guidelines and applicable carpentry standards and procedures.
- Management and supervisory principles, practices and techniques.
- 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.

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TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Painter

JOB CODE:	14431	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	14	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Skill in:

- Operating and using standard painting and carpentry tools and equipment.
- Mixing, matching and blending paint to desired color, consistency and drying properties.
- Identifying color of paints and selecting harmonizing colors.
- Applying paints and surface preparation materials to a wide variety of surfaces.
- Reading and interpreting schematics and blueprints.
- Installing and maintaining painting work.
- Proper and applicable safety practices, procedures and regulations.
- Working with others, including on a team.
- Explaining complicated problems in simple non-technical language.
- Calculating estimates of time, labor and quantities of materials needed.
- Both verbal and written communication.

Ability to:

- Understand and precisely follow both verbal and written instructions and communicate in a concise and effective manner.
- 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.
- 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 50-100 pounds, 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, reaching, climbing stairs, bending, stooping, kneeling, crouching, crawling, pushing, repetitive motion, pulling, driving, twisting, balancing, client/customer contact, squatting and working in cramped or confined spaces or areas for extended periods of time to perform the essential functions. Subject to contact with hazardous waste, foul odors, animal and human fecal matter, insects and rodents, toxic or potential hazardous chemical or substances, dirt, dust, fumes, smoke, loud noises, and high voltage. Requires work indoors/outdoors in all types of weather (excessive heat and cold). Requires working at heights from ladders and scaffolds.

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: Electrician

JOB CODE:	13432	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	13	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Performs journey electrician licensed level work in the installation, maintenance and repair of electrical circuits/systems. Installs new and repairs existing systems, develops and maintains preventive maintenance schedules, and performs specialized tests. Performs all work in accordance with adopted building codes and uses appropriate safety procedures.

DISTINGUISHING CHARACTERISTICS:

This is the first in a series of two electrician-related job classifications within the Skilled Trades job family. 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 requests for system repairs.
- Inspects, maintains and repairs electrical systems. Makes recommendations regarding replacement of repairs of systems.
- Plans and develops routine maintenance schedules for systems. Performs preventive maintenance tasks on systems.
- Inspects, maintains and repairs electrical motors and generators.
- Researches and estimates time and materials needed and records time and materials used. Requests for needed tools, equipment, supplies and materials to perform assigned tasks. Tests, calibrates and repairs electronic and electrical equipment and controls.
- Obtains building permits, as required, from regulatory agencies for the construction of new systems.
- Operates a variety of technical test equipment, such as DC high voltage testers, multi-channel analog recorder, electronic meters and vibration test equipment. Performs special tests to determine problems with equipment/circuits.
- Inspects, maintains and repairs electrical motors and generators.
- Inspects, maintains and repairs electrical systems. Makes recommendations regarding replacement of repairs of systems.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:
High School diploma or G.E.D. AND two (2) to four (4) years experience in the installation and repair of plumbing fixtures and systems, such as gas, water and steam systems;

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:
State of Texas Journeyman Electrician License or must be obtained within six (6) months of date of hire.
Valid Texas Driver's License.

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Electrician

JOB CODE:	13432	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	13	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Knowledge, Skills, and Abilities:

Knowledge of:

- Electrical codes, related terminology, practices and procedures.
- Standard electrical maintenance and repair methods, materials, tools and equipment.
- 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:

- Operating and using standard electrical tools and test equipment.
- Installing and maintaining electrical work.
- Reading and interpreting schematics and blueprints.
- Proper and applicable safety practices, procedures and regulations.
- Working with others, including on a team.
- Explaining complicated problems in simple non-technical language.
- Calculating estimates of time, labor and quantities of materials needed.
- Both verbal and written communication.

Ability to:

- Understand and precisely follow both verbal and written instructions and communicate in a concise and effective manner.
- 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.
- 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 50 pounds, 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, reaching, climbing stairs, bending, stooping, kneeling, crouching, crawling, pushing, repetitive motion, pulling, driving, twisting, balancing, client/customer contact, squatting, and working in cramped or confined spaces or areas for extended periods of time to perform the essential functions. Subject to contact with hazardous waste, foul odors, animal and human fecal matter, insects and rodents, toxic or potential hazardous chemical or substances, dirt, dust, fumes, smoke, loud noises, and high voltage. Requires work indoors/outdoors in all types of weather (excessive heat and cold). Requires working at heights from ladders and scaffolds.

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: Master Electrician

JOB CODE:	15433	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	15	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Performs skilled master electrician licensed level work in the installation, maintenance and repair of electrical circuits/systems. Installs new and repairs existing systems, develops and maintains preventive maintenance schedules, and performs specialized tests. Performs all work in accordance with adopted building codes and uses appropriate safety procedures.

DISTINGUISHING CHARACTERISTICS:

This is the second in a series of two electrician-related job classifications within the Skilled Trades job family. This classification is distinguished by the requirement for a master electrician license, additional experience, the ability to perform skilled master-level of electrical work, and by lead duties and responsibilities. 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 requests for system repairs.
- Inspects, maintains and repairs electrical systems. Makes recommendations regarding replacement of repairs of systems.
- Provides training and technical advice/assistance. Serves as lead worker for crews assigned to assist on electrical projects/work orders.
- Plans and develops routine maintenance schedules for systems. Performs preventive maintenance tasks on systems.
- Inspects, maintains and repairs electrical motors and generators.
- Researches and estimates time and materials needed and records time and materials used. Requests for needed tools, equipment, supplies and materials to perform assigned tasks. Monitors expenditure of supplies and controls inventory of equipment and tools.
- Tests, calibrates and repairs electronic and electrical equipment and controls.
- Obtains building permits, as needed, from regulatory agencies for the construction of new systems.
- Operates a variety of technical test equipment such as DC high voltage testers, multi-channel analog recorder, electronic meters and vibration test equipment. Performs special tests to determine problems with equipment/circuits.
- Inspects, maintains and repairs electrical motors and generators.
- Inspects, maintains and repairs electrical systems. Makes recommendations regarding replacement of repairs of systems.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:

High School diploma or G.E.D. AND six (6) years experience in the installation, testing and repair of electrical control equipment, lighting systems, motors, HVAC electrical systems and other types of electrical equipment, including lead or 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.

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Master Electrician

JOB CODE:	15433	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	15	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Licenses, Registrations, Certifications, or Special Requirements:
State of Texas Master Electrician License.
Valid Texas Driver's License.

Preferred:
Three (3) to five (5) years of correctional or institutional experience.

Knowledge, Skills, and Abilities:
Knowledge of:
- Electrical codes, related terminology, practices and procedures.
- Standard electrical maintenance and repair methods, materials, tools and equipment.
- 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:
- Operating and using standard electrical tools and test equipment.
- Installing and maintaining electrical work.
- Reading and interpreting schematics and blueprints.
- Proper and applicable safety practices, procedures and regulations.
- Working with others, including on a team.
- Explaining complicated problems in simple non-technical language.
- Calculating estimates of time, labor and quantities of materials needed.
- Both verbal and written communication.

Ability to:
- Understand and precisely follow both verbal and written instructions and communicate in a concise and effective manner.
- 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.
- 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 50 pounds, 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, reaching, climbing stairs, bending, stooping, kneeling, crouching, crawling, pushing, repetitive motion, pulling, driving, twisting, balancing, client/customer contact, squatting, and working in cramped or confined spaces or areas for extended periods of time to perform the essential functions. Subject to contact with hazardous waste, foul odors, animal and human fecal matter, insects and rodents, toxic or potential hazardous chemical or substances, dirt, dust, fumes, smoke, loud noises, and high voltage. Requires work indoors/outdoors in all types of weather (excessive heat and cold). Requires working at heights from ladders and scaffolds.

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: Plumber

JOB CODE:	13434	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	13	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Performs skilled journey plumber level licensed work in the installation, maintenance and repair of plumbing systems. Installs new and repairs existing systems, develops and maintains preventive maitenance schedules and performs specialized tests. Performs all work in accordance with adopted building codes and uses appropriate safety procedures under the general oversight of a licensed Master Plumber.

DISTINGUISHING CHARACTERISTICS:

This is the first in a series of two plumber-related job classifications within the Skilled Trades job family. This classification is distinguished by the requirement for a journey plumber license, additional experience and the ability to perform skilled journeyman level of plumbing work. This classification may require a flexible work schedule in order to meet the needs of the department.

DUTIES AND RESPONSIBILITIES:

- Installs new and repairs plumbing systems. Makes recommendations regarding replacement or upgrade of systems.
- Plans and develops routine preventive maintenance schedules for systems. Responds to requests for service.
- Researches and estimates time and materials needed and records time and materials used. Requests for needed tools, equipment, supplies and materials to perform assigned tasks. Monitors expenditure of supplies and controls inventory of equipment and tools.
- Installs new equipment, piping and fixtures. Obtains permits, as required, from regulatory agencies for the construction of new plumbing systems.
- Performs preventive maintenance and required testing on plumbing systems, including back flow preventors.
- 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 installation and repair of plumbing fixtures and systems, such as gas, water and steam systems;

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:
Journeyman Plumber License issued by the State of Texas.
Valid Texas Driver's License.

Knowledge, Skills, and Abilities:
Knowledge of:
- Plumbing codes, related terminology, practices and procedures.
- Standard plumbing maintenance and repair methods, materials, tools and equipment.
- 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:
- Operating and using standard plumbing tools and equipment.
- Installing and maintaining plumbing work.
- Reading and interpreting schematics and blueprints.

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TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Plumber

JOB CODE:	13434	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	13	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Skill in: (Cont.)

- Proper and applicable safety practices, procedures and regulations.
- Working with others, including on a team.
- Explaining complicated problems in simple non-technical language.
- Calculating estimates of time, labor and quantities of materials needed.
- Both verbal and written communication.

Ability to:

- Understand and precisely follow both verbal and written instructions and communicate in a concise and effective manner.
- 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.
- 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 50 pounds, 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, reaching, climbing stairs, bending, stooping, kneeling, crouching, crawling, pushing, repetitive motion, pulling, driving, twisting, balancing, client/customer contact, squatting, and working in cramped or confined spaces or areas for extended periods of time to perform the essential functions. Subject to contact with hazardous waste, foul odors, animal and human fecal matter, insects and rodents, toxic or potential hazardous chemical or substances, dirt, dust, fumes, smoke, loud noises, and high voltage. Requires work indoors/outdoors in all types of weather (excessive heat and cold). Requires working at heights from ladders and scaffolds.

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: Master Plumber

JOB CODE:	15435	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	15	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Performs skilled master plumber level plumbing work in the installation, maintenance and repair of plumbing systems. Performs full range of repairs and installation of building plumbing systems, including emergency repairs. Requisitions needed supplies, equipment and materials. Performs mandated testing of plumbing systems. Performs all work in accordance with adopted building codes and uses appropriate safety procedures.

DISTINGUISHING CHARACTERISTICS:

This is the second in a series of two plumber-related job classifications within the Skilled Trades job family. This classification is distinguished by the requirement for a master plumber license, additional experience, the ability to perform skilled journey level of plumbing work, and by lead duties and responsibilities. This classification may require a flexible work schedule in order to meet the needs of the department.

DUTIES AND RESPONSIBILITIES:

- Inspects, maintains and repairs building plumbing systems. Makes recommendations regarding replacement or upgrade of systems.
- Provides training and technical advice/assistance. Serves as lead worker for specific projects/work orders.
- Plans and develops routine maintenance schedules for systems. Responds to requests for service.
- Researches and estimates time and materials needed and records time and materials used. Requests for needed tools, equipment, supplies and materials to perform assigned tasks. Monitors expenditure of supplies and controls inventory of equipment and tools.
- Installs new equipment, piping and fixtures. Obtains permits, as required, from regulatory agencies for the construction of new plumbing systems.
- Performs preventive maintenance and required testing on plumbing systems, including back flow preventors.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:
High School diploma or G.E.D. AND five (5) years experience in the installation and repair of plumbing fixtures and systems, such as gas, water and steam systems, including lead or 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:
Master Plumber License issued by the State of Texas.
Valid Texas Driver's License.

Knowledge, Skills, and Abilities:
Knowledge of:
- Plumbing codes, related terminology, practices and procedures.
- Standard plumbing maintenance and repair methods, materials, tools and equipment.
- 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: Master Plumber

JOB CODE:	15435	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	15	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Skill in:

- Operating and using standard plumbing tools and equipment.
- Installing and maintaining plumbing work.
- Reading and interpreting schematics and blueprints.
- Proper and applicable safety practices, procedures and regulations.
- Working with others, including on a team.
- Explaining complicated problems in simple non-technical language.
- Calculating estimates of time, labor and quantities of materials needed.
- Both verbal and written communication.

Ability to:

- Understand and precisely follow both verbal and written instructions and communicate in a concise and effective manner.
- 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.
- 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 50 pounds, 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, reaching, climbing stairs, bending, stooping, kneeling, crouching, crawling, pushing, repetitive motion, pulling, driving, twisting, balancing, client/customer contact, squatting, and working in cramped or confined spaces or areas for extended periods of time to perform the essential functions. Subject to contact with hazardous waste, foul odors, animal and human fecal matter, insects and rodents, toxic or potential hazardous chemical or substances, dirt, dust, fumes, smoke, loud noises, and high voltage. Requires work indoors/outdoors in all types of weather (excessive heat and cold). Requires working at heights from ladders and scaffolds.

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: Locksmith

JOB CODE:	14436	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	14	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Performs journey locksmith level installation and maintenance of all types of locking and security-related equipment. Equipment includes, but is not limited to, cylindrical, mortise, and rim locks, motor and manually driven detention equipment, mechanical and electrical locks, including those operated by magnetic strip, keypad, proximity reader and remote control. Maintains computerized monitoring systems, key issue records, encoding key cards and electronic locking systems.

DISTINGUISHING CHARACTERISTICS:

This is a job classification within the Skilled Trades job family. This classification is distinguished by experience and the ability to perform skilled journey locksmith level work. 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:

- Plans, installs, services and tests mechanical and electronic locking, control, intercom and video surveillance systems. Makes emergency repairs to detention and security locking and intercom systems.
- Opens, repairs and changes the combination of all types of locking devices and makes keys for same.
- Determines the correct locking system to install based upon facility requirements. Estimates time and material costs on proposed projects. Completes requisitions for materials and equipment for key installations and engraving.
- Procures and stocks material for bench stock. Maintains inventory of all lock and detention-related hardware for use by maintenance staff. Trains other maintenance staff to make simple repairs of locks and detention systems.
- Repairs and maintains all types of doors, door closers, exit devices, panic hardware and related hardware.
- Compiles and updates a confidential log of system codes. Operates manual key coding/cutting machine. Logs keys that are issued and returned.
- As directed, assists other staff with building maintenance tasks, such as plumbing, electrical or other essential building functions.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:
High School diploma or G.E.D. AND five (5) to seven (7) years of increasingly responsible experience in the installation, repair and servicing of mechanical and electrical locking devices, security systems and/or detention systems;

OR,

Associate's degree in an electronics, electrical or related technical field and three (3) years of increasingly responsible experience in the installation, repair and servicing of mechanical and electrical locking devices, security systems and/or detention systems;

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:
Locksmith certification.
Valid Texas Driver's License.

Preferred:
Three (3) to five (5) years of correctional or institutional experience.

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Locksmith

JOB CODE:	14436	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	14	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Knowledge, Skills, and Abilities:

Knowledge of:

- Locking and security equipment, including security alarms and surveillance systems.
- Machines and tools, including their design, repair, and maintenance.
- Principles and practice of leading staff.
- Policies, practices, procedures and methods of assigned function.
- Applicable safety practices and regulations.
- Federal, State, Local and County applicable laws, rules, regulations and guidelines.

Skill in:

- Repairing machines or systems using the needed tools.
- Troubleshooting, diagnosing and performing maintenance and repair needs.
- Reading and interpreting schematics and blueprints.
- Proper and applicable safety practices, procedures and regulations.
- Working with others, including on a team.
- Both verbal and written communication.

Ability to:

- Motivate, train and lead others.
- Understand and precisely follow both verbal and written instructions and communicate in a concise and effective manner.
- Safely and correctly apply building and equipment maintenance and repair techniques and operate tools and equipment.
- Work independently and efficiently.
- Manage time well and meet timelines.
- 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 50 pounds, 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, reaching, climbing stairs, bending, stooping, kneeling, crouching, crawling, pushing, repetitive motion, pulling, driving, twisting, balancing, client/customer contact, squatting to perform the essential functions. Subject to extreme temperatures, outside elements, noise, vibration, contact with dust, fumes and hazardous chemicals, foul odors, animal and human fecal matter, insects and rodents. Requires working at heights from ladders and scaffolds.

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: Equipment Technician

JOB CODE:	13437	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	13	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Performs advanced mechanical, electrical and electronic troubleshooting and repair of commercial food service equipment. Performs tasks and supervises the work of other staff and contractors, as required, to maintain detention facility kitchens.

DISTINGUISHING CHARACTERISTICS:

This is a job classification within the Skilled Trades job family. This classification is distinguished by experience, the ability to perform skilled journey-level equipment maintenance work, and the requirement to supervise and direct the work of other staff and contractors. 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 regular and preventative maintenance on commercial food service equipment and detention facility kitchen facilities. Responds to operations staff reports of equipment failure to ensure minimal downtime.
- Installs, repairs and maintains new and replacement food service equipment. Diagnoses machine malfunctions and makes repairs. Conducts inspections and performs tests to verify proper machine operation and the effectiveness of preventative maintenance programs. Performs safety checks on equipment to ensure no hazards to personnel are present.
- Inspects, tests, evaluates, calibrates and upgrades food service equipment and systems to improve reliability and to ensure compliance with all applicable federal, state and local rules and regulations.
- Orders and stocks supplies, materials and spare parts to ensure their availability for routine/unscheduled maintenance and for scheduled projects. Obtains verbal and written quotes for materials and equipment.
- Provides direction, guidance and instruction to other internal staff and outside vendors/contractors in the proper operation and maintenance of food service and related kitchen equipment. May supervise the work of contracted repair workers. Provides verbal and written notifications to supervisor and operations personnel on equipment condition and maintenance schedules.
- Assists other staff with building maintenance tasks as directed, such as plumbing, electrical or other essential building functions.
- 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 increasingly responsible building maintenance experience, including preventive maintenance and repairs to equipment, buildings and facilities;

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:
Commercial Food Equipment Service Association (CFESA) Technician Certification and/or documented CFESA or equivalent manufacturers' technical training.
Three (3) to five (5) years of correctional or institutional experience.

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Equipment Technician

JOB CODE:	13437	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	13	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Knowledge, Skills, and Abilities:

Knowledge of:

- Commercial food service equipment, including related kitchen equipment and systems.
- Policies, practices, procedures and methods of assigned function.
- Federal, State, Local and County laws, rules, regulations and guidelines.
- Machines and tools, including their design, repair and maintenance.
- Applicable safety practices and regulations.
- Equipment and tools used in building maintenance and repair functions.
- 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:

- Repairing machines or systems using the needed tools.
- Troubleshooting, diagnosing and performing maintenance and repair needs.
- Reading and interpreting schematics and blueprints.
- Proper and applicable safety practices, procedures and regulations.
- Leading and advising others.
- Working with others, including on a team.
- Both verbal and written communication.

Ability to:

- Motivate, train and lead others.
- Understand and precisely follow both verbal and written instructions and communicate in a concise and effective manner.
- Safely and correctly apply building and equipment maintenance and repair techniques and operate tools and equipment.
- Work independently and efficiently.
- Manage time well and meet timelines.
- 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 50 pounds, 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, reaching, climbing stairs, bending, stooping, kneeling, crouching, crawling, pushing, repetitive motion, pulling, driving, twisting, balancing, client/customer contact, squatting to perform the essential functions. Subject to extreme temperatures, outside elements, noise, vibration, contact with dust, fumes and hazardous chemicals, foul odors, animal and human fecal matter, insects and rodents. Requires working at heights from ladders and scaffolds.

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: Marketable Skills Program Supervisor

JOB CODE:	18438	**FLSA STATUS:**	Exempt
PAY GRADE:	18	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Performs senior-level construction, restoration, renovation, and building alteration work. Oversees construction staff and inmate work crews, schedules and assigns work, and requisitions materials and supplies. Prepares designs, plans, estimates and calculates for projects. Plans, coordinates and conducts Occupational Safety and Health Administration (OSHA) Certification and skills training for inmate programs.

DISTINGUISHING CHARACTERISTICS:

This is a job classification within the Skilled Trades job family. This classification is distinguished by the supervisory and administrative responsibilities, the additional experience, and the ability to perform skilled carpentry work. This classification works under minimal direction with extensive latitude for the use 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:

- Provides for the planning, scheduling and execution of building repair, renovation or restoration projects. Provides for the preparation of estimates for work hours, materials and other resources required for projects. Coordinates efforts with other supervisors to ensure efficient use of all resources. Initiates and approves requisitions for materials and supplies. Maintains an adequate inventory of materials and equipment used in the construction and renovation of facilities and security systems. Prepares budgets and maintains project records.
- Coordinates work of outside contractors and advises management on specifics of proposed or ongoing projects. Schedules and inspects completed work for buildings, equipment and grounds. Oversees and assigns work of internal skilled trades and construction staff to include mechanical, electrical, plumbing and general carpentry.
- Inspects structures and evaluates required work to select the best method. Inspects completed work for compliance with all applicable codes, rules and regulations. Performs repairs and renovations to modernize buildings or adapt them to new uses. Performs workshop operations, including fabrication of specialized items, customized millwork, or refinishing of furniture and other fixtures.
- Serves as lead trainer for OSHA certifications. Provides for safety, job skills and administrative training. Develops and prepares training curriculums, course outlines, instructional methods, training aids and other materials. Ensures training materials and facilities are ready for use.
- Provides training and career development for other staff. Assists with employee performance evaluations and coaches employees to improve performance, as required.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:
High School diploma or G.E.D. AND five (5) to ten (10) years of increasingly responsible skilled carpentry experience in multiple trades (e.g., carpentry, plumbing, electrical) and experience in energy conservation techniques, including one (1) year of supervisory experience. Must have experience in developing and conducting training for adults;

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:
Occupational Safety and Health Administration (OSHA) Certified Trainer or must obtain certification within six (6) months of date of hire.
Valid Texas Driver's License.

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Marketable Skills Program Supervisor

JOB CODE:	18438	**FLSA STATUS:**	Exempt
PAY GRADE:	18	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Preferred:
Three (3) to five (5) years of correctional or institutional experience.

Knowledge, Skills, and Abilities:
Knowledge of:
- Carpenter codes, related terminology, practices and procedures.
- Carpentry, plumbing, electrical work, energy conservation and subcontracting.
- Standard carpentry maintenance and repair methods, materials, tools and equipment.
- Residential construction and remodeling, including carpentry, heating, A/C and ductwork, basic electrical and plumbing.
- Federal, State, Local and County applicable laws, rules, regulations and applicable carpentry standards and procedures.
- Supervisory principles, practices and techniques.
- 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:
- Supervising others, including team building.
- Operating and using standard carpentry, plumbing, electrical work tools and equipment.
- Reading and interpreting schematics and blueprints.
- Calculating estimates of time, labor and quantities of materials needed.
- Proper and applicable safety practices, procedures and regulations.
- Explaining complicated problems in simple non-technical language.
- Problem-solving and decision-making.
- Adapting training material and presentation to match the skill and knowledge level of the audience.
- Both verbal and written communication.

Ability to:
- Train, lead, supervise and motivate employees.
- Write specifications for plumbing, electrical and roofing repair work.
- Interpret policy and procedures to employees and the public.
- Plan, assign, supervise and review the work of subordinates.
- Reason and make judgments and decisions.
- Understand and precisely follow both verbal and written instructions and communicate in a concise and effective manner.
- Work efficiently, both independently and as part of a team.
- Manage time well, perform multiple tasks and organize diverse activities.
- Perform in a stressful environment, while maintaining a professional manner.
- Establish and maintain effective working relationships with departmental clientele, other County employees and officials, representatives of outside agencies, and the general public.

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Marketable Skills Program Supervisor

JOB CODE:	18438	**FLSA STATUS:**	Exempt
PAY GRADE:	18	**LAST REVISED:**	10/01/09

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

Physical requirements include the ability to lift/carry up to 50 pounds, 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, reaching, climbing stairs, bending, stooping, kneeling, crouching, crawling, pushing, repetitive motion, pulling, driving, twisting, balancing, client/customer contact, squatting, and working in cramped or confined spaces or areas for extended periods of time to perform the essential functions. Subject to contact with hazardous waste, foul odors, animal and human fecal matter, insects and rodents, toxic or potential hazardous chemical or substances, dirt, dust, fumes, smoke, loud noises, and high voltage. Requires work indoors/outdoors in all types of weather (excessive heat and cold). Requires working at heights from ladders and scaffolds.

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 DESCRIPTION

DRAFT

JOB TITLE: Court Clerk Assistant

JOB CODE:	11745	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	11	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Under close supervision, performs a variety of legal clerical duties in response to actions of the courts. Uses some independent judgment interpreting and applying procedures and precedents to specific misdemeanor cases. Reviews legal documents, indexes documents by applying appropriate category codes and scans documents into electronic imaging systems. Prepares and issues a variety of legal documents. Assesses fees and performs cashier duties. Assists the public and acts as a liaison between the department, courts, other agencies and the public.

DISTINGUISHING CHARACTERISTICS:

This is the first in a series of four court clerical-related job classifications within the Administrative Support job family. Incumbents perform duties of routine complexity. This classification is distinguished from Court Clerk I in that it is entry-level, meaning that incumbents do not review the work of other clerical staff and work requires less independent judgment. Incumbents perform a greater amount of routine clerical work than others within the court clerical series.

DUTIES AND RESPONSIBILITIES:

- Assists and answers questions from the public received in person, by phone or by email regarding the status, disposition, pending actions or other aspects of court cases. Directs customers to the appropriate court clerk. Processes incoming faxes and faxes document confirmation returns. Sorts and distributes incoming mail and legal documents. Notifies customers of improperly submitted mail via phone or mail. May assist in locating missing, lost or misapplied child support payments. Performs filing duties. Makes copies when appropriate.
- Assesses statutorily allowed fees as determined by the specific action requested. Receives and cashiers funds collected from these assessments, including credit card payments. Maintains and balances individual cash drawers. Processes daily deposits by calculating, posting, verifying and reconciling daily business transactions.
- Prepares and issues legal documents, such as capiases, warrants, subpoenas, commitments, summons and release/recall calls, as required by statute, rule, or order of the court. Reviews, interprets, analyzes and evaluates all signed legal documents submitted in an assigned cause of action and takes appropriate action. Reviews submitted bonds for determination if a future court setting is required. Does extensive research and reviews all income withholding orders, writ of withholding orders and all required documents needed to determine if an income withholding order should be issues and a fee assessed.
- Prepares and organizes documents for scanning. Determines whether legal documents are to be scanned and submitted to other court staff and agencies. Indexes each document by entering the appropriate category codes and descriptions so that documents can be retrieved quickly using a variety of data elements. Uses scanning software to input case information, capture images, and perform quality assurance. Scans incoming legal documents. Performs quality verification procedures on scanned documents prepared by co-workers. Assesses scanned electronic images for legibility, blank documents and missing records. Ensures descriptors have been properly indexed.
- Serves as a liaison between department, judges, court staff, state agencies, County attorney's office, attorneys, pro se litigants, law enforcement agencies, child support agencies, employers, parents and the general public. Works with accounting personnel to deliver daily deposit forms and resolve any outstanding issues. Maintains statistical data, records, and prepares and submits reports. Compiles and updates court dockets in daily binders.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:

Associate's degree in Criminal Justice, Public Administration, Business Administration or a directly related field AND one (1) year of clerical work 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: Court Clerk Assistant

JOB CODE:	11745	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	11	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Licenses, Registrations, Certifications, or Special Requirements:
None required.

Preferred:
Customer service experience.

Knowledge, Skills, and Abilities:
Knowledge of:

- Criminal justice system policies and procedures.
- Legal terminology, principles, procedures, documents and forms.
- Office procedures and protocol.
- Scanning equipment and document control.
- Business letter writing, grammar and punctuation, and report preparation.

Skill in:

- Problem-solving and decision-making.
- Analyzing legal documents.
- Operating a variety of modern office equipment, including a computer.
- Both verbal and written communication.

Ability to:

- Understand and follow through on verbal and written instructions.
- Make decisions with minimum guidance on actions related to statutes, policies and procedures.
- Handle a high volume of detail oriented work.
- Establish and maintain effective working relationships with County employees and officials, judges, attorneys, 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 sitting, client/customer contact, standing, walking, vision to monitor, repetitive motion, stooping/kneeling, squatting, bending, and reaching to perform the essential functions. Transporting file folders to and from courtroom.

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: Court Clerk I

JOB CODE:	13746	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	13	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Under moderate supervision, performs a variety of legal clerical duties in response to actions of the courts. Uses independent judgment interpreting and applying procedures and precedents to specific misdemeanor cases. Coordinates and carries out duties involved in assigned causes of action. Performs detailed and complex legal procedures associated with the receipt, review, and filing of court documents. Reviews and analyzes legal documents, indexes documents by applying appropriate category codes and scans documents into electronic imaging systems. Prepares and issues a variety of legal documents. Assesses fees and performs cashier duties. Assists the public and acts as a liaison between the department, courts, other agencies and the public. May function as a Court Clerk II alternate in supporting the court.

DISTINGUISHING CHARACTERISTICS:

This is the second in a series of four court clerical-related job classifications within the Administrative Support job family. Incumbents perform duties of moderate complexity. This classification is distinguished from Court Clerk Assistant in that incumbents routinely review the work performed by the Court Clerk Assistant, perform fewer general clerical duties and require greater independent judgment. This classification is distinguished from Court Clerk II in that incumbents do not regularly perform the majority of their work in a court setting and do not function as lead workers or have regular supervisory duties.

DUTIES AND RESPONSIBILITIES:

- Assists and answers questions from the public received in person, by phone or by email regarding the status, disposition, pending actions or other aspects of court cases. Directs customers to the appropriate court clerk. Processes incoming faxes and faxes document confirmation returns. Sorts, logs and distributes incoming mail and legal documents. May date-stamp incoming documents. Performs filing duties. Makes copies when appropriate. May schedule wedding appointments. May provide notary services to public.
- Serves as liaison or primary point of contact with defendants, plaintiffs, families, judges, court personnel, Constable's Officers, attorneys, County and District Attorney's Office, law enforcement agencies, interested parties, and the general public regarding status, disposition, pending actions of individual cases and parties' actions. Assists public and departments on office policy and procedures. Responds to legal and administrative inquiries. Takes initial steps to resolve citizen complaints and ensures department policies and procedures are met. Provides technical advice and assistance regarding legal documents of all types.
- May assess fees and fines, receive payments, and perform as cashier for the office on a daily basis. Accepts monies in the form of cash, money orders and cashier checks and issues signed receipts. Receives payment from public for fees and lower court appeal bonds. Conducts cash transactions as payments for warrants including entering credit card transactions and mail payments. Prepares bank deposits. Makes daily and monthly reports to reconcile receipts.
- Receives and processes petitions, indictments, tickets, affidavits, complaints, applications or information instituting a cause of action and makes appropriate notations in computer system including data element codes. Notifies appropriate authorities of filing when required by law. Conducts review of legal documents submitted, including those submitted electronically. Determines the legal and factual issues presented and dockets the filing into the case tracking system with the appropriate code structure. May process emergency protection orders, peace bond applications, school cases, property hearings, animal cruelty seizures, unlawful towing of vehicles and writs of re-entry. May research and verify petitions and orders for expungement. Maintains a tracking system for processing acquittal expungement orders. Routes assigned causes of action to court, as required. May determine nature of suit and assess fees and fines. Reviews documents submitted in assigned cause of action and determines case impact. Makes appropriate notation on case docket, and on computer system.
- Initiates new cases and updates the status of existing cases in the automated case management system. Determines the category and description of each document or transaction by reviewing event logs and case dockets. Organizes, bar codes, and scans documents into the document imaging system. Indexes each document by entering the appropriate category codes and descriptions so that documents can be retrieved quickly using a variety of data elements. Uses scanning software to input case information, capture images and perform quality assurance. Scans incoming legal documents. Performs quality verification procedures on scanned documents prepared by co-workers. Assesses scanned electronic images for legibility, blank documents and missing records.

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Court Clerk I

JOB CODE:	13746	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	13	**LAST REVISED:**	10/01/09

DUTIES AND RESPONSIBILITIES: (Cont.)

- Prepares or issues summons, capiases, warrants, commitments, subpoenas, citations, writs, injunctions, protective orders, restraining orders, judgments, notices and executed commitments by statute, rule, order of court or request by customer. May accept pleas, pleadings, and motions and records all documents. Maintains up-to-date docket detail retrieval to provide accurate information to judge and interested parties. May prepare extensions, deferred dispositions, defensive driving requests and determines if conditions are met. May review and verify license suspension orders and submit documentation to law enforcement agencies. Reviews and may interpret orders signed by judge to determine further action required. Follows through on action. Receives and processes exhibits to be filed, follows through on orders for consolidation, severance or transfer. Prepares post-judgment documents, such as writs of habeas corpus, abstracts of judgment, order of sale, and writs of execution in compliance with statutes, rules, case law and customer requests. Inspects proposed orders and court records for correctness before submitting to judge.
- Sets cases for trial and notifies parties of scheduled settings. Files pleadings and records docket information. May schedule criminal and civil bench and jury trials. Prepares and issues subpoenas, judgments and orders. May coordinate with jury office to ensure adequate availability of jurors. Assists judge in courtroom with jurors and other parties during trial. Issues notices, prepares documents and files for court, and ensures equipment and materials are prepared daily for courtroom. Checks in parties arriving for trial and assists judge in courtroom. May schedule interpreter if needed. May prepare commitments and assist judge with jail call. May assist inmates who have limited English skills. May prepare appeals, including accepting bonds and determining due dates to be filed with Appellate Court. May process, execute and distribute judgments, opinions and mandates from Appellate Court.
- May provide radio and telecommunications services to deputies in the field. Receives, evaluates and responds to radio traffic. Maintains radio or phone contact and monitors deputies. Processes information received from field deputies and updates deputies with research.
- May calculate judgments and writs at multiple interest rates. Prepares public notices of property sales and postings. Prepares and files documents of sale, including deeds. Prepares legal notices of eviction. Maintains inventories of seized property and funds and arranges for storage, as required.
- Works closely with division managers on special projects. Conducts research inquiries in multiple databases. Updates legal files with pertinent information. May coordinate for off-site storage of records. Performs statistical analysis and produces activity reports.
- May receive warrants and processes warrant information into computer system. Conducts research on parties named in warrants and updates files. Prepares and mails notices to individuals with outstanding warrants. Notifies deputies of outstanding warrants. Tracks warrants currently bring worked. Works with deputies in clearing outstanding warrants. Closes outstanding warrants when obligations fulfilled.
- May notify law enforcement authorities and other essential parties when a protective order becomes final. Assists customers with Legal Ease payments and receives approval information from bank. Coordinates files going to off-site storage and docketing of civil case files and civil bond forfeitures cases.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:

Associate's degree in Criminal Justice, Public Administration, Business Administration or a directly related field AND two (2) years of responsible clerical experience, including familiarity with legal procedures, terminology, the court system, and customer service;

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: Court Clerk I

JOB CODE:	13746	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	13	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Licenses, Registrations, Certifications, or Special Requirements:
None required.

Knowledge, Skills, and Abilities:

Knowledge of:

- Criminal justice system policies and procedures.
- Legal terminology, principles, procedures, documents and forms.
- Office procedures and protocol.
- Scanning equipment and document control.
- County Court at Law Systems.
- Litigation procedures.
- Appeal process from lower courts.
- Warrant process.
- Criminal justice procedures to handle bond forfeiture cases.
- Business letter writing, grammar and punctuation, and report preparation.

Skill in:

- Analyzing legal documents.
- Coordinating the review and processing of legal documents.
- Calculating and collecting money.
- Operating two-way radios and other communications devices.
- Operating a variety of modern office equipment, including a computer.
- Both verbal and written communication.

Ability to:

- Interpret and process legal data.
- Operate complex databases.
- Work under minimal direction.
- Make independent decisions based on the requirement of statutes, policies and procedures.
- Handle high volumes of detail-oriented work and to delegate.
- Handle multiple tasks simultaneously.
- Effectively deal with dissatisfied customers.
- Establish and maintain effective working relationships with County employees and officials, judges, attorneys, 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 sitting, client/customer contact, standing, walking, vision to monitor, repetitive motion, stooping/kneeling, squatting, bending, and reaching to perform the essential functions. Extended periods of time at the computer entering data. Subject to heavy workloads, time schedules, deadlines and office interpersonal management duties, and walking to courtroom and outside walking.

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: Court Clerk II

JOB CODE:	15747	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	15	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Under minimal supervision, performs highly responsible work in coordinating and carrying out responsibilities involving assigned causes of action. Makes independent decisions, organizes and prioritizes workload and performs detailed and complex legal procedures associated with the receipt, review, and filing of court documents. Serves as conduit for flow of work to and from assigned court. Reviews and analyzes legal documents, indexes documents by applying appropriate category codes and scans documents into electronic imaging systems. Prepares and issues a variety of legal documents. Assesses fees and performs cashier duties. Assists the public and acts as a liaison between the departments, courts, other agencies and the public. Assists judges in jury selection and other court activities. Reviews work of others. May function as County/District Clerk/Justice of the Peace representative directly supporting the Judges.

DISTINGUISHING CHARACTERISTICS:

This is the third in a series of four court clerical-related job classifications within the Administrative Support job family. Incumbents perform complex duties. This classification is distinguished from Court Clerk I in that incumbents routinely perform the majority of their work in a court setting, function as lead workers or have regular supervisory duties. This classification is distinguished from Court Clerk II Lead in that the primary responsibility is not that of supervisor and incumbents typically do not act as subject area experts.

DUTIES AND RESPONSIBILITIES:

- Independently processes court documents such as petitions, indictments or complaints initiating a court case in accordance with statutory requirements and enters data into the case tracking system with the appropriate codes. Notifies appropriate authorities of filing when required by law.
- Prepares and issues citations, writs (attachment, habeas corpus, execution, sequestration, supercedes) abstracts of judgment, capiases, warrants, injunctions, protective orders, subpoenas, restraining orders, and notices according to statutes, rules or court orders. May perform accounting related duties, such as calculating judgment amounts, preparing bills of cost, issuing writs of execution and abstracts of judgment.
- Responds to legal and administrative inquiries by clients. Prepares legal documents in the adjudication and disposition of cases for judge's signature. Reviews orders signed by judge to determine further action required. Follows through on action. Receives and processes exhibits to be filed, follows through on orders for consolidation, severance or transfer. May coordinate mental health commitments with other agencies and officers of the court.
- Conducts review of legal documents submitted, including those submitted electronically. Determines the legal and factual issues presented and dockets the filing into the case tracking system with the appropriate code structure. Organizes, bar codes, and scans documents into the document imaging system. Indexes each document by entering the appropriate category codes and descriptions so that documents can be retrieved quickly using a variety of data elements. Performs quality verification procedures on scanned documents prepared by co-workers. Inspects proposed orders and court records for correctness before submitting to judge.
- Prepares appeals, including accepting bonds, and submits them to the Appellate Court. May process, execute and distribute judgments, opinions and mandates from Appellate Court. May maintain bond forfeiture lists, submit files to court for certification by judge, process warrant requests and issuance of warrants, and maintain bond forfeiture lists for missing case files, including continuing to research location of missing case files.
- Prepares, assembles, processes or maintains a variety of reports, logs, forms and official documents generated from court proceedings, such as minutes, abstracts, rulings, orders, criminal commitments, statistics and reports. Makes certified copies, uses appropriate legal terminology and format, ensures all necessary items/paperwork are available, submits orders for judge's signature and/or copies, files and distributes documents, as required. Acts as liaison. Maintains assigned courtroom schedule. Tracks cases submitted to the court. Maintains control of and acts as custodian of exhibits. Reviews orders and filings. May operate electronic courtroom equipment under direction of judge.

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Court Clerk II

JOB CODE:	15747	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	15	**LAST REVISED:**	10/01/09

DUTIES AND RESPONSIBILITIES: (Cont.)

- Assists the judge in the jury selection process. Maintains jury records and records excuses and strikes. Establishes and manages communication system with jurors assigned to court.
- May prepare statistical data for monthly report transmission. Develops data quality internal controls. Monitors and audits data. Analyzes changing business needs and their impact on various processes. Develops and designs statistical reports to track data.
- May serve as a trainer. Trains subordinate staff in court operations, procedures and policies. Develops, coordinates and conducts employee training and career development courses. Arranges for outside training and evaluates training received.
- May serve as a lead employee. Supervises, monitors, prioritizes and makes decisions on workload distribution. Reviews employee work for timeliness and accuracy. Keeps division manager informed of significant work issues.
- May serve as a liaison or primary point of contact with defendants, plaintiffs, families, judges, court personnel, Constable's Officers, attorneys, County and District Attorney's Office, law enforcement agencies, interested parties, and the general public regarding status, disposition, pending actions of individual cases and parties' actions. Assists public and departments on office policy and procedures. Responds to legal and administrative inquiries. Takes initial steps to resolve citizen complaints and ensures department policies and procedures are met.
- Attends docket call, court hearings and trials, as required by the court. Routes daily scheduled assigned causes of action on the docket to the courtroom and returns same to the County/District Clerk's office. Reviews documents submitted in court and determines case impact and makes appropriate notations. Reviews and verifies orders signed by a judge to determine required action and follows through on actions, such as orders for consolidation, severance, or transfers and conducts research on cases, as required by the judge.
- Reviews and verifies case documents, makes appropriate notations, processes documents and files for data entry and issues. Enters case dispositions into computer to ensure proper tracking by affected agencies. Reviews additional court case documents to determine and follow through on action.
- May determine the number of cases that will require payment agreement preparation. Negotiates contract/pay agreements with individual parties to determine the amount of court costs. Assesses fees, receives payments and performs as cashier. Makes daily and monthly reports to reconcile receipts.
- May work with representatives of Sheriff's Department, County Attorney's Office, officials in other counties, court masters, attorneys and hospital representatives in processing Mental Health commitment cases. Creates court hearing docket. Attends commitment and other mental health hearings to record the proceedings and to issue court legal documents for release or to authorize commitment or treatment.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:
Associate's degree in Criminal Justice, Public Administration, Business Administration or a directly related field AND four (4) years of responsible administrative and clerical experience, including working knowledge of legal procedures, terminology, the court system and customer service, and including some experience working in and supporting a court system;

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: Court Clerk II

JOB CODE:	15747	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	15	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Knowledge, Skills, and Abilities:

Knowledge of:

- Criminal justice system policies and procedures.
- Legal terminology, principles, procedures, documents and forms.
- Office procedures and protocol.
- Scanning equipment and document control.
- County Court at Law Systems.
- Litigation procedures.
- Appeal process from lower courts.
- Warrant process.
- Criminal justice procedures to handle bond forfeiture cases.
- Business letter writing, grammar and punctuation, and report preparation.

Skill in:

- Analyzing legal documents.
- Coordinating the review and processing of legal documents.
- Calculating and collecting money.
- Communicating with attorneys or judges related to case information.
- Drafting correspondence.
- Monitoring, scheduling and assigning work.
- Operating a variety of modern office equipment, including a computer.
- Both verbal and written communication.

Ability to:

- Compile and generate reports.
- Effectively monitor work flow.
- Interpret and process legal data.
- Operate complex databases.
- Work under minimal direction.
- Make independent decisions based on the requirement of statutes, policies and procedures.
- Handle high volumes of detail-oriented work and to delegate.
- Handle multiple tasks simultaneously.
- Effectively deal with dissatisfied customers.
- Prioritize and work independently.
- Establish and maintain effective working relationships with County employees and officials, judges, attorneys, 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 sitting, client/customer contact, standing, walking, vision to monitor, repetitive motion, stooping/kneeling, squatting, bending, and reaching to perform the essential functions. Extended periods of time at the computer entering data. Subject to heavy workloads, time schedules, deadlines and office interpersonal management duties, and walking to courtroom and outside walking. Transporting file folders to courtroom.

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: Court Clerk II Senior

JOB CODE:	16748	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	16	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Under limited direction, performs highly responsible work in coordinating and carrying out responsibilities involving assigned causes of action. Makes independent decisions, organizes and prioritizes workload and performs detailed and complex legal procedures associated with the receipt, review, and filing of court documents. Functions as a team leader. Reviews work of others. Assigns work to co-workers and reviews work output for quality control. Provides technical assistance in completing work assignments. Serves as conduit for flow of work to and from assigned court. Serves as a subject matter specialist. Trains other clerical staff. Assists judges in jury selection and other court activities. Assists in recommending policies and drafting procedures. May function as County/District Clerk/Justice of the Peace representative directly supporting the judges. Reviews and analyzes legal documents, indexes documents by applying appropriate category codes and scans documents into electronic imaging systems. Prepares and issues a variety of legal documents. May assess fees and perform cashier duties. Assists the public and acts as a liaison between the departments, courts, other agencies and the public.

DISTINGUISHING CHARACTERISTICS:

This is the fourth in a series of four court clerical-related job classifications within the Administrative Support job family. Incumbents perform duties of advanced complexity. This classification is distinguished from Court Clerk II in that the primary responsibility is that of supervisor and incumbents frequently act as subject area experts.

DUTIES AND RESPONSIBILITIES:

- Serves as a lead worker for all court clerks. Answers staff questions related to processes and procedures. Supervises, monitors, prioritizes and makes decisions on workload schedules. Schedules substitute coverage when needed. Trains permanent and temporary staff. May assist in preparing, updating training manuals, work guides and community resource information. Reviews employee work for accuracy and adherence to deadlines and performance standards. May assist the division manager in the hiring process and advise on performance appraisals and other personnel actions.
- Coordinates with division manager to develop, monitor and evaluate team's operational plans within established guidelines. Keeps division manager informed of issues within the work unit. Makes recommendations to division manager regarding improvements to department policies and workflow. Directs problem-solving efforts for team in complex case management issues. Responds to customer complaints. Serves as subject matter expert and resource person relating to state rules, regulations and requirements.
- Independently processes court documents, such as petitions, indictments or complaints initiating a court case in accordance with statutory requirements and enters data into the case tracking system with the appropriate codes. Notifies appropriate authorities of filing when required by law.
- Prepares and issues citations, writs (attachment, habeas corpus, execution, sequestration, supersedes) abstracts of judgment, capiases, warrants, injunctions, protective orders, subpoenas, restraining orders, and notices according to statutes, rules or court orders. May perform accounting related duties, such as calculating judgment amounts, preparing bills of cost, issuing writs of execution and abstracts of judgment.
- Responds to legal and administrative inquiries by clients. Prepares legal documents in the adjudication and disposition of cases for judge's signature. Reviews orders signed by judge to determine further action required. Follows through on action. Receives and processes exhibits to be filed, follows through on orders for consolidation, severance or transfer. May coordinate mental health commitments with other agencies and officers of the court.
- Conducts review of legal documents submitted, including those submitted electronically. Determines the legal and factual issues presented and dockets the filing into the case tracking system with the appropriate code structure. Organizes, bar codes and scans documents into the document imaging system. Indexes each document by entering the appropriate category codes and descriptions so that documents can be retrieved quickly using a variety of data elements. Performs quality verification procedures on scanned documents prepared by co-workers. Directs resolution of problems with documents that are rejected in quality control. Inspects proposed orders and court records for correctness before submitting to judge.

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Court Clerk II Senior

JOB CODE:	16748	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	16	**LAST REVISED:**	10/01/09

DUTIES AND RESPONSIBILITIES: (Cont.)

- Prepares appeals, including accepting bonds, and submits them to the Appellate Court. May process, execute and distribute judgments, opinions and mandates from Appellate Court. May maintain bond forfeiture lists, submit files to court for certification by judge, process warrant requests and issuance of warrants. Maintains bond forfeiture lists for missing case files, including continuing to research location of missing case files.
- Prepares, assembles, processes or maintains a variety of reports, logs, forms and official documents generated from court proceedings, such as minutes, abstracts, rulings, orders, criminal commitments, statistics and reports. Makes certified copies, uses appropriate legal terminology and format, ensures all necessary items/paperwork are available, submits orders for judge's signature and/or copies, files and distributes documents, as required. Acts as liaison. Maintains assigned courtroom schedule. Tracks cases submitted to the court. Maintains control of and acts as custodian of exhibits. Reviews orders and filings. May operate electronic courtroom equipment under direction of judge.
- Assists the judge in the jury selection process. Maintains jury records and records excuses and strikes. Establishes and manages communication system with jurors assigned to court.
- May work with cashiers to appropriately assess, collect, and receipt fees based upon the application of established rules, laws and policy. Makes sure that cash, checks, vouchers and credit card balances are accurate and balanced. Completes deposit slips and prepares deposits.
- Serves as primary contact and works with County Courts at Law, Probate Court, Sheriff's Office, Community Supervision, Austin Police Department, Texas Department of Public Safety, defense attorneys, County and District Attorney's Office, defendants, executors, administrators, guardians, interested parties and the general public regarding status, disposition, pending actions, warrant status, etc. of individual cases and defendants' actions. Keeps judge abreast of case changes.
- Attends docket call, court hearings and trials, as required by the court. Routes daily scheduled assigned causes of action on the docket to the courtroom and returns same to the County/District Clerk/Justice of the Peace office. Reviews documents submitted in court and determines case impact and makes appropriate notations. Reviews and verifies orders signed by a judge to determine required action and follows through on actions such as orders for consolidation, severance, or transfers and conducts research on cases, as required by the judge.
- Reviews and verifies case documents, makes appropriate notations, processes documents and files for data entry and issues. Enters case dispositions into computer to ensure proper tracking by affected agencies. Reviews additional court case documents to determine and follow through on action.
- Prepares and issues subpoenas, writs, capiases, commitments, bench warrants, summons, bond forfeiture set asides, release/recall cards, posted notices, citations, writs, letters testamentary, letters of administration, letters of guardianship, and other related documentation in compliance with statutes, rules, case law and customer requests.
- Prepares post-judgment documents such as, writs of habeas corpus and writ of attachment. Locates and amends commitments, as required. Issues jail commitments to out of County agencies and electronic monitoring to ensure compliance with court sentencing orders and execution of commitments, and obtains fingerprints of defendant on court orders, as required.
- Coordinates and assists courts in the impaneling of jurors, preparation of jury lists, certification of list, issuance of lists of interested parties, administration of oaths, and determination and submission of payment vouches.
- Prepares appeals and appeal transcripts to Appellate Court, prepares actions on requests from Appellate Court, including opinions, mandates and supplemental transcripts. Delivers lower court appeals to County Court and takes appropriate action. Executes opinions and judgments in municipal.
- May maintain bond forfeiture lists, submit files to court for certification by judge, process warrant requests and issuance of warrants. Maintains bond forfeiture lists for missing case files, including continuing to research location of missing case files.
- Performs other job-related duties as assigned.

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Court Clerk II Senior

JOB CODE:	16748	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	16	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS:

Education and Experience:
Associate's degree in Criminal Justice, Public Administration, Business Administration or a directly related field AND four (4) years of responsible clerical experience, including familiarity with legal procedures, terminology, the court system and customer service, and including some experience in supporting a court system, and including two (2) years 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:
- Criminal justice system policies and procedures.
- Legal terminology, principles, procedures, documents and forms.
- Office procedures and protocol.
- Scanning equipment and document control.
- County Court at Law Systems.
- Warrant process.
- Criminal justice procedures to handle bond forfeiture cases (County Attorney's office).
- Relevant statutes and rules of court.
- Litigation procedures.
- Appeal process from lower courts.
- Workflow management.
- Personnel management.
- Business letter writing, grammar and punctuation, and report preparation.

Skill in:
- Monitoring, scheduling and assigning work.
- Communicating with attorneys or judges related to case information.
- Drafting correspondence.
- Data entry and computer systems.
- Analyzing legal documents.
- Coordinating the review and processing of legal documents.
- Calculating and collecting money.
- Operating a variety of modern office equipment, including a computer.
- Both verbal and written communication.

Ability to:
- Supervise, train, assign and monitor work assignments.
- Compile and generate reports.
- Effectively monitor workflow.
- Interpret and process legal data.

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Court Clerk II Senior

JOB CODE:	16748	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	16	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Ability to: (Cont.)

- Operate complex databases.
- Work under minimal direction.
- Make independent decisions based on the requirement of statutes, policies and procedures.
- Handle high volumes of detail-oriented work and delegate.
- Handle multiple tasks simultaneously.
- Effectively deal with dissatisfied customers.
- Prioritize and work independently.
- Establish and maintain effective working relationships with County employees and officials, judges, attorneys, 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 sitting, client/customer contact, standing, walking, vision to monitor, repetitive motion, stooping/kneeling, squatting, bending, and reaching to perform the essential functions. Subject to extended periods of time at the computer entering data, heavy workloads, time schedules, deadlines and office interpersonal management duties, and walking to courtroom and outside walking.

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: Judicial Aide

JOB CODE:	15749	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	15	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Under minimal supervision, performs complex administrative, legal and research duties for judge and other members of the legal staff. Sets cases for hearing or trial. Monitors cases for compliance and is responsible for communicating with legal commitments, other courts, and law enforcement agencies. Verifies accuracy and completeness of legal documents including adherence to completion of deadlines and statutory compliance. Coordinates division schedules, workloads and projects. Performs various administrative duties for judge. Provides assistance to court staff in coordinating jury trials.

DISTINGUISHING CHARACTERISTICS:

This is the first in a series of two judicial-related job classifications within the Administrative Support job family. This classification works directly under Criminal or Civil judges. This classification is distinguished from the Judicial Aide Specialist and Court Operations Officer in that incumbents do not work directly in the courtroom and they typically have less experience, more administrative duties, less direct responsibility for case management and act more as a liaison than an advisor or representative for a judge. Sensitivity to detail and confidentiality.

DUTIES AND RESPONSIBILITIES:

- Schedules, prepares, manages and monitors all cases assigned to the specific court through court settings and re-settings until disposition. Sets cases for hearing or trial as requested by attorney, party, or judge. Monitors case status to insure accuracy and compliance with basic requirements. Notifies parties of case settings. Coordinates transfer of cases between other courts and jurisdictions. Coordinates with County departments and attorneys on jail defendants to ensure that those cases are ready for trial and are heard expeditiously. Assists judges in designing annual docket schedule of trial activities and disseminates schedule to attorneys. Monitors preparation of judgments on defendants in jail to ensure orders are completed in a timely fashion.
- Reviews and analyzes multiple legal documents. Creates and maintains court dockets. Prepares written opinions, court orders and other legal documents as requested by the judge. Enters, updates, processes, retrieves and disseminates information and documents using multiple systems and databases. Drafts, types and prepares memoranda, legal documents and correspondence in conjunction with the disposition of cases, opinions, court orders, jury charges, judgments and other County transactions. Organizes, maintains and retrieves case files for assigned courts. Transcribes legal and other technical dictation. Proofreads legal documents. Performs confidential legal secretarial assistance in complex cases.
- Performs various administrative duties for judge(s). Schedules appointments, maintains calendars and reminder systems for the judge and court administrative staff. Obtains travel arrangements, and prepares and processes necessary forms. Ensures adequate inventory of office supplies. Processes, organizes and distributes mail for judges and staff. Screens walk-ins and telephone callers and refers to appropriate office. Assists in retrieving and returning court files and exhibits, locating legal documents and making copies, greeting court visitors, as required.
- Serves as a liaison between judge and attorneys, law enforcement and other agencies, County and other officials and staff, the media and the public regarding case settings and proceedings. Attends meetings and drafts minutes for distribution. Communicates with attorneys, other courts, and the general public to provide guidance on local rules and procedures. Coordinates media responses and may represent the judge in various communications. Responds to inquiries regarding status of cases and contract and opinion preparations. Communicates case information, practices, local rules and procedures to attorneys, other courts, jurors, the media, the general public and litigants. Answers general questions about court activities and directs courtroom traffic.
- Requests visiting judges through state monitored process. Maintains calendar of court hearings and special case assignments for visiting judges. Notifies visiting judges of settings and provides them with case information. Makes travel arrangements and processes payment claim forms and travel reimbursements for visiting judges. Acts as liaison for visiting judges and locates courtrooms for them.

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Judicial Aide

JOB CODE:	15749	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	15	**LAST REVISED:**	10/01/09

DUTIES AND RESPONSIBILITIES: (Cont.)

- Attends court proceedings to create and finalize legal documents and record summaries of actions taken in court upon the direction of the judge or attorney. Organizes and maintains accurate case files. Ensures that all legal documents are filed and copies are disseminated to involved parties. Swears in witnesses, notarizes documents, makes and maintains recordings of court proceedings. Ensures key personnel and other special staff are available to conduct court. Assists with daily operation of electronic courtroom equipment and document management system. Ensures special equipment is available to conduct court. Coordinates with clerk's office to get case files transported to courtroom. May act as a relief bailiff, and prepares the courtroom for court sessions, opens and closes each session of court.
- Provides assistance to court staff with the coordination of jury trial. Coordinates juror communication with the court and notifies the court of juror questions or notifications of verdict. Assists with the preparation of jury instructions and charges. May assist in the preparation of jury lists and questionnaires, as required.
- Conducts research on case activity and prepares statistical reports. Maintains effective document, file and record retrieval system. Compiles information in several specialized databases and extracts information through the use of queries. May be responsible for coordinating and tracking off-site case files.
- May ensure that all indigent defendants receive court appointed counsel. Manages rotating lists of attorneys with various levels of qualifications. Reviews cases in multiple databases to determine the appropriate setting and level of attorney qualification. Prepares appropriate legal paperwork necessary for court appointments. Enters jail case setting information to create the court's jail dockets.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:
Associate's degree in Criminal Justice, Public Administration, Business Administration or a directly related field AND four (4) years of responsible administrative or general business experience in a court, judicial, legal office or a directly related environment involving some limited legal research, administrative and technical duties;

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 legal terminology related to court system.
- Legal terminology, principles, procedures, documents and forms.
- Court scheduling and case management.
- Office protocol and 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:
- Working directly with judges and other court personnel.
- Communicating effectively with court participants and observers.
- Managing court dockets.
- Conducting legal research.
- Both verbal and written communication.

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Judicial Aide

JOB CODE:	15749	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	15	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Ability to:

- Prepare written opinions and other legal documents.
- Compile and analyze moderately complex statistical information.
- Conduct administrative duties for a judge in an office setting.
- Work under minimal direction.
- Prioritize work.
- Maintain confidential data and information for judicial staff.
- Establish and maintain effective working relationships with County employees and officials, judges, attorneys and other participants in the civil justice system, 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 sitting, client/customer contact, standing, walking, vision to monitor, repetitive motion, stooping/kneeling, squatting, bending, and reaching to perform the essential functions. Subject to extensive phone and client contact.

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: Judicial Aide Specialist

JOB CODE:	16750	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	16	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Under limited supervision, assists, advises and represents the judge in the execution of judicial duties in the operation of the court and coordinates activities of the court. Reports directly to the judge and interacts with other officials, attorneys, law enforcement and other agencies, County personnel, the media, and the general public. Manages the court's docket. Monitors all cases assigned to the specific court through indictment/filing and all appropriate court settings, until disposition. Assists the judge in analyzing problem cases, researching legal issues addressed in correspondence, and preparing legal documents, such as opinions, court orders, jury charges and judgments. Coordinates inmate attendance for the court.

DISTINGUISHING CHARACTERISTICS:

This is the second in a series of two judicial-related job classifications within the Administrative Support job family. This classification works directly under Criminal or Civil judges. This classification is distinguished from the Judicial Aide in that incumbents typically have more experience, fewer administrative duties, and more direct responsibility for case management and directly advise the judge in the execution of judicial duties. Work is performed primarily in a courtroom setting. Incumbents are responsible for managing, scheduling and monitoring the docket and other courtroom activities for a specific judge. This position has a significant impact on the operation of the court. Sensitivity to detail and confidentiality.

DUTIES AND RESPONSIBILITIES:

- Schedules, prepares and manages the docket for the court. Monitors all cases assigned to the specific court through indictment/filing, court settings and resettings, until disposition. Develops efficient procedures on managing dockets and case flow to ensure fair and speedy disposition in all cases and promote judicial efficiency. Ensures that cases are heard expeditiously through oversight and tracking of cases assigned to court. Maintains a thorough knowledge and understanding of criminal law and procedures. Notifies and ensures that all appropriate criminal justice and other entities and individuals are properly informed regarding court settings.
- Assists, advises and represents judge in the execution of judicial duties. Serves as a liaison between the judge and attorneys, law enforcement and other agencies, County and other officials and staff, the media and the public regarding case settings and proceedings. Coordinates communication exchange between assigned court and involved entities and individuals. Provides information regarding cases and local rules and practices, coordinates responses to media inquiries, and may represent the judge in various communications. May serve as media liaison regarding high profile cases. Ensures key personnel and others are available to conduct court. Arranges for equipment and supplemental services, as required for cases.
- Prepares legal documents such as opinions, court orders, jury charges and judgments. Conducts research on case activity and analyzes problem cases, as required. Conducts preliminary legal research in order to ascertain the correct agency to handle legal issues. Reviews correspondence sent to the court from constituents and others seeking information or assistance from the court. Ascertains if any action is required and prepares responses for the court. Receives office visitors and officials and responds to telephone inquires.
- Coordinates with the TCSO to arrange inmate attendance for the court. Tracks inmates assigned to the specific court to ensure that those cases are heard expeditiously. Arranges bench warrants for appropriate inmates. Arranges for interpreter services and psychological/psychiatric services, as required.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:
Associate's degree in Criminal Justice, Public Administration, Business Administration or a directly related field AND five (5) years of responsible administrative or general business experience in a court, judicial, legal office or a directly related environment involving some limited legal research, administrative and technical duties;

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Judicial Aide Specialist

JOB CODE:	16750	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	16	**LAST REVISED:**	10/01/09

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:
Bachelor's degree in Criminal Justice, Public Administration, Business Administration or a directly related field.

Knowledge, Skills, and Abilities:
Knowledge of:

- Policies, practices, procedures and terminology of assigned function.
- Federal, State, Local and County applicable laws, rules, regulations and guidelines.
- Criminal justice system policies and procedures.
- Legal terminology, principles, procedures, documents and forms.
- Penal Code and Code of Criminal Procedure.
- Indigence requirements.
- Docket management.
- Modern courtroom and office practices, procedures and methods.
- Computer equipment to include word processing, spreadsheets, databases and a variety of software packages.
- Business English, spelling and arithmetic, letter writing, grammar and punctuation, and report preparation.

Skill in:

- Working directly with judges and other legal staff.
- Problem-solving and decision-making.
- Conducting legal research.
- Scheduling and monitoring dockets.
- Both verbal and written communication.

Ability to:

- Manage and monitor all criminal cases assigned to the court.
- Receive, research, analyze, prioritize, and communicate information.
- Work independently.
- Manage time well, perform multiple tasks and prioritize work.
- Maintain confidential data and information for judicial staff.
- Establish and maintain effective working relationships with County employees and officials, judges, attorneys and other participants in the civil justice system, 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 sitting, client/customer contact, standing, walking, vision to monitor, repetitive motion, stooping/kneeling, squatting, bending, and reaching 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: Court Operations Officer

JOB CODE:	16755	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	16	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Under limited supervision, performs advanced complex legal, administrative, technical and operations assistance and research for judges and court staff. Maintains order and decorum of the court during hearings and trials. Assists the judge, attorneys, jurors and the public in their interaction with the court system. Coordinates activities within the courtroom and monitors and assists with daily implementation and use of electronic courtroom equipment and the document management system during trials and hearings. Sets and calendars cases for hearing or trial coordination with court staff. Compiles and maintains statistical case management and docket information. Verifies accuracy and completion of legal documents including adherence to deadlines and statutory compliance. Communicates with jurors, witnesses, attorneys, other courts, law enforcement agencies and members of the public regarding cases and proceedings. Assists with selection and notification of jurors and provides information to jurors, attorneys and citizens.

DISTINGUISHING CHARACTERISTICS:

This is a job classification within the Administrative Support job family. This classification is distinguished from the Judicial Aide in that incumbents typically have more experience, fewer administrative duties, more direct responsibility for case management and directly advises the judge in the execution of judicial duties. Work is performed primarily in a courtroom setting. Incumbents are responsible for managing, scheduling and monitoring the docket and other courtroom activities for a specific Judge. Incumbents have jury management responsibilities. This classification has a significant impact on the operation of the court. This classification also operates and troubleshoots the electronic courtroom equipment and document management system.

DUTIES AND RESPONSIBILITIES:

- Assists in development, coordination and monitoring of docket control for judges. Sets cases for hearing/trial and monitors status. Assists judges in designing docket schedule of various trial activities for assigned complex cases, administrative appeals and specialized dockets. Prepares and coordinates docket jury/non-jury. Performs docket entry. Coordinates transfer of cases between other courts and jurisdictions.
- Works and interacts with court staff, attorneys, jurors and the public by phone, mail, electronically and in person. Monitors case status to ensure accuracy and compliance with basic requirements and notifies parties of case settings, assignment of cases and coordination of any briefing schedules and docket control orders. Serves as liaison with members of the public, the bar, the bench, assorted agencies and litigants. Answers general questions about court activity, directs courtroom participants to the proper places, locates and summons litigants and witnesses. Responds to inquiries and communicates local rules and procedures to attorneys, other courts, the media, the general public and *pro se* litigants. Coordinates with law enforcement transportation units to arrange inmate attendance for court proceedings, as required. Assists elected officials and other administrative staff in retrieving and returning court files and exhibits, locating legal documents and making copies, greeting court participants, functioning as backup for other court staff, as required. Opens and closes each session of court and provides security while court is in session.
- Assists with daily operation of electronic courtroom equipment and document management system. Ensures key personnel and other special staff are available to timely conduct court proceedings and ensures special equipment is available to conduct court operations. Coordinates with departments as necessary in connection with operation and functioning of the document management system in court. Assists in ensuring pleadings, exhibits or documents are retrieved for court proceedings in the event electronic systems are down when court proceedings are scheduled to commence or pursuant to court request. Assists visiting judges with electronic courtroom operations and operation of the document management system, as required.
- Provides suggestions concerning adjustments and changes in operation, handling of jury panels or program administration within the court. Performs jury management duties, including assisting in jury empanelling, overseeing jurors during the trial process, providing for the needs of jurors and coordinating juror communication with the court and/or notifying the court in the event of juror questions and notice of verdict. Assists with preparation of jury instructions and jury charges for courts in jury trial, assists with jury lists, jury panel requests and juror questionnaires, as required.

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Court Operations Officer

JOB CODE:	16755	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	16	**LAST REVISED:**	10/01/09

DUTIES AND RESPONSIBILITIES: (Cont.)

- Performs complex legal, administrative and technical assistance for judges. Prepares written opinions, court orders, and other documents as requested. Performs general office duties, such as word processing, faxing, completion of reporting or statistical forms, ordering supplies, routing invoices, and responding to inquiries. Verifies accuracy and completeness of legal documents including adherence to local deadlines, policy and rule compliance, and statutory compliance. May perform complex statistical research, compilation of data and reporting on pending and disposed cases. Conducts research on case activity and preparation of statistical reports.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:
Associate's degree in Criminal Justice, Public Administration, Business Administration or a directly related field AND five (5) years of responsible administrative or general business experience in a court, judicial, legal office or a directly related environment involving some limited legal research, administrative and technical duties;

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:
Bachelor's degree in Criminal Justice, Public Administration, Business Administration or a directly related field.

Knowledge, Skills, and Abilities:
Knowledge of:
- Policies, practices, procedures, operations and legal terminology related to court system.
- Federal, State, Local and County applicable laws, rules, regulations and guidelines.
- Docket management.
- Courtroom procedures.
- Jury system and jury management.
- Modern office practices, procedures and methods.
- 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:
- Working directly with judges, juries and other legal staff.
- Maintaining order and decorum within a courtroom.
- Problem-solving and decision-making.
- Conducting legal research.
- Coordinating the work of others.
- Operating a variety of modern office equipment, including a computer.
- Both verbal and written communication.

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Court Operations Officer

JOB CODE:	16755	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	16	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Ability to:

- Perform complex legal, technical and administrative duties for a judge.
- Operate the data management system and electronic courtroom equipment.
- Manage time well, perform multiple tasks and prioritize work.
- Perform in a stressful environment while maintaining a professional manner.
- Research, compile, analyze, interpret and prepare a variety of statistical and other information.
- Establish and maintain effective operation of and decorum in the court.
- Establish and maintain effective working relationships with County employees and officials, judges, attorneys and, other participants in the civil justice system, 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 sitting, client/customer contact, standing, walking, vision to monitor, repetitive motion, stooping/kneeling, squatting, bending, and reaching 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: Legal Secretary

JOB CODE:	15789	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	15	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Under minimal supervision, provides legal secretarial assistance to assigned legal and/or compliance staff. Prepares, processes, and types legal documents such as contracts, briefs, summonses, complaints and motions. Enters, updates and retrieves information using multiple systems and databases. Collects, organizes and prepares files and materials for attorneys and compliance staff for use in court appearances or for transacting other legal business. Schedules appointments and maintains calendars. Acts as a liaison between attorneys, courts, witnesses, other agencies and the public.

DISTINGUISHING CHARACTERISTICS:

This is the first in a series of two legal secretarial-related job classifications within the Administrative Support job family. This classification is distinguished from the Legal Secretary Senior in that incumbents typically have less experience and do not function as lead Legal Secretaries or work directly for a Division Director. Sensitivity to detail and confidentiality.

DUTIES AND RESPONSIBILITIES:

- Drafts, under attorney supervision, various legal documents, including pleadings, motions, judgments, dispositions, subpoenas and correspondence for use in legal proceedings. Records messages of adjudication and disposition of cases, real estate and business transactions, child support payments or the status of contract and opinion preparations. Examines all files and paperwork for accuracy and completeness. Logs all file enhancements with updated status. Creates and updates case lists. Organizes case lists by attorney or investigator. Creates, organizes and prepares case files. Notifies personnel of case assignments and case closures.
- Acts as liaison between attorneys, courts, witnesses, victims, other agencies departments and the general public. Responds to inquiries from defense attorneys, victims, witnesses, others agencies and the general public regarding the status of cases, child support payments, or the status of contract and opinion preparations. Works closely with other government agencies and law enforcement agencies to facilitate the apprehension of defendants, docketing and prosecution of cases. Provides continuous updates to referring agencies, attorneys and the public concerning case status and disposition. Coordinates witness and attorney travel and lodging arrangements. Orchestrates travel to and from court for time-sensitive trial and grand jury appearances. Contacts criminal justice agencies and other sources to obtain information needed for prosecution of cases.
- Organizes, maintains and retrieves case files for assigned court or unit. Enters, updates and retrieves information using multiple systems and databases. Uses the computer to process, retrieve, and disseminate information and documents, including word processing functions for letters, memoranda and legal documents.
- Types legal documents and correspondence. Types, certifies and sends legal documents regarding a summary of action taken in court or wage garnishments. Transcribes interview tapes and maintains spreadsheets for case investigations and statistics. Screens walk-ins and telephone callers or complainants and refers to appropriate officer, managers, or locations. Proofreads legal documents (orders) prepared by staff. Assists attorneys in court and helps maintain court dockets and calendars.
- Schedules appointments, maintains calendars and reminder systems, and sorts and distributes incoming mail. Assists in budget preparation. Compiles and types statistical reports, and keeps monthly statistics on cases. Performs notary public services. Performs as backup for other clerical staff. Maintains court docket and court calendar. Troubleshoots office equipment, printers, computers, fax machines and copiers and schedules needed maintenance. Coordinates meetings and takes minutes. May serve as backup receptionist. May assist in training staff, processing payroll and various personnel actions.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:

Associate's degree in Legal Secretarial Science, Paralegal Studies, Criminal Justice, Public Administration, Business Administration or a directly related field AND two (2) years of advanced secretarial experience, including one (1) year as a Legal Secretary;

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Legal Secretary

JOB CODE:	15789	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	15	**LAST REVISED:**	10/01/09

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.

Knowledge, Skills, and Abilities:

Knowledge of:

- Policies, practices, procedures and legal terminology related to court system.
- Legal terminology, principles, procedures, documents and forms.
- File management and modern office practices.
- Word processing and other software programs.
- Business letter writing, grammar and punctuation, and report preparation.

Skill in:

- Organizing, updating and filing legal case files.
- Working with attorneys and other legal personnel in a high volume environment.
- Preparing legal correspondence.
- Operating a variety of modern office equipment, including a computer.
- Both verbal and written communication.

Ability to:

- Work independently on difficult or complex clerical tasks.
- Prepare, verify, correct and record legal documents and complicated legal instruments.
- Maintain confidential data and information.
- Establish and maintain effective working relationships with County employees and officials, attorneys, court personnel, law enforcement agencies, 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 sitting, client/customer contact, standing, walking, vision to monitor, listening to recording, repetitive motion, stooping/kneeling, squatting, bending, and reaching 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: Legal Secretary Senior

JOB CODE:	16790	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	16	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Under limited supervision, provides legal secretarial and administrative assistance to a division director or higher level of management. Independently generates complex legal documents and performs complex legal secretarial tasks. Independently verifies accuracy and completeness of legal documents and files, including adherence to completion deadlines and statutory compliance. May perform routine legal research. As lead worker, may assign work for other support staff within a legal environment, coordinate completion of tasks and division schedules, or monitor and allocate workloads and projects.

DISTINGUISHING CHARACTERISTICS:

This is the second in a series of two legal secretarial-related job classifications within the Administrative Support job family. This classification is distinguished from the Legal Secretary in that incumbents typically have more experience in complex legal document preparation and perform lead Legal Secretary duties or work directly for a Division Director. Sensitivity to detail and confidentiality.

DUTIES AND RESPONSIBILITIES:

- Acts as lead secretary for secretarial and clerical staff. Supervises, trains and coordinates work assignments of secretaries and clerks. May participate in secretarial and clerical staff selection, evaluation, promotion or retention processes. May chair and conduct monthly secretarial/clerical staff meetings. Provides technical advice and assistance to law clerks when they are involved in administrative duties and tasks. Resolves problems and monitors workflow. Assists in overseeing general procedures and assures that all courts are fully staffed. Interprets and applies operating principles and procedures. Informs and advises staff of upcoming events.
- Acts as primary secretarial support to Division Director. Provides legal secretarial assistance in complex cases. Provides some legal research for a Division Director or higher level of management, under direct attorney supervision. Streamlines and creates administrative processes. Coordinates schedules, meetings and group trainings. May monitor court meetings to ensure attendance, as required, and keep records of requested tasks. Prepares agenda requests and required backup. Schedules appointments and maintains calendars and reminder systems.
- May supervise or coordinate court dockets, maintain accurate information on all court settings and dockets, and coordinate pretrial docket settings. May perform duties of deputy clerk, i.e., issue summons, subpoenas, citations and notices, certify authenticity of copies of court documents, date-stamp, and file legal documents with court. Swears in witnesses, makes and maintains electronic recordings of court proceedings, files exhibits, prepares appeals, transcripts, as required.
- Drafts, under attorney supervision, various legal documents, including pleadings, motions, judgments, dispositions, subpoenas and correspondence for use in legal proceedings. Records messages of adjudication and disposition of cases, real estate and business transactions, child support payments or the status of contract and opinion preparations. Examines all files and paperwork for accuracy and completeness. Logs all file enhancements with updated status. Creates and updates case lists. Organizes case lists by attorney or investigator. Creates, organizes and prepares case files. Notifies personnel of case assignments and case closures.
- Acts as liaison between attorneys, courts, witnesses, victims, other agencies and the general public. Responds to inquiries from defense attorneys, victims, witnesses, others agencies and the general public regarding the status of cases, child support payments, or the status of contract and opinion preparations. Works closely with other government agencies and law enforcement agencies to facilitate the apprehension of defendants, docketing and prosecution of cases. May aid in locating witnesses and scheduling their appearance. Provides continuous updates to referring agencies, attorneys and the public concerning case status and disposition. Coordinates witness travel and lodging arrangements. Orchestrates travel to and from court for time-sensitive trial and grand jury appearances. Contacts criminal justice agencies and other sources to obtain information needed for prosecution of cases.

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Legal Secretary Senior

JOB CODE:	16790	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	16	**LAST REVISED:**	10/01/09

DUTIES AND RESPONSIBILITIES: (Cont.)

- Organizes, maintains and retrieves case files for assigned court or unit. Enters, updates and retrieves information using multiple systems and databases. Uses the computer to process, retrieve, and disseminate information and documents, including word processing functions for letters, memoranda, and legal documents. Records summary of actions taken in court, wage garnishments or other proceedings and maintains accurate files on assigned cases. Contacts criminal justice agencies and other sources to obtain information needed for prosecution of cases. Processes, retrieves and disseminates information and documents. Obtains information needed in prosecution of a criminal case or processing of a civil case from individuals and agencies. Obtains information needed to assist in drafting or reviewing legal documents relating to County business. May log cases filed or new files opened to reflect file numbers and dates assigned. May maintain tickler calendar for follow-ups. May prepare off-site storage for case files and be responsible for retrieval.
- Drafts, types and prepares legal documents and correspondence in connection with the adjudication and disposition of cases, opinions or other County transactions. Transcribes legal and other technical dictation. Proofreads legal documents. Compiles data from references, such as digests, encyclopedias, practice manuals, and other sources. Types, certifies, and sends legal documents regarding a summary of action taken in court or wage garnishments. Transcribes interview tapes and maintains spreadsheets for case investigations and statistics. Screens walk-ins and telephone callers or complainants and refers to appropriate officer, managers or locations. Proofreads legal documents (orders) prepared by staff. Assists with open records requests. May assist attorneys in court. May prepare prospective jurors Voir Dire process.
- Assists in and helps supervise budget preparation. Compiles and maintains case, billing, personnel and other statistics, and prepares reports. Performs notary public services. Ensures and maintains adequate inventory of office supplies for division or units. Schedules appointments, maintains calendars and reminder systems. Sorts and distributes incoming mail. Keeps monthly statistics on cases. Performs notary public service and performs for other clerical staff. Troubleshoots office equipment, printers, computers, fax machines and copiers and schedules needed maintenance. Coordinates meetings and takes minutes. May process payroll and perform other various personnel actions.
- May screen potential clients for eligibility of various County programs. Responds to inquiries from clients, the media, law enforcement agencies, plaintiff or defense attorneys, and the general public regarding status of cases, contracts and opinion preparations. May conduct criminal background checks and train others in conducting criminal background checks.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:
Associate's degree in Legal Secretarial Science, Paralegal Studies, Criminal Justice, Public Administration, Business Administration or a directly related field AND three (3) years of legal secretarial experience involving the use of legal forms and documents;

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:
Minimum of one (1) year of supervisory experience.

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Legal Secretary Senior

JOB CODE:	16790	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	16	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Knowledge, Skills, and Abilities:

Knowledge of:

- Policies, practices, procedures and legal terminology related to court system.
- Legal terminology, principles, procedures, documents and forms.
- File management and modern office practices.
- Methods of research and sources of legal information.
- Supervisory practices and workflow distribution.
- Business letter writing, grammar and punctuation, and report preparation.

Skill in:

- Working with Division Directors and other high-ranking officials.
- Organizing, updating and filing legal case files.
- Working with attorneys and other legal personnel in a high volume environment.
- Preparing legal correspondence.
- Operating a variety of modern office equipment, including a computer.
- Both verbal and written communication.

Ability to:

- Coordinate work among legal secretaries and other administrative personnel.
- Motivate, train and supervise work of clerical and/or secretarial employees.
- Resolve problems and review work of others for accuracy, completeness and timeliness.
- Work independently on difficult or complex clerical tasks.
- Prepare, verify and correct legal documents and complicated legal instruments.
- Maintain confidential data and information.
- Establish and maintain effective working relationships with other County employees and officials, attorneys, court personnel, law enforcement agencies, 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 sitting, client/customer contact, standing, walking, vision to monitor, repetitive motion, stooping/kneeling, squatting, bending, and reaching 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: Paralegal

JOB CODE:	17791	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	17	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Under moderate supervision or under supervision of an attorney, provides routine legal research support. Screens, reviews, analyzes and organizes case-related material required for Court presentation and/or case settlement in the Criminal and/or Civil Courts. Drafts agreed summary and default judgment motions and orders. Drafts various pleadings, discovery, motions, affidavits, and subpoenas. Coordinates the work of assigned secretarial support staff.

DISTINGUISHING CHARACTERISTICS:

This is the first in a series of two paralegal-related job classifications within the Administrative Support job family. This classification is distinguished from the Paralegal Senior in that incumbents do not supervise other Paralegals or serve as the primary agent in the research and drafting of legal memoranda on substantive and procedural legal topics. Sensitivity to detail and confidentiality. Customer and client contact. This classification may require work in secure facilities.

DUTIES AND RESPONSIBILITIES:

- Prepares and organizes pretrial case materials. Retrieves information from computer to assist case documentation. Contacts office staff, Court personnel, employees from other criminal justice agencies and others, as required to obtain information needed for prosecution of cases. Reviews, screens, and analyzes case-related materials for assigned cases and provides summary of facts to assigned attorneys. Processes documents, including preparation, filing and issuance of information. Obtains, indexes and outlines criminal histories, offense reports and all other relevant documents. Analyzes jury lists.
- Assists attorney(s) in preparation for depositions, trials, Court and administrative hearings. Coordinates witness appearance in all Court proceedings. Investigates facts, files pleadings and orders. Drafts correspondence to victims, clients, attorney(s), governmental agencies, law enforcement agencies and the general public as to the status of cases, contracts, or opinions. Conducts legal research, prepares files, subpoenas and other legal documents, as required. Meets with respondent's or defendant's attorney(s) to provide case information or discovery.
- Negotiates agreed judgments with defense attorneys. Drafts judgments, orders, contracts, payment agreements and other documents for assigned cases. May appear in Court with attorneys to take notes and follow up on items requested. Files documents with the court and appears on behalf of supervising attorney at Civil / District Court, and calls to obtain default judgments.
- Coordinates discovery, including drafting and calendaring of interrogatories, requests for disclosures, requests for production, requests for admissions and other requests in accordance with local, state, federal and administrative and agency rules and procedures. Drafts discovery responses and objections in assigned cases.
- Coordinates and schedules Court appearances, trials, depositions and meetings. Maintains Court settings for attorney's calendar. Responds to inquiries related to the cases pending and returns messages for assigned attorneys. Maintains personal time and billing records. Maintains statistical records and prepares reports. Responds to inquiries related to the pending cases and returns messages for assigned attorney(s). Communicates with office staff, adverse counsel and staff, Court Clerks and personnel, and other Travis County employees. Contacts witnesses and expert witnesses, as required. Interviews witnesses and prepares summaries. Receives and responds to open records requests.
- May select, train and supervise clerical support staff, including reviewing prepared files and documents. May locate and make contractual arrangements with foreign language interpreters.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:

Bachelor's degree in Paralegal Studies, Public Administration, Business Administration or a directly related field AND two (2) years experience as a paralegal;

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Paralegal

JOB CODE:	17791	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	17	**LAST REVISED:**	10/01/09

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:
Paralegal Certificate from a professionally recognized Paralegal/Legal Assistant program.

Knowledge, Skills, and Abilities:
Knowledge of:

- Federal, State, Local and County applicable laws, rules, regulations and guidelines.
- Law office management and administration.
- Open meetings laws and Public Information Act.
- Policies, practices, procedures and legal terminology related to Court system.
- Discovery process.
- Current legal trends in the interaction of law and professional ethics.
- Statistical and record keeping applications, including databases and spreadsheets.
- Business letter writing, grammar and punctuation, and report preparation.

Skill in:

- Acquiring, maintaining, organizing, analyzing and summarizing case evidence.
- Understanding legal terminology and English grammar.
- Case file examination for documentation accuracy.
- Operating a variety of modern office equipment, including a computer.
- Both verbal and written communication.

Ability to:

- Train and supervise clerical and administrative employees.
- Accurately and succinctly summarize legal information.
- Perform legal research.
- Establish and maintain effective working relationships with County employees and officials, judges, attorneys, Court personnel, other participants in the civil justice system, 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 sitting, client/customer contact, standing, walking, vision to monitor, repetitive motion, stooping/kneeling, squatting, bending, and reaching 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: Paralegal Senior

JOB CODE:	18792	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	18	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Under limited supervision or under supervision of an attorney, provides legal research support and screens, reviews, analyzes and organizes case-related material required for court presentation and/or case settlement in both the criminal and civil courts. Drafts agreed summary and default judgment motions and orders. Drafts various pleadings, discovery, motions, affidavits, and subpoenas. Manages attorney caseloads. Performs complex discovery work and assists attorneys in all facets of legal work related to advanced felony and other cases. Supervises the work of assigned paralegal and secretarial support staff.

DISTINGUISHING CHARACTERISTICS:

This is the second in a series of two paralegal-related job classifications within the Administrative Support job family. This classification is distinguished from the Paralegal in that incumbents supervise other Paralegals and serve as the primary agent in the research and drafting of legal memoranda on substantive and procedural legal topics. Incumbents also have a more pronounced role in the discovery process and high profile felony cases. Incumbents assist attorneys in analyzing, evaluating, developing and implementing process and systems to create more efficient work flow procedures. Sensitivity to detail and confidentiality. Customer and client contact. This classification may require work in secure facilities.

DUTIES AND RESPONSIBILITIES:

- Supervises, trains and coordinates work assignments of paralegals, secretarial, clerical, and other staff. May participate in paralegal, secretarial, clerical or other staff selection, promotion or retention processes and may help to evaluate them. May also chair and conduct monthly paralegal staff meetings.
- Assists attorney(s) in all stages in preparation for trials, court and administrative hearings, depositions, meetings and other proceedings. Preparation may include, but is not limited to, coordinating witness appearance in court, investigating facts, filing pleadings and orders, drafting correspondence to victims, clients, attorney(s), governmental agencies, law enforcement agencies and the general public as to the status of cases, contracts, or opinions. Coordinates, assembles, and prepares evidence, exhibits, affidavits, and other documents for use in court, administrative and other legal proceedings. Prepares trial notebooks. Appears in court with attorneys to take notes and follow up on items requested.
- Coordinates complex discovery, including drafting, responding and calendaring of interrogatories, requests for disclosures, requests for production, requests for admission and other requests for information in accordance with local, state, federal, administrative and agency rules and procedures.
- Researches and analyzes legal sources such as statutes, code law, administrative records, opinions, articles, land titles, abstracts, legislative histories and rules and regulations. Prepares and drafts legal memoranda on substantive and procedural legal topics consistent with research findings.
- Reviews, screens, and analyzes case-related materials for assigned cases and provides summary of facts to assigned attorneys. Conducts legal research assisting attorneys in case preparation, as required. Retrieves information from computer to assist case documentation and obtains other agency information related to case preparation. May locate and interview fact and expert witnesses. Maintains statistical records and prepares reports. Drafts, prepares, reviews, cites, checks and edits pleadings, motions, briefs, abstracts, legislative histories, petitions, answers, summary judgments, and other legal documents. Negotiates agreed judgments with defense attorneys. Drafts judgments, orders, contracts, payment agreements and other documents for assigned cases.
- Prepares and organizes pretrial case materials. Preparation may include, but is not limited to, obtaining, indexing and outlining criminal histories, offense reports and other relevant documents, analyzing jury lists and preparing and filing subpoenas and other legal documents. Meets with plaintiff's, respondent's or defendant's attorney(s) to provide case information or discovery.
- Files documents with the court and appears on behalf of supervising attorney at civil court uncontested docket.

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Paralegal Senior

JOB CODE:	18792	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	18	**LAST REVISED:**	10/01/09

DUTIES AND RESPONSIBILITIES: (Cont.)

- Manages attorney's case load, including scheduling, prioritizing, attending initial expert and fact witness interviews, investigating, organizing files for research and analysis, attending and analyzing depositions, preparing chronologies, fact summaries and witness files. Maintains court settings for attorney's calendar. Responds to inquiries related to the cases pending and returns messages for assigned attorneys.
- Assists in analyzing, evaluating, developing and implementing processes and systems to create more efficient workflow procedures in the criminal justice system.
- May educate and train employees regarding potential liabilities in law enforcement and correctional facilities.
- May attend meetings, post meeting agendas and assist with Public Information Act requests.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:
Bachelor's degree in Paralegal Studies, Public Administration, Business Administration or a directly related field AND three (3) years experience as a paralegal;

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:
Paralegal Certificate from a professionally recognized Paralegal/Legal Assistant program.

Preferred:
Project, lead or supervisory experience.

Knowledge, Skills, and Abilities:
Knowledge of:
- Federal, State, Local and County applicable laws, rules, regulations and guidelines.
- Law office management and administration.
- Policies, practices, procedures and legal terminology related to court system.
- Criminal and/or civil justice system policies and procedures.
- Discovery process.
- Open meetings law and the Public Information Act.
- Current legal trends in the interaction of law and professional ethics.
- Statistical and record keeping applications, including databases and spreadsheets.
- Business letter writing, grammar and punctuation, and report preparation.

Skill in:
- Acquiring, maintaining, organizing, analyzing and summarizing case evidence.
- Crafting legal documents.
- Working with witnesses, victims, attorneys and other court staff.
- Understanding legal terminology and English grammar.
- Operating a variety of modern office equipment, including a computer.
- Both verbal and written communication.

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Paralegal Senior

JOB CODE:	18792	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	18	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Ability to:

- Supervise and train clerical and administrative employees.
- Perform legal research.
- Accurately and succinctly summarize legal information.
- Prepare and draft legal memoranda on substantive and procedural legal topics consistent with research findings.
- Establish and maintain effective working relationships with County employees and officials, judges, attorneys, court personnel, other participants in the civil justice system, 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 sitting, client/customer contact, standing, walking, vision to monitor, repetitive motion, stooping/kneeling, squatting, bending, and reaching 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: Office Assistant

JOB CODE:	08793	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	08	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Under close supervision, performs a variety of office/clerical functions related to division/department. Performs a service such as greeting the public over the telephone or in person and refers them to the appropriate individuals, departments, or agencies or may provide counter service. Performs routine office/clerical tasks to include correspondence, basic spreadsheets, mail distribution, file and record maintenance, and assistance or information to customers. Maintains logs and simple databases. Uses some independent judgment interpreting and applying general office/clerical practices and procedures.

DISTINGUISHING CHARACTERISTICS:

This is the first in a series of three general clerical-related job classifications within the Administrative Support job family. This classification is distinguished from the Office Specialist by the general nature of clerical responsibilities (copying and filing) performed as opposed to the Office Specialist whose work requires specialized functional knowledge with independent decision-making within established limits.

DUTIES AND RESPONSIBILITIES:

- Performs receptionist duties, answers telephone, and directs calls. Takes and relays accurate messages. Provides information to telephone callers or transfers calls to appropriate personnel. Logs phone calls and visitors. Faxes information, as required. Courteously greets and receives the public. Answers general questions about the department, its functions and activities, and its interrelationships with County departments and outside agencies. Refers individuals to appropriate persons, departments, or agencies. Performs messenger duties, and picks up and delivers information to other County departments. Delivers verbal and written messages to unit members. Maintains a ready reference list for referrals. Maintains records of staff member's whereabouts. May produce and monitor staff and visitor identification badges. May schedule meeting rooms and appointments.
- Performs mail distribution duties. Opens, sorts, counts and distributes mail. Picks up and delivers mail, printing, equipment, and/or other material from various sites and/or office locations. Updates postage meter machine, ensures sufficient postage for mailings, and meters outgoing mail. Updates mailing lists. Prepares materials for mail outs.
- Performs general office clerical duties. Makes copies, orders and maintains adequate supplies. Coordinates pick-ups and deliveries. Maintains time keeping system, attends assigned meetings and records minutes. Develops forms, rosters, and mailing lists. Maintains appropriate suspense files and monitors suspense items regularly. Looks up information in files, replaces file folders, and generates labels on folders. Purges items from files and/or pulls and destroys inactive files. Issues file or case numbers. Reviews, validates, codes and processes a variety of documents. Reviews and verifies documents, and submits to departments and agencies. May scan data and maintain electronic files. Drafts and responds to inquiries. Assists clientele in completing forms. Maintains statistical data, records and logs. Performs data entry duties. Enters, maintains, and updates data or information on a computer. Types correspondence, labels, envelopes, spreadsheets and/or databases, reports, bills, vouchers, dockets, receipts, schedules, minutes, requisitions, notices, court waivers, discharge forms and other related items. May update records management documentation and maintain computerized tracking system.
- May perform cashier-related tasks. Receives, posts, and issues receipts (manually or using computer or computerized cash register) for payments for various instruments being filed or for fees or other charges which must be paid through assigned office. Makes cash change and performs cashiering functions, including providing and accounting for cash balances and ensures cash balances with issued receipts. Prepares cash and checks for deposit transaction (may make deposit). Processes checks returned for insufficient funds to recover payment.
- Performs other job-related duties as assigned.

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Office Assistant

JOB CODE:	08793	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	08	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS:

Education and Experience:
High School diploma or G.E.D. AND one (1) year of office/clerical 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:
Experience in data entry, general office machines, copiers and computer equipment, including word processing, spreadsheets, databases and a variety of software packages.

Knowledge, Skills, and Abilities:
Knowledge of:
- General office/clerical practices and procedures.
- Office/clerical telephone etiquette.
- File management and techniques.
- Principles and procedures of record keeping.
- Business English, spelling and arithmetic, letter writing, grammar and punctuation, and report preparation.

Skill in:
- Performing cashier duties, such as receiving cash, issuing and posting receipts for fee payments or other charges.
- Operating a variety of modern office equipment, including a computer.
- Both verbal and written communication.

Ability to:
- Follow verbal and written instructions and/or directions.
- Operate telephones.
- Maintain records and reports.
- Communicate verbally and in writing, and exercise tact and courtesy.
- 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, and reaching 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: Office Specialist

JOB CODE:	10795	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	10	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Under moderate supervision, performs moderately complex clerical and administrative support tasks involving some independent judgment. Performs a variety of administrative, technical or analytical work of a specialized nature in furtherance of department mission. Performs research and analysis. Performs general office functions. Provides direction and information to the public on department and County procedures, regulations and policies. Maintains document, file, and record retrieval systems.

DISTINGUISHING CHARACTERISTICS:

This is the second in a series of three general clerical-related job classifications within the Administrative Support job family. This classification is distinguished from the Office Assistant in that work requires specialized functional knowledge with independent decision-making within established limits. This classification is distinguished from the Office Specialist Senior in that incumbents typically have less experience, specialized knowledge and responsibility.

DUTIES AND RESPONSIBILITIES:

- Applies functional knowledge to analyze and respond to matters requiring basic knowledge of department policies and procedures. Performs research and analysis in furtherance of program and department goals. Gathers information and statistical data. Creates databases and generates reports using spreadsheets, databases, and word processing and presentation software.
- Performs general office functions. Writes and prepares correspondence. Performs and conducts research and interpretation of data. Proofs documents and performs quality control reviews. Opens and distributes incoming mail, prepares mail outs, and maintains mailing lists. Maintains office schedules and appointments. Makes copies, does filing and sends faxes. Performs data entry on a regular basis. Schedules meetings, conferences and facilities. May assist with department personnel functions. Performs general office activities, such as ensuring facility availability, opening and closing doors, assisting in administrative staff support. Participates in complex/technical administrative projects with staff as directed. Assists with specialized or difficult work activities of subordinates or other staff members, such as mileage and travel/training requests and submittals. Responds to technical administrative questions, and ensures necessary follow-up.
- Performs receptionist duties, answers telephone, directs calls, office errands and takes and relays accurate messages. Logs phone calls and visitors. Greets and receives the public. Answers general questions about the department, its functions and activities, and its interrelationships with County departments and outside agencies. Refers individuals to appropriate persons, departments, or agencies.
- Provides direction and information to the public on department and County procedures, regulations and policies. Records transactions and maintains manual and computerized journal entries. Processes financial reports, including receipts, claims, and disbursements. Receives, posts and issues receipts for fee payments or other charges and submits monies and pertinent information to appropriate departments.
- Maintains effective document, file, and record retrieval systems. Maintains accountability for paper and electronic files. Creates, compiles, retrieves and disseminates information using computer and paper files. May be responsible for record storage. May maintain records and files for microfilming. May be responsible for scanning documents and managing indexed files. May serve as timekeeper.
- May translate for Spanish speaking clients. Serves as a notary public. Orders and purchases office supplies.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:
High School diploma or G.E.D. AND three (3) years of responsible office/clerical experience, including the operation of computer equipment to include word processing, spreadsheets, databases and a variety of software packages;

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Office Specialist

JOB CODE:	10795	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	10	**LAST REVISED:**	10/01/09

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.

Knowledge, Skills, and Abilities:
Knowledge of:

- Modern office/clerical practices, procedures, and methods.
- Policies, practices, procedures and terminology of assigned function.
- File management and techniques.
- Principles and procedures of record keeping.
- Customer service etiquette.
- Computer equipment to include word processing, spreadsheets, databases and a variety of software packages.
- Business English, spelling and arithmetic, letter writing, grammar and punctuation and report, preparation.

Skill in:

- Conducting research and presenting information.
- Processing financial reports, including receipts, claims, disbursements, travel, purchasing and mileage submittals.
- Performing cashier duties, such as receiving cash, issuing and posting receipts for fee payments or other charges.
- Operating a variety of modern office equipment, including a computer.
- Both verbal and written communication.

Ability to:

- Compile data and write clear and comprehensive reports.
- Understand and carry out verbal and written directions.
- Perform multitasking.
- Create effective filing systems, and retrieve and disseminate information.
- 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, and reaching 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: Office Specialist Senior

JOB CODE:	12796	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	12	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Under limited direction, performs advanced complex clerical and administrative work in a specific subject area. Provides advanced customer service functions and fosters positive public relations. Performs a variety of advanced administrative, analytical, or technical work of a highly specialized nature. Coordinates or performs all functions within a distinct, complex program area. Analyzes, resolves and documents difficult problems by using appropriate and defined methods. Researches operational databases, manuals and electronic files to respond to customers and/or caller inquiries. Coordinates and completes data collection, analysis, reporting, documentation or projects. Supervises and trains clerical subordinates.

DISTINGUISHING CHARACTERISTICS:

This is the third in a series of three general clerical-related job classifications within the Administrative Support job family. This classification is distinguished from the Office Specialist 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. This classification is distinguished in that incumbents frequently work under their own initiative in performing advanced administrative/support duties and/or providing formalized work leadership. Frequently trains and/or supervises subordinate clerical personnel. The results of assigned projects have direct impact on the accomplishment or establishment of the divisional and/or departmental goals and objectives.

DUTIES AND RESPONSIBILITIES:

- Applies functional knowledge to analyze and respond to matters requiring comprehensive knowledge of department policies and procedures. Performs and conducts research and interpretation of data. Coordinates and completes data collection, analysis, reporting, documentation or projects and other duties to ensure accurate and timely processing or development of required operational needs. Researches operational databases, manuals and electronic files to respond to customers and/or caller inquiries. Compiles information in a self-reporting relational database system and generates monthly workload and performance reports.
- Coordinates or performs all functions within a distinct, complex program area easily distinguishable from other operations or involving specialized operations that are not readily integrated into other work processes within the department. Performs highly specialized duties in furtherance of department/division mission. Supervises and trains clerical subordinates. Assists in computer training of new employees and general training of volunteers. Provides assistance to others on difficult assignments.
- Analyzes, resolves and documents difficult problems by using appropriate and defined methods. Authorizes exceptions to policy within defined limits and response time subject to demand for immediate service. Reports to and advises customers, representatives of other counties, law enforcement agencies and businesses. Documents actions taken in response to all inquiries.
- Acts as primary customer contact for assigned function with outside organizations or other departments. Responds to technical computer system and/or administrative questions and ensures necessary follow up. Responds to requests in person, by mail, and by telephone, based upon the application of established rules and regulations. Provides technical advice and assistance regarding documents required for all types of transactions. Takes initial steps to resolve and/or resolves citizen complaints about division/department. Ensures departmental policies and procedures are followed and statutory requirements are met.
- Performs various tasks involving processing of forms, letters, data entry/retrieval, equipment maintenance and inventory control. Participates in complex technical administrative projects with staff as directed. Assists with specialized or difficult work activities of subordinates or other staff members. Reviews documents presented for transactions. Prepares forms and determines amount of fee by applying established rules and regulations. Collects fees and provides receipts. May perform duties of Office Specialist. May serve as timekeeper. May perform transcription duties, as required for the generation of autopsy reports and other documents.
- Performs other job-related duties as assigned.

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Office Specialist Senior

JOB CODE:	12796	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	12	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS:

Education and Experience:
High School diploma or G.E.D. AND four (4) years of increasingly responsible office/clerical experience, including the operation of computer equipment to include word processing, spreadsheets, databases and a variety of software packages AND a minimum of one (1) year experience in a directly related function;

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:
- Modern office/clerical practices and procedures, and methods.
- 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 and a variety of software packages.
- Business letter writing, grammar and punctuation, and report preparation.

Skill in:
- Resolving complex problems.
- Conducting research and presenting information.
- Processing financial reports, including receipts, claims, and disbursements.
- Performing cashier duties, such as receiving cash, issuing and posting receipts for fee payments or other charges.
- Recording and compiling material for reports.
- Operating a variety of modern office equipment, including a computer.
- Both verbal and written communication.

Ability to:
- Compile data and to write clear and comprehensive reports.
- Create effective filing systems, and retrieve and disseminate information.
- Train and supervise office personnel.
- Work independently and accomplish department/division objectives.
- Perform multitasking.
- Maintain confidential data and information for executive staff.
- Understand and carry out verbal and written directions.
- 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, and reaching 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: Tax Specialist I

JOB CODE:	12800	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	12	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Under close supervision, performs moderately complex clerical support tasks involving independent judgment. Performs a variety of work tasks of a specialized nature, including processing registrations, property tax payments, court fines, fees and simple titles. Applies knowledge of tax, court and voter registration policies to customer circumstances and works to resolve customer issues.

DISTINGUISHING CHARACTERISTICS:

This is the first in a series of three tax-related job classifications within the Administrative Support job family. This classification is distinguished from the Tax Specialist II in that incumbents typically have limited tasking capabilities, do not process complex titles, and require extensive supervision to meet standards. This is an entry-level job classification with a pronounced emphasis on customer service.

DUTIES AND RESPONSIBILITIES:

- Applies functional knowledge to analyze and respond to matters requiring basic knowledge of department policies and procedures. Performs and conducts research and interpretation in a variety of substantive areas, including whether registrants are in compliance with Texas Traffic Laws, Property Tax Code, Alcoholic Beverage Code, and Texas Election Law. Applies knowledge to system of court fines and fees to determine necessary method of transaction completion. Analyzes simple tax accounts/court cases and legal documents.
- Processes registrations, property tax payments, court fines and fees. Determines eligibility and compliance of voter registration applications. Returns incomplete voter registration applications to applicants with explanation of additional information required. Performs tasks necessary to complete mail-in license registration, subcontractor renewals and title applications. Processes simple titles independently.
- Records transactions and maintains manual and computerized journal entries. Processes financial reports, including receipts, claims, and disbursements. Performs cashiering functions on a rotating basis and balances cash drawer at the end of shift. Balances tax revenues to tax payments and receipts on a daily basis. Receives, posts and issues receipts for fee payments or other charges and submits monies and pertinent information to appropriate departments.
- Approves short-term payment arrangements within office guidelines. Reviews delinquent accounts and contacts appropriate party(s) for payment.
- Maintains effective document, file, and record retrieval system. Maintains accountability for files processed through the system. Enters data from document receipts into automated record system. Compiles information using computer systems. Audits data entry reports and prints final reports for other departments.
- Performs general office functions, including gathering information and statistical data, creating databases and generating reports using spreadsheet and database software. Writes and prepares correspondence. Provides direction and information to the public on procedures, forms and regulations. Provides public with file information, in person and by telephone and may act as the primary contact for assigned functions. May perform general office activities, such as ensuring facility availability, opening and closing doors, and assisting in administrative staff support. May staff service counters, information booth, drive through and lobby areas to assist customers.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:
High School diploma or G.E.D. AND four (4) years of increasingly responsible office/clerical experience, including the operation of modern office procedures and computer equipment to include word processing, spreadsheets, databases and a variety of software packages. Must have customer service experience AND a minimum of one (1) year experience in a directly related function;

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Tax Specialist I

JOB CODE:	12800	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	12	**LAST REVISED:**	10/01/09

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:
Negotiation experience.
Call center experience.
Valid Texas Driver's License.

Knowledge, Skills, and Abilities:
Knowledge of:

- Customer service and resolving customer problems.
- Texas Traffic Laws, Property Tax Code, Alcoholic Beverage Code, and Texas Election Law.
- Modern office/clerical practices and procedures, and methods.
- Application of court fines and fees.
- File management and techniques.
- 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:

- Working with customers, both in person and on the phone.
- Resolving complex problems.
- Conducting research and presenting information.
- Processing financial reports, including receipts, claims, and disbursements.
- Performing cashier duties, such as receiving cash, issuing and posting receipts for fee payments or other charges.
- Working independently.
- Analyzing data.
- Negotiating payment plans.
- Recording and compiling material for reports.
- Operating a variety of modern office equipment, including a computer.
- 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 departmental clientele, representatives of outside agencies, other County employees and officials, and the general public.

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Tax Specialist I

JOB CODE:	12800	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	12	**LAST REVISED:**	10/01/09

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, and reaching 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: Tax Specialist II

JOB CODE:	14801	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	14	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Under minimal supervision, performs complex clerical support tasks involving independent judgment. Performs a variety of work tasks of a specialized nature, including processing registrations, property tax payments, court fines, fees and simple and complex titles. Applies knowledge of tax, court and voter registration policies to customer circumstances and works to resolve customer issues. Provides problem solving assistance to subordinate staff.

DISTINGUISHING CHARACTERISTICS:

This is the second in a series of three tax-related job classifications within the Administrative Support job family. This classification is distinguished from the Tax Specialist I in that incumbents typically have more experience, extensive tasking capabilities, require limited supervision to meet performance standards and provide leadership to subordinate personnel. This classification is distinguished from the Tax Specialist III in that incumbents do not typically perform special projects and do not perform officially in a supervisory capacity.

DUTIES AND RESPONSIBILITIES:

- Applies functional knowledge to analyze and respond to matters requiring basic knowledge of department policies and procedures. Performs and conducts research and interpretation in a variety of substantive areas, including whether registrants are in compliance with Texas Traffic Laws, Property Tax Code, Alcoholic Beverage Code, and Texas Election Law. Applies knowledge to system of court fines and fees to determine necessary method of transaction completion. Analyzes moderately complex tax accounts/court cases and legal documents.
- Processes registrations, property tax payments, court fines and fees. Determines eligibility and compliance of voter registration applications. Returns incomplete voter registration applications to applicants with explanation of additional information required. Performs tasks necessary to complete mail-in license registration, subcontractor renewals and title applications. Processes simple and complex titles.
- Records transactions and maintains manual and computerized journal entries. Processes financial reports, including receipts, claims, and disbursements. Performs cashiering functions on a rotating basis and balances cash drawer at the end of shift. Balances tax revenues to tax payments and receipts on a daily basis. Receives, posts and issues receipts for fee payments or other charges and submits monies and pertinent information to appropriate departments. Reviews and analyzes monetary reports.
- Interviews and communicates with defendants and property owners regarding financial status and delinquency of accounts or cases, and with latitude approves payment terms. Reviews delinquent accounts and contacts responsible party(s) for payment. Initiates appropriate legal action, as required.
- Maintains effective document, file, and record retrieval system. Maintains accountability for files processed through the system. Enters data from document receipts into automated record system. Compiles information using computer systems. Audits data entry reports and prints final reports for other departments.
- Performs general office functions, including gathering information and statistical data, creating databases and generating reports using spreadsheet and database software. Writes and prepares correspondence. Provides direction and information to the public on procedures, forms and regulations. Provides public with file information in person and by telephone, and may act as the primary contact for assigned functions. May perform general office activities, such as ensuring facility availability, opening and closing doors, and assisting in administrative staff support. May staff service counters, information booth, drive through and lobby areas to assist customers.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:

High School diploma or G.E.D. AND five (5) years of increasingly responsible office/clerical experience, including the operation of modern office procedures and computer equipment to include word processing, spreadsheets, databases and a variety of software packages. Must have customer service experience AND a minimum of two (2) years experience in a directly related function;

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Tax Specialist II

JOB CODE:	14801	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	14	**LAST REVISED:**	10/01/09

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:
Negotiation experience.
Call center experience.
Valid Texas Driver's License.

Knowledge, Skills, and Abilities:
Knowledge of:

- Customer service and resolving customer problems.
- Texas Traffic Laws, Property Tax Code, Alcoholic Beverage Code, and Texas Election Law.
- Modern office/clerical practices and procedures, and methods.
- Application of court fines and fees.
- File management and techniques.
- 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:

- Working with customers, both in person and on the phone.
- Assisting employees with complex problems.
- Resolving complex problems.
- Conducting research and presenting information.
- Processing financial reports, including receipts, claims, and disbursements.
- Performing cashier duties, such as receiving cash, issuing and posting receipts for fee payments or other charges.
- Working independently.
- Analyzing data.
- Negotiating payment plans.
- Recording and compiling material for reports.
- Operating a variety of modern office equipment, including a computer.
- 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.

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Tax Specialist II

JOB CODE:	14801	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	14	**LAST REVISED:**	10/01/09

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, and reaching 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: Tax Specialist III

JOB CODE:	15802	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	15	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Under general supervision, performs advanced clerical tasks involving independent judgment. Performs a variety of work tasks of a specialized nature, including processing registrations, property tax payments, court fines, fees and complex titles. Completes special projects. Analyzes and completes monetary reports. Applies knowledge of tax, court and voter registration policies to customer circumstances and works to resolve customer issues. Performs as a lead worker and acts in a supervisory capacity, as required.

DISTINGUISHING CHARACTERISTICS:

This is the third in a series of three tax-related job classifications within the Administrative Support job family. This classification is distinguished from the Tax Specialist II in that incumbents typically have more experience, have more tasking capabilities, complete special projects and assignments and perform in a supervisory capacity, as required.

DUTIES AND RESPONSIBILITIES:

- Applies functional knowledge to analyze and respond to matters requiring basic knowledge of department policies and procedures. Performs and conducts research and interpretation in a variety of substantive areas, including whether registrants are in compliance with Texas Traffic Laws, Property Tax Code, Alcoholic Beverage Code, and Texas Election Law. Applies knowledge to system of court fines and fees to determine necessary method of transaction completion. Analyzes extremely complex tax accounts/court cases and legal documents.
- Processes registrations, property tax payments, court fines and fees. Determines eligibility and compliance of voter registration applications. Returns incomplete voter registration applications to applicants with explanation of additional information required. Performs tasks necessary to complete mail-in license registration, subcontractor renewals and title applications. Processes complex titles.
- Records transactions and maintains manual and computerized journal entries. Processes financial reports, including receipts, claims, and disbursements. Performs cashiering functions on a rotating basis and balances cash drawer at the end of shift. Balances tax revenues to tax payments and receipts on a daily basis. Receives, posts and issues receipts for fee payments or other charges and submits monies and pertinent information to appropriate departments.
- Interviews and communicates with difficult defendants and complex property owners regarding financial status and delinquency of accounts or cases and with great latitude approving payment terms. Reviews delinquent accounts and contacts responsible party(s) for payment. Initiates and approves subordinates legal action, as required.
- Maintains effective document, file, and record retrieval system. Maintains accountability for files processed through the system. Enters data from document receipts into automated record system. Compiles information using computer systems. Audits data entry reports and prints final reports for other departments.
- Performs general office functions, including gathering information and statistical data, creating databases and generating reports using spreadsheet and database software. Writes and prepares correspondence. Provides direction and information to the public on procedures, forms and regulations. Provides public with file information in person and by telephone, and may act as the primary contact for assigned functions. May perform general office activities, such as ensuring facility availability, opening and closing doors, and assisting in administrative staff support. May staff service counters, information booth, drive through and lobby areas to assist customers.
- Performs special projects, as required. Serves as a reference to subordinate personnel and routinely reviews work of others for completeness and timeliness. Performs supervisory duties, as required.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:

High School diploma or G.E.D. AND six (6) years of increasingly responsible office/clerical experience, including the operation of modern office procedures and computer equipment to include word processing, spreadsheets, databases and a variety of software packages. Must have customer service experience AND a minimum of three (3) years experience in a directly related function;

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Tax Specialist III

JOB CODE:	15802	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	15	**LAST REVISED:**	10/01/09

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:
Negotiating experience.
Call center experience.
Lead worker experience.
Valid Texas Driver's License.

Knowledge, Skills, and Abilities:
Knowledge of:

- Customer service and resolving customer problems.
- Texas Traffic Laws, Property Tax Code, Alcoholic Beverage Code, and Texas Election Law.
- Modern office/clerical practices and procedures, and methods.
- Application of court fines and fees.
- File management and techniques.
- 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:

- Acting as a lead worker.
- Working with customers, both in person and on the phone.
- Assisting employees with complex problems.
- Resolving complex problems.
- Conducting research and presenting information.
- Processing financial reports, including receipts, claims, and disbursements.
- Performing cashier duties, such as receiving cash, issuing and posting receipts for fee payments or other charges.
- Working independently.
- Analyzing data.
- Negotiating payment plans.
- Recording and compiling material for reports.
- Operating a variety of modern office equipment, including a computer.
- 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.

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Tax Specialist III

JOB CODE:	15802	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	15	**LAST REVISED:**	10/01/09

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, and reaching 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: Administrative Assistant I

JOB CODE:	11500	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	11	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Under moderate supervision, performs a variety of responsible administrative duties. Drafts various documents and correspondence. Operates basic spreadsheets, performs typing/word processing duties, and establishes and maintains files and records. Schedules appointments and serves as intermediary for division/department head/elected official in carrying out important delegated administrative detail tasks. Answers routine questions and participates in budget preparations. May produce reports and serve in an analytical capacity. Researches and interprets rules, regulations, policies and procedures to staff, other agencies, and the public. Performs and/or monitors divisional/departmental purchasing. Coordinates work load of clerical staff and assists in resolving problems and conflicts. May oversee work of other clerical staff, coordinate work with other units and provide training.

DISTINGUISHING CHARACTERISTICS:

This is the first in a series of five administrative-related job classifications within the Administrative Support job family. This classification is distinguished from the Administrative Assistant II in that incumbents perform more general administrative duties than the Administrative Assistant II. This classification is characterized by the unique mix of function administrative duties performed.

DUTIES AND RESPONSIBILITIES:

- Performs direct administrative support services for division/department head or elected official. Schedules and coordinates appointment calendars as directed. Receives visitors, answers telephone calls and voice mails. Assists the general public, visitor or caller by answering questions or providing information regarding office, work unit and countywide activities and programs, policies or procedures utilizing thorough knowledge of office operations and/or County funded programs. Attends committee meetings, budgetary hearings, and task force meetings. Takes and transcribes minutes for division/department. Serves as liaison to staff, outside agencies and the public concerning information. May serve as notary public.
- Composes, prepares, and processes various documents, such as correspondence, letters, memoranda, mailers, court documents, and reports. Formats and proofreads documents. Maintains mailing lists. May develop and implement office forms. Faxes and copies documents. Researches and interprets rules, regulations, policies and procedures to staff, other agencies, and the public. Assists in research and preparation of spreadsheets and/or databases, reports and statistical data. Prepares monthly report of expenditures, and reconciles/balances division/department expenditures.
- Participates in budget preparation and justification. Performs and/or monitors divisional/departmental purchasing. Records expenditures and maintains fiscal control over line items in divisions/departments or divisions administrative budget. Prepares purchase orders for equipment and office supplies within purchasing guidelines. Maintains office supply inventory.
- May complete personnel forms, workers compensation claims and leave forms/requests for payroll. Sets up and maintains personnel files. Verifies and prepares and/or updates timesheets, distributes payroll checks, completes personnel action forms and vacancy announcements. May serve as personnel liaison. May issue staff identification cards. Performs transcription duties, as required for the generation of autopsy reports and other documents.
- Coordinates work load of clerical staff and assists in resolving problems and conflicts. May oversee work of other clerical staff, coordinate work with other units and provide training. May process payments and log payments into appropriate databases.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:

Associate's degree in Public Administration, Business Management or a directly related field AND one (1) year of increasingly responsible administrative experience;

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Administrative Assistant I

JOB CODE:	11500	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	11	**LAST REVISED:**	10/01/09

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.

Knowledge, Skills, and Abilities:
Knowledge of:
- Standard office administration practices and procedures.
- Administrative filing and record keeping operations.
- Policies, practices, procedures and terminology of assigned function.
- Budgeting and purchasing 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:
- Supervising subordinate clerical staff.
- Conducting research in areas of substantive importance.
- Maintaining important files and records.
- Compiling data and writing clear and comprehensive reports and letters.
- Writing reports, business memos and other documents.
- Both verbal and written communication.

Ability to:
- Independently prepare correspondence, memorandums, and other materials.
- Perform responsible administrative involving the use of independent judgment.
- Research, compile, analyze, interpret and prepare a variety of fiscal, statistical and administrative reports.
- Maintain standard filing and accounting systems.
- 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 10-20 pounds occasionally, visual acuity, speech and hearing, hand and eye coordination and manual dexterity necessary to operate a computer and office equipment. Subject to sitting, client/customer contact, standing, walking, vision to monitor, repetitive motion, stooping/kneeling, squatting, bending, and reaching 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: Administrative Assistant II

JOB CODE:	13505	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	13	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Under minimal supervision, performs a variety of responsible and administrative work unique to the work unit requiring initiative and independent judgment. Serves as intermediary for department head or elected official in carrying out important delegated administrative detail tasks. Maintains official records requiring knowledge of a specialized subject matter. Coordinates office schedules and work loads. Interprets and explains established policies and procedures. Participates in budget preparation and may supervise subordinate personnel. Incumbents may have contact with high-level administrative offices requiring use of business vocabulary, tact, discretion and independent judgment.

DISTINGUISHING CHARACTERISTICS:

This is the second in a series of five administrative-related job classifications within the Administrative Support job family. This classification is distinguished from the Administrative Assistant I in that the major duties performed are administrative in nature and clerical duties are performed infrequently. This classification also has a higher degree of supervisory responsibility. This classification is distinguished from the Administrative Associate or Executive Assistant in that incumbents do not serve in an advisory capacity or perform constituent service.

DUTIES AND RESPONSIBILITIES:

- Performs direct administrative support services for a department head or elected official. Coordinates calendar and travel arrangements for department head or elected official. Performs a variety of administrative support activities for supervisor, such as composing replies to correspondence. Keeps supervisor(s) informed of significant items requiring supervisory review or action. Monitors work flow by relaying assignments, calling attention to deadlines, and obtaining progress reports. Maintains frequent contacts for supervisor with other departments and agencies. Provides administrative assistance in program development, grant proposals, contract management, and management of special projects. May serve as notary public.
- Composes, prepares, and processes various documents, such as correspondence, letters, memoranda, court documents and reports. Formats and proofreads documents. May develop and implement office forms. Edits, copies and faxes documents. Opens and reviews all incoming mail. Routes and/or answers inquiries and composes correspondence on general and technical matters. Organizes, establishes and maintains filing system for correspondence, records, documents, conferences and publications. Receives visitors and officials. Answers and screens telephone calls, voice mails and e-mails. Assists the general public by answering questions or providing information regarding office, work unit and countywide activities and programs, policies or procedures. Serves as liaison to staff, outside agencies and the public concerning information or complaints. Resolves problems within scope of position. Conducts research, creates and maintains databases and spreadsheets, summarizes and analyzes information, performs and calculates statistical analysis, and compiles data to prepare special and recurring reports containing specialized information. Prepares agenda, attends meetings and records minutes. May track committee member attendance. Attends committee meetings, budgetary hearings, and task force meetings.
- Completes personnel forms, workers compensation claims and leave forms/requests for payroll. Sets up and maintains personnel files. Verifies and prepares and/or updates timesheets and distributes payroll checks. Completes personnel action forms and vacancy announcements and may issue staff identification cards. May serve as personnel liaison.
- Maintains, monitors and reconciles departmental budgets. Prepares monthly report of expenditures. Performs departmental purchasing and records expenditures. Assumes responsibility for fiscal control over line items in department's administrative budget. Monitors expenditures and performs budget analysis on accounts and reviews transactions. Collects fees, prepares deposits and reports, researches discrepancies and prepares special and recurring management financial/budget departmental reports. Monitors equipment repairs. May participate in budget preparation and justification.

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Administrative Assistant II

JOB CODE:	13505	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	13	**LAST REVISED:**	10/01/09

DUTIES AND RESPONSIBILITIES: (Cont.)

- Interviews, evaluates, and makes recommendations for hiring clerical staff. Trains and supervises clerical staff. Provides input on merit increases, promotions, disciplinary actions, and dismissals for clerical staff. May supervise, monitor and coordinate work assignments.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:
Associate's degree in Public Administration, Business Management or a directly related field AND two (2) years of increasingly responsible administrative/secretarial and clerical 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:
One (1) year of supervisory experience.

Knowledge, Skills, and Abilities:
Knowledge of:
- Standard office administration practices and procedures.
- Specialized subject matter.
- Personnel rules and procedures.
- Policies, practices, procedures and terminology of assigned function.
- Budgeting and purchasing 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:
- Training and supervising administrative and clerical staff.
- Conducting research in areas of substantive importance.
- Maintaining important files and records.
- Compiling data and writing clear and comprehensive reports and letters.
- Writing reports, business memos and other documents.
- Both verbal and written communication.

Ability to:
- Manage office workflow and delegate responsibilities.
- Independently prepare correspondence, memorandums, and other materials.
- Perform responsible and complex administrative/secretarial work involving the use of independent judgment.
- Research, compile, analyze, interpret and prepare a variety of fiscal, statistical and administrative reports.
- Maintain confidential data and information for executive staff.
- Train and supervise office personnel.
- Assist in monitoring a budget and implementing and maintaining standard filing and accounting systems.
- 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

JOB TITLE: Administrative Assistant II

JOB CODE:	13505	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	13	**LAST REVISED:**	10/01/09

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

Physical requirements include the ability to lift/carry up to 10-20 pounds occasionally, visual acuity, speech and hearing, hand and eye coordination and manual dexterity necessary to operate a computer and office equipment. Subject to sitting, client/customer contact, standing, walking, vision to monitor, repetitive motion, stooping/kneeling, squatting, bending, and reaching 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: Administrative Associate

JOB CODE:	14506	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	14	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Under general supervision, assists an elected official or department head in advanced administrative support activities. Performs a variety of highly complex administrative work unique to the work unit. Work requires independent judgment, initiative and authority. Work includes coordinating staff and general administrative functions to include monitoring budgets, administrative affairs, personnel matters, and interpreting policies and procedures. Serves as liaison between the department, officials, agencies, and the public. Performs a variety of research, planning, and technical duties. Handles problems and non-routine situations by determining the approach or action to take and implementing guidelines, policies and procedures. Incumbents may have contact with high-level administrative offices requiring use of business vocabulary, tact, discretion and judgment. Sets work unit priorities and interprets policy. Authorizes purchase requisitions and budget adjustments. Utilizes knowledge of policies and procedures to speak on behalf of supervisor and performs constituent services. Serves as an advisor to elected official or department head.

DISTINGUISHING CHARACTERISTICS:

This is the third of five administrative-related job classifications within the Administrative Support job family. This classification emphasizes a variety of support functions focusing on administrative and office management functions and responsibilities, organization and coordination toward accomplishment of program, divisional or departmental goals, objectives and departmental budgetary functions. This classification is distinguished from the Administrative Assistant II in that incumbents serve in an advisory capacity, perform constituent service and have complete knowledge of the supervisor's activities. The major duties performed are administrative in nature and require a high degree of independent judgment, discretion, initiative and authority. The results of assigned projects have direct impact on the accomplishment or establishment of the divisional and/or departmental goals and objectives.

DUTIES AND RESPONSIBILITIES:

- Performs direct administrative support services for designated elected official/department head. Schedules and coordinates appointment calendar as directed utilizing knowledge of priorities and prearranged plans. Schedules meeting rooms, reserves necessary equipment, prepares daily itineraries and assembles necessary background materials. Sends meeting notices and reminders. Attends meetings to record and report on proceedings. Keeps supervisor(s) informed of significant items requiring supervisory review or action. May prepare Commissioners agenda packet for Commissioners Court meetings and brief supervisors on agenda items. May serve as notary public.
- Supervises, monitors, prioritizes and makes daily decisions on work load schedules to meet work unit operations. Trains and supervises clerical staff. Interviews, evaluates, and makes recommendations for hiring, merit increases, promotions, disciplinary actions, and dismissals. Completes personnel forms, workers compensation claims and leave forms/requests for payroll. Sets up and maintains personnel files. Verifies, prepares and/or updates timesheets. Distributes payroll checks. Completes personnel action forms, vacancy announcements and issues staff identification cards. May serve as personnel liaison.
- Maintains, monitors and reconciles departmental budgets. Prepares monthly report of expenditures. Responsible for departmental purchasing, for recording expenditures, and for fiscal control over line items in department's or division's administrative budget. Monitors expenditures and performs budget analysis on accounts and review of transactions. Authorizes expenditures or actions for administrative and operational needs. Researches discrepancies and prepares special and recurring management financial/budget departmental reports. Participates in budget preparation and justification. Monitors equipment repairs. Purchases or approves for purchase of office supplies.
- Assists in preparing all departmental policies and procedures. Evaluates and recommends operational changes to work unit to ensure effectiveness and compliance with policies and regulations. Develops and selects relevant research and evaluation tools from a variety of sources. Conducts research and prepares summaries for supervisor. Analyzes information, performs and calculates statistical analysis, and compiles data to prepare special and recurring reports containing specialized information.

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Administrative Associate

JOB CODE:	14506	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	14	**LAST REVISED:**	10/01/09

DUTIES AND RESPONSIBILITIES: (Cont.)

- Serves as liaison to staff, city and County departments, other agencies, elected officials and the public. Coordinates communication exchange between various entities and departments. May represent the department head or elected official on various committees and at meetings. May prepare press releases and coordinate responses to media inquiries and/or press conferences, interviews, speeches and other special events. Answers inquiries and composes complex, confidential and technical correspondence, articles and speeches in accordance with established guidelines. Develops and implements office forms and procedures. Researches and interprets rules, regulations, policies and procedures to staff, other agencies, and the public. May coordinate department-wide events and functions.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:
Bachelor's degree in Public Administration, Business Management or a directly related field AND two (2) years of increasingly responsible administrative 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:
One (1) year of supervisory experience.

Knowledge, Skills, and Abilities:
Knowledge of:
- Standard office administration practices and procedures.
- Specialized subject matter.
- Personnel rules and procedures.
- Policies, practices, procedures and terminology of assigned function.
- Accounting, purchasing and budgeting procedures and techniques.
- Constituent interests.
- 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:
- Training and supervising administrative and clerical staff.
- Conducting research in areas of substantive importance.
- Maintaining important files and records.
- Compiling data and writing clear and comprehensive reports and letters.
- Writing reports, business memos and other documents.
- Interacting with leading public officials, County employees and the general public.
- Interpreting policy and applying to situations as they arise.
- Problem-solving and decision-making.
- Both verbal and written communication.

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Administrative Associate

JOB CODE:	14506	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	14	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Ability to:

- Set office priorities and ensure that work is performed in a timely manner.
- Independently prepare correspondence, memorandums, and other materials.
- Organize diverse activities.
- Advise elected official or department head in substantive matters.
- Perform responsible and complex administrative work involving the use of independent judgment.
- Research, compile, analyze, interpret and prepare a variety of fiscal, statistical and administrative reports.
- Maintain confidential data and information for executive staff.
- Assist in monitoring a budget, implementing, and maintaining filing and accounting systems.
- 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, and reaching 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: Office Supervisor

JOB CODE:	15513	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	15	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Under limited supervision, oversees general office operations in small to mid-size office settings. Schedules and monitors a section of office employees whose duties are specialized and involve varied procedures and methods. Plans, organizes and supervises the work of support personnel and coordinates workflow to achieve peak efficiency. May also serve as an intermediary between different units or divisions within a department. Supervises, monitors, prioritizes and makes daily decisions on work load schedules. Recommends departmental policy development and revisions to supervisor. May participate in budget preparation and justification and oversee department/division records maintenance.

DISTINGUISHING CHARACTERISTICS:

This is a supervisory job classification within the Administrative Support job family. This classification is distinguished from the Office Manager in that supervision takes place in smaller offices with fewer employees and a smaller administrative budget.

DUTIES AND RESPONSIBILITIES:

- Supervises, monitors, prioritizes and makes daily decisions on work load schedules. Schedules work to meet appropriate deadlines. Monitors workflow and ensures completed work is distributed to proper entities. Trains and supervises clerical staff. May create and update training documents and manuals. Assists with office space assignments. Interviews, evaluates, and makes recommendations for hiring, merit increases, promotions, disciplinary actions and dismissals. Conducts background checks on perspective applicants. Initiates measures to improve employee performance. Schedules substitute coverage or acts as backup for all staff. Responds to public inquiries, as required. May serve as notary public. May serve as department representative at various meetings.
- Recommends departmental policy development and revisions to supervisor. Updates related procedural manuals. Initiates and coordinates complex projects with other departments and interacts with other department personnel to accomplish objectives. May initiate and coordinate public interaction with department staff. Develops, implements and revises work methods and procedures. Provides information and advice concerning specialized or technical services rendered and related office functions, including response to difficult problems and questions raised by public or subordinates. Keeps supervisor(s) informed of significant items requiring supervisory review or action. Obtains information from staff members, relays assignments, calls attention to deadlines, and obtains progress reports. Maintains frequent contacts with other departments and agencies.
- Drafts and prepares reports, memos, correspondence and spreadsheets. Researches, collects and analyzes data. Establishes and maintains fiscal and office files. Oversees department records retention. Maintains databases. Prepares requisitions and purchase orders. Maintains inventory and equipment records. Schedules and makes arrangements for meetings, training sessions, and conferences. May participate in budget preparation and justification. Monitors equipment repairs. May coordinate facility repair. Purchases or approves for purchase of office supplies for department, division, or office.
- Monitors or completes personnel forms, workers compensation claims, and leave forms/requests for payroll. Sets up and maintains personnel files. Verifies, prepares and/or updates timesheets, distributes payroll checks, and completes personnel action forms and vacancy announcements. May serve as personnel liaison. May issue staff identification cards.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:
Bachelor's degree in Public Administration, Business Management or a directly related field AND three (3) years of administrative/secretarial and clerical experience, including two (2) years of supervisory experience;

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Office Supervisor

JOB CODE:	15513	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	15	**LAST REVISED:**	10/01/09

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.

Knowledge, Skills, and Abilities:
Knowledge of:
- Office and supervision principles, practices and techniques.
- Standard practices in area of assignment.
- Policies, practices, procedures and terminology of assigned function.
- Accounting, purchasing and budgetary theory, principles and practices.
- State and Federal laws and regulations pertaining to departmental accounting, purchasing and budgets 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:
- Training and supervising others.
- Compiling data and writing clear and comprehensive reports.
- Problem-solving and decision-making.
- Serving as an intermediary between different units or divisions.
- Both verbal and written communication.

Ability to:
- Train and supervise office personnel.
- Plan, assign, motivate, and coordinate work of support staff.
- Assist in monitoring a budget.
- Implement and maintain filing and accounting systems.
- Research, compile, analyze, interpret and prepare a variety of fiscal, statistical and administrative reports.
- Manage time well, perform multiple tasks and organize diverse activities.
- Independently prepare correspondence, memorandums, and other materials.
- 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, and reaching 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: Commissioners Court Specialist

JOB CODE:	15516	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	15	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Under limited direction, provides clerical and administrative support services for Commissioners Court meetings. Attends Commissioners Court Voting, Executive, Budget and Road District Voting sessions and prepares official records. Serves as custodian of official court records. Creates and maintains digital records and electronic tracking systems. Directs the transfer of digital information to proper media and retrieves information when necessary. Works with Records Management staff on procedures for proper storage, retrieval and preservation of court records.

DISTINGUISHING CHARACTERISTICS:

This is a job classification within the Administrative Support job family.

DUTIES AND RESPONSIBILITIES:

- Posts official notices of Commissioners Court meetings with appropriate authorities and within time requirements established by law. Attends Commissioners Court Voting, Executive, Budget and Road District Voting sessions. Audio tapes proceedings of these minutes and prepares the official minutes. Submits minutes to court for approval and distributes approved minutes to departments, Executive Managers and others as requested. Advises Elected Officials and staff on agenda items. Serves as a primary resource person to employees and officials and to the general public for information on actions taken by the Court.
- Receives, maintains and updates all official records and original documents from the court's meetings and processes them in accordance with government code. Prepares documents for imaging and converts scanned materials to digital format. Serves as primary quality control agent. Downloads, indexes and converts source computer output files into searchable reports. Conducts manual and computer searches for internal and external customers. Certifies documents when appropriate.
- Supervises the daily maintenance and backup of all electronic data pertaining to all electronic tracking systems of Commissioners Court records. Maintains production reports and files on a weekly basis. Maintains computer hardware, software, and scanning equipment needed for the document management system. Collects and analyzes statistical data retrieved from the imaging software workflow and production reports and creates reports for Division Manager. Works with Records Management staff to ensure efficient storage, retrieval and preservation of original Commissioners Court records.
- Directs, trains, and assigns work to temporary staff.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:
Bachelor's degree in Public Administration, Business Management or a directly related field AND three (3) years of increasingly responsible clerical and administrative work 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:
Governmental, word processing, and data base management computer experience.

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Commissioners Court Specialist

JOB CODE:	15516	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	15	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Knowledge, Skills, and Abilities:

Knowledge of:

- Commissioners Court proceedings.
- Recording equipment.
- Digital imaging hardware and software.
- Records maintenance protocol.
- 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:

- Recording all Commissioners Court proceedings.
- Transcribing court minutes accurately and completely.
- Providing official documents in multiple media formats.
- Documenting, filing, storing and retrieving official Commissioners Court documents and materials.
- Both verbal and written communication.

Ability to:

- Research, process, and analyze a large volume of information and materials, to make decisions about manual and automated record keeping and indexing to ensure easy and accurate retrieval.
- Organize work, and work independently.
- Answer questions related to court 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 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, and reaching 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 Assistant - NE

JOB CODE:	16519	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	16	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Provides specialized support for an Elected Official, Appointed Official, or Department Head in the execution of their responsibilities in the operation of County government. Serves as liaison between other officials, County personnel, attorneys, boards, commissions, state and local government officials and the general public. Resolves problems and issues by conducting research, analyzing and developing action-oriented strategies, handling special projects and assisting constituents seeking information or assistance. Oversees operational functions of the office, such as staffing, budgeting, payroll, and purchasing. Makes policy recommendation and advises the official or department head in all matters.

DISTINGUISHING CHARACTERISTICS:

This is the fourth in a series of five administrative-related job classifications within the Administrative Support job family. This classification is distinguished from the Administrative Associate in that incumbents provide specific, dedicated support to an official or department head as opposed to broader administrative support to the department or function. This classification has a Non-Exempt FLSA status. This classification is distinguished from the Executive Assistant-Elected Official in that incumbents recommend and advise to the Elected Official, Appointed Official or Department Head. Incumbents in this classification serve as the lead administrative official within their respective offices and perform administrative and office management functions. The major duties performed are administrative in nature and require a moderate degree of independent judgment, discretion, initiative and authority. The results of assigned projects may have direct impact on the achievement of departmental goals and objectives. Policy recommendations may have a regular impact the development of public policy.

DUTIES AND RESPONSIBILITIES:

- Reviews agenda items and prepares or briefs the official or department head on relevant issues. Monitors Commissioners Court meetings and assists in related functions. Coordinates departmental activities by informing all parties involved in proceedings. Prepares resolutions, proclamations, office correspondence and agenda requests. Reviews incoming correspondence and recommends actions that require decisions.
- Supervises administrative and clerical support staff to include daily work/community assignments, research projects, performance reviews, and other administrative tasks. Prepares or assists in preparing and administering department budget. Handles office transfers and budget amendments. Serves as liaison to Auditor's office. Processes time sheets, travel vouchers, and purchase orders to ensure that controls and costs are within budget and auditing standards. Prepares office correspondence and departmental memos. Receives office visitors and officials and responds to telephone inquires. May review and resolve problems with contracts, invoices and other official documents prior to official's signature. May coordinate appointments, meetings, and calendars.
- Organizes, prepares, and represents the official or department head at neighborhood, community, budget, precinct, city/state or other key meetings, and commissioners work sessions, as required. Responds to constituents' needs and updates the official on issues affecting the County. Responds to constituents seeking information or assistance from the official or department head or County government. May conduct field visits and prepares reports on findings related to projects and activities. May serve as liaison to other governmental and nongovernmental agencies and organizations, and on boards and commissions.
- Serves as principal advisor to Appointed Official/Department Head on issues of importance. May serve as an advisor to an Elected Official.
- Proposes, designs and organizes legal, technical or policy development research projects. Coordinates with other offices to execute them. Organizes and implements departmental programs and activities. Performs programmatic and administrative reviews. Coordinates special projects, as required.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:

Bachelor's degree in Government, Public Administration, Business Administration or a directly related field AND three (3) years of responsible administrative experience in a service-oriented organization;

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Executive Assistant - NE

JOB CODE:	16519	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	16	**LAST REVISED:**	10/01/09

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.

Knowledge, Skills, and Abilities:
Knowledge of:

- County governmental policies and procedures.
- Standard office administration practices and procedures.
- Specialized subject matter.
- Personnel rules and procedures.
- Policies, practices, procedures and terminology of assigned function.
- Accounting, purchasing and budgeting procedures and techniques.
- Constituent interests and issues.
- 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:

- Conducting research in areas of substantive importance.
- Maintaining important files and records.
- Compiling data and writing clear and comprehensive reports and letters.
- Writing reports, business memos and other documents.
- Interacting with leading public officials, County employees and the general public.
- Interpreting policy and applying to situations as they arise.
- Problem-solving and decision-making.
- Both verbal and written communication.

Ability to:

- Manage and organize diverse community and County activities.
- Accurately receive, research, analyze, prioritize, and effectively communicate information.
- Work independently within broad policy guidelines.
- Set office priorities and ensure that work is performed in a timely manner.
- Independently prepare correspondence, memorandums, and other materials.
- Organize diverse activities.
- Advise Elected Official or department head in substantive matters.
- Perform responsible and complex administrative work involving the use of independent judgment.
- Research, compile, analyze, interpret and prepare a variety of fiscal, statistical and administrative reports.
- Maintain confidential data and information for executive staff.
- Assist in monitoring a budget, implementing, and maintaining filing and accounting systems.
- Establish and maintain effective working relationships with County employees and officials, with representatives of outside private and public organizations, and with the general public.

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Executive Assistant - NE

JOB CODE:	16519	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	16	**LAST REVISED:**	10/01/09

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, and reaching 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 Assistant

JOB CODE:	16520	**FLSA STATUS:**	Exempt
PAY GRADE:	16	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Provides specialized support for an Elected Official, Appointed Official, or Department Head in the execution of their responsibilities in the operation of County government. Serves as liaison between other officials, County personnel, attorneys, boards, commissions, state and local government officials and the general public. Resolves problems and issues by conducting research, analyzing and developing action-oriented strategies, handling special projects and assisting constituents seeking information or assistance. Oversees operational functions of the office, such as staffing, budgeting, payroll, and purchasing. Makes policy recommendation and advises the Official or Department Head in all matters.

DISTINGUISHING CHARACTERISTICS:

This is the fourth in a series of five administrative-related job classifications within the Administrative Support job family. This classification is distinguished from the Administrative Associate in that incumbents provide specific, dedicated support to an Official or Department Head as opposed to broader administrative support to the department or function. This classification is distinguished from the Executive Assistant-Elected Official in that incumbents recommend and advise to the Elected Official, Appointed Official or Department Head. Incumbents in this classification serve as the lead administrative official within their respective offices and perform administrative and office management functions. The major duties performed are administrative in nature and require a moderate degree of independent judgment, discretion, initiative and authority. The results of assigned projects may have direct impact on the achievement of departmental goals and objectives. Policy recommendations may have a regular impact the development of public policy.

DUTIES AND RESPONSIBILITIES:

- Reviews agenda items and prepares or briefs the Official or Department Head on relevant issues. Monitors Commissioners Court meetings and assists in related functions. Coordinates departmental activities by informing all parties involved in proceedings. Prepares resolutions, proclamations, office correspondence and agenda requests. Reviews incoming correspondence and recommends actions that require decisions.
- Supervises administrative and clerical support staff to include daily work/community assignments, research projects, performance reviews, and other administrative tasks. Prepares or assists in preparing and administering department budget. Handles office transfers and budget amendments. Serves as liaison to Auditor's office. Processes time sheets, travel vouchers, and purchase orders to ensure that controls and costs are within budget and auditing standards. Prepares office correspondence and departmental memos. Receives office visitors and officials and responds to telephone inquires. May review and resolve problems with contracts, invoices and other official documents prior to official's signature. May coordinate appointments, meetings, and calendars.
- Organizes, prepares, and represents the Official or Department Head at neighborhood, community, budget, precinct, city/state or other key meetings, and commissioners work sessions, as required. Responds to constituents' needs and updates the Official on issues affecting the County. Responds to constituents seeking information or assistance from the official or department head or County government. May conduct field visits and prepares reports on findings related to projects and activities. May serve as liaison to other governmental and nongovernmental agencies and organizations, and on boards and commissions.
- Serves as principal advisor to Appointed Official/Department Head on issues of importance. May serve as an advisor to an Elected Official.
- Proposes, designs and organizes legal, technical or policy development research projects. Coordinates with other offices to execute them. Organizes and implements departmental programs and activities. Performs programmatic and administrative reviews. Coordinates special projects, as required.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:

Bachelor's degree in Government, Public Administration, Business Administration or a directly related field AND three (3) years of responsible administrative experience in a service-oriented organization;

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Executive Assistant

JOB CODE:	16520	**FLSA STATUS:**	Exempt
PAY GRADE:	16	**LAST REVISED:**	10/01/09

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.

Knowledge, Skills, and Abilities:
Knowledge of:

- County governmental policies and procedures.
- Standard office administration practices and procedures.
- Specialized subject matter.
- Personnel rules and procedures.
- Policies, practices, procedures and terminology of assigned function.
- Accounting, purchasing and budgeting procedures and techniques.
- Constituent interests and issues.
- 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:

- Conducting research in areas of substantive importance.
- Maintaining important files and records.
- Compiling data and writing clear and comprehensive reports and letters.
- Writing reports, business memos and other documents.
- Interacting with leading public officials, County employees and the general public.
- Interpreting policy and applying to situations as they arise.
- Problem-solving and decision-making.
- Both verbal and written communication.

Ability to:

- Manage and organize diverse community and County activities.
- Accurately receive, research, analyze, prioritize, and effectively communicate information.
- Work independently within broad policy guidelines.
- Set office priorities and ensure that work is performed in a timely manner.
- Independently prepare correspondence, memorandums, and other materials.
- Organize diverse activities.
- Advise Elected Official or department head in substantive matters.
- Perform responsible and complex administrative work involving the use of independent judgment.
- Research, compile, analyze, interpret and prepare a variety of fiscal, statistical and administrative reports.
- Maintain confidential data and information for executive staff.
- Assist in monitoring a budget, implementing, and maintaining filing and accounting systems.
- Establish and maintain effective working relationships with County employees and officials, with representatives of outside private and public organizations, and with the general public.

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Executive Assistant

JOB CODE:	16520	**FLSA STATUS:**	Exempt
PAY GRADE:	16	**LAST REVISED:**	10/01/09

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, and reaching 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 Assistant – Elected Official

JOB CODE:	18521	**FLSA STATUS:**	Exempt
PAY GRADE:	18	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Provides specialized support for an Elected Official in the execution of their responsibilities in the operation of County government. Serves as liaison between other officials, County personnel, attorneys, boards, commissions, state and local government officials and the general public. Resolves problems and issues by conducting research, analyzing and developing action-oriented strategies, handling special projects and assisting constituents seeking information or assistance. Oversees operational functions of the office, such as staffing, budgeting, payroll, and purchasing. Serves as the primary advisor to an Elected Official in all areas.

DISTINGUISHING CHARACTERISTICS:

This is the fifth in a series of five administrative-related job classifications within the Administrative Support job family. This classification is distinguished from the Executive Assistant in that incumbents serve as primary advisors to an Elected Official and serves as the representative of the Elected Official's office. Incumbents in this classification serve as the lead administrative official within their respective offices and perform administrative and office management functions. The major duties performed are administrative in nature and require a high degree of independent judgment, discretion, initiative and authority. The results of assigned projects have direct impact on the achievement of departmental goals and objectives. Policy recommendations regularly impact the development of public policy.

DUTIES AND RESPONSIBILITIES:

- Reviews agenda items for the Elected Official and prepares or briefs the official on relevant issues. Monitors Commissioners Court meetings and assists in related functions. Coordinates departmental activities by informing all parties involved in proceedings. Prepares resolutions, proclamations, office correspondence and agenda requests. Reviews incoming correspondence and recommends actions that require decisions.
- Supervises administrative and clerical support staff to include daily work/community assignments, research projects, performance reviews, and other administrative tasks. Prepares or assists in preparing and administering department budget. Handles office transfers and budget amendments. May arrange for office travel. Serves as liaison to Auditors' office and Planning and Budget Office. Processes time sheets, travel vouchers, and purchase orders to ensure that controls and costs are within budget and auditing standards. Prepares office correspondence and departmental memos. Receives office visitors and officials and responds to telephone inquires. May review and resolve problems with contracts, invoices and other official documents prior to official's signature. Coordinates appointments, meetings, calendars and other day-to-day workflow issues.
- Organizes, prepares, and represents the Elected Official at neighborhood, community, budget, precinct, city/state or other key meetings, and commissioners work sessions. Responds to constituents' needs and updates the official on issues affecting the County. Follows up on constituent issues and keeps files related to constituent issues. Reports outcome of constituent issues back to constituents. May conduct field visits and prepares reports on findings related to projects and activities. Serves as a liaison to other governmental and nongovernmental agencies and organizations, and on boards and commissions.
- Serves as principal advisor to the Elected Official on issues of importance. May serve as spokesperson to media for the Elected Official. Manages inner-office workflow and serves as a primary point-of-contact for Elected Official.
- Proposes, designs and organizes legal, technical or policy development and research projects. Coordinates with other offices to execute them. May organize and implement departmental programs and activities. Performs programmatic and administrative reviews. May work independently on the coordination of special projects, as required. May participate and advise in drafting County budget.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:

Bachelor's degree in Government, Public Administration, Business Administration or a directly related field AND four (4) to five (5) years of responsible administrative experience in a service-oriented organization;

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Executive Assistant – Elected Official

JOB CODE:	18521	**FLSA STATUS:**	Exempt
PAY GRADE:	18	**LAST REVISED:**	10/01/09

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.

Knowledge, Skills, and Abilities:
Knowledge of:

- County governmental policies and procedures.
- Standard office administration practices and procedures.
- Specialized subject matter.
- Personnel rules and procedures.
- Policies, practices, procedures and terminology of assigned function.
- Accounting, purchasing and budgeting procedures and techniques.
- Constituent interests and issues.
- Specific precinct policies.
- 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:

- Conducting research in areas of substantive importance.
- Advising elected officials on matters of public policy.
- Maintaining important files and records.
- Training and supervising administrative and clerical staff.
- Compiling data and writing clear and comprehensive reports and letters.
- Writing reports, business memos and other documents.
- Interacting with leading public officials, County employees and the general public.
- Interpreting policy and applying to situations as they arise.
- Problem-solving and decision-making.
- Both verbal and written communication.

Ability to:

- Manage and organize diverse community and County activities.
- Accurately receive, research, analyze, prioritize, and effectively communicate information.
- Work independently within broad policy guidelines.
- Set office priorities and ensure that work is performed in a timely manner.
- Independently prepare correspondence, memorandums, and other materials.
- Organize diverse activities.
- Advise Elected Official in substantive matters.
- Perform responsible and complex administrative work involving the use of independent judgment.
- Research, compile, analyze, interpret and prepare a variety of fiscal, statistical and administrative reports.
- Maintain confidential data and information for executive staff.
- Train and supervise office personnel.
- Assist in monitoring a budget, implementing, and maintaining filing and accounting systems.
- Establish and maintain effective working relationships with County employees and officials, with representatives of outside private and public organizations, and with the general public.

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Executive Assistant – Elected Official

JOB CODE:	18521	**FLSA STATUS:**	Exempt
PAY GRADE:	18	**LAST REVISED:**	10/01/09

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, and reaching 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: Mailroom Services Assistant

JOB CODE:	09531	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	09	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Under close supervision, processes incoming and outgoing mail for offices. Picks up and delivers mail and printed materials, which consists of certified, registered, insured letters, packages and express mail. Applies postage and operates various mail vehicles. Performs a variety of administrative functions copying, filing, preparing labels, answering telephones and assisting the public with County procedures.

DISTINGUISHING CHARACTERISTICS:

This is the first in a series of two mailroom services-related job classifications within the Administrative Support job family. This classification is distinguished from the Mailroom Services Assistant Senior by the general nature of work and the absence of lead duty responsibilities. This classification is distinguished from the Office Assistant in that duties are limited or related to the processing of mail on a countywide level.

DUTIES AND RESPONSIBILITIES:

- Picks-up, sorts, and distributes incoming mail. May pick up incoming mail at various post offices. Assists in receiving various supplies and materials. Maintains and organizes records, reference materials, and documents and provides security for controlled items (e.g., items labeled "confidential" as well as other controlled items).
- Applies postage to all outgoing County mail in accordance to postal regulations. Stages mail for pick up by U.S. Post Office according to postal regulations. Delivers outgoing mail. Assists in shipping various supplies and materials. May hand-deliver special items to satellite locations. Processes outgoing bulk mail. Sorts, meters and processes outgoing mail to the post office or expedited mail carrier. Operates various mail vehicles.
- Keeps monthly records of postage expenditures. Purchases stamps and documents costs. Makes deliveries to offices of mail packages and printing materials. Keeps daily activity logs of certified mail. Assists in compiling and monitoring statistical information. Performs a variety of clerical functions, to include making copies, posting information, typing labels, and answering telephones. Assists the public by showing them how to use County records or equipment, how to complete applications for assistance or services, pulling records or files for their use, or answering questions about County procedures.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:
High School diploma or G.E.D. AND one (1) to two (2) years of related work 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:
- Mail system policies and procedures.
- Postal regulations.
- Office locations and driving routes.
- Business English, spelling and arithmetic.

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Mailroom Services Assistant

JOB CODE:	09531	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	09	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Skill in:

- Operating a variety of modern office equipment, including a computer.
- Both verbal and written communication.

Ability to:

- Read and comprehend simple instructions, short correspondence, and memos.
- Add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Carry out detailed verbal and written instructions.
- Deal with problems involving concrete variables in standardized situations.
- Operate mail vehicles.
- Perform various administrative functions.
- Courteously assist the public with questions and provide information.
- 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 70 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, and reaching with hands and arms, frequent work in outdoor weather conditions, and work in a moderately noisy.

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: Mailroom Services Assistant Senior

JOB CODE:	11552	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	11	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Under moderate supervision, coordinates and oversees the County's daily mail service operations. Coordinates and schedules work. May make recommendation on personnel matters. Coordinates and processes incoming and outgoing mail for offices. Picks up and delivers mail and printed materials, which consists of certified, registered, insured letters, packages and express mail. Operates and maintains mail vehicles. Monitors postal accounts and postage levels in meters and requests additional postage, as required. Performs other administrative tasks such as purchasing stamps, organizing records, maintaining postal statistics and tracking monthly expenditures.

DISTINGUISHING CHARACTERISTICS:

This is the second in a series of two mailroom services-related job classifications within the Administrative Support job family. This classification is distinguished from the Mailroom Services Assistant in that it performs duties of a lead nature, such as training and overseeing work of other mailroom staff.

DUTIES AND RESPONSIBILITIES:

- Schedules and leads the County's daily mail operations. Coordinates, assigns and schedules work. Schedules and monitors daily operations. Oversees work of subordinate mailroom personnel. Makes recommendations on personnel matters. Monitors accounts to ensure postal costs are within budget. Keeps monthly records of postage expenditures. Monitors postage levels in mail meters and requests additional funds, as required. Maintains postal statistics and provides reports, as required.
- Serves as liaison between County and post office on all routine mail matters. Purchases stamps and documents costs. Maintains and organizes records, reference materials, and documents and provides security for controlled items. Maintains mailroom and equipment.
- Picks-up, sorts, and distributes incoming mail. Processes outgoing bulk mail. Delivers and receives initial evidence for criminal cases. Sorts, meters and processes outgoing mail to the post office or expedited mail carrier. May pick up incoming mail at various post offices. Operates various mail vehicles. Processes outgoing bulk mail. Tags and maintains log of certified mail. Assists in receiving/shipping various supplies and materials and distributing. Makes delivery of mail, packages, and printing materials to offices.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:
High School diploma or G.E.D. AND three (3) years of related work experience, including one (1) year experience as lead worker;

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:
- Mail system policies and procedures.
- Postal regulations.
- Office locations and driving routes.
- Scheduling patterns to ensure adequate staff coverage.
- Business English, spelling and arithmetic.

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Mailroom Services Assistant Senior

JOB CODE:	11552	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	11	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Skill in:

- Coordinating the work of others.
- Monitoring work of others.
- Operating a variety of modern office equipment, including a computer.
- Both verbal and written communication.

Ability to:

- Read and comprehend simple instructions, short correspondence, and memos.
- Add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Carry out detailed verbal and written instructions.
- Operate mail vehicles.
- Perform various administrative functions.
- Courteously assist the public with questions and provide information.
- Act as lead worker and answer questions from other employees.
- Deal with problems involving concrete variables in standardized situations.
- 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 70 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, and reaching with hands and arms, frequent work in outdoor weather conditions, and work in a moderately noisy.

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: Recording Specialist I

JOB CODE:	12558	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	12	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Under moderate supervision and using some independent judgment, receives, scans, analyzes, and indexes a wide variety of legal documents. Issues marriage licenses. Assists customers in understanding different types of documents and provides training on the retrieval of digital or microfilm copies. Performs moderately complex bookkeeping and accounting tasks, including assessing fees, balancing cash receipts, preparing deposits, and generating reports. Responds to customer requests and acts as a primary contact point for the department.

DISTINGUISHING CHARACTERISTICS:

This is the first in a series of three recording specialist-related job classifications within the Administrative Support job family. This classification is distinguished from the Recording Specialist II in that the overall nature of the job is production oriented and focused on the entry of data, not the review of data entered by others.

DUTIES AND RESPONSIBILITIES:

- Provides specialized support, expertise, and information to the general public on matters relating to the transaction of documents filed. Maintains knowledge of statutes and implements new recording laws. Provides information and answers technical questions from title companies, law firms, financial institutions, other government agencies and the general public. Assists customers by providing information on how to locate documents and instruction on how to use computer indexing and image retrieval systems, microfilm equipment, venda card machines, and copiers. Provides technical advice and assistance regarding documents required for all types of transactions on matters including real property, business creation, marriage licenses, elections, and civil, probate and misdemeanor court matters.
- Prepares documents for imaging and operates electronic scanning equipment. Converts scanned material to digital form. Edits and inspects each scanned image to ensure it has been properly input and the integrity of the document has been maintained. May perform additional quality control tests of all documents that are imaged and indexed. Insures safety, security, and confidentiality of digitized records. Identifies documents that do not meet legal requirements and assesses penalties or returns document to customer.
- Interprets a wide variety of complex legal documents and records key information and fee assessment in an automated indexing system. Performs a variety of moderately complex bookkeeping and accounting functions in a large revenue office. Posts receipts and disbursements to appropriate ledgers, journals, or reports. Updates computer logs. Prepares a variety of reports, reconciles cash receipts, prepares bank deposits, and processes state vouchers. Maintains a daily log for reconciliation of accounts and measurement of performance against performance standards.
- Responds to customer requests by mail, email, telephone or in person. Uses expertise to research and retrieve documents from electronic and manual databases as well as extensive document library. Provides plain or certified copies upon request. Mails documents to customers in a timely manner. Issues marriage licenses and files all official records. Creates compact discs for customers and off-site storage.
- Serves as central information, answers the main telephone number, and operates an information desk. Logs telephone calls. Directs callers to appropriate division on matters that require specialized knowledge. Receives, opens, logs and directs department mail. Maintains log on checks received. Maintains and compiles statistical reports. Maintains and performs preventative and operational maintenance on venda card machines, copiers, microfilm readers and electronic scanning equipment. Maintains research library and ensures library is organized and current. Maintains copy center.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:

Associate's degree in Public Administration, Business Administration or a directly related field AND two (2) years of increasingly responsible clerical and administrative experience;

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Recording Specialist I

JOB CODE:	12558	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	12	**LAST REVISED:**	10/01/09

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:
Experience in data entry and the interpretation of complex legal documents.

Knowledge, Skills, and Abilities:
Knowledge of:
- Basic customer service and telephone etiquette.
- Scanning and imaging equipment.
- County indexing codes.
- Legal instruments and recording forms.
- Basic accounting procedures.
- Research procedures and data sources.
- Business letter writing, grammar and punctuation, and report preparation.

Skill in:
- Preparing documents for scanning.
- Retrieving documents from indexes and various databases.
- Analyzing legal documents and assigning proper codes.
- Operating scanning and imaging equipment.
- Maintaining neat and well-organized records.
- Operating a variety of modern office equipment, including a computer and data entry packages.
- Both verbal and written communication.

Ability to:
- Make decisions about manual and automated record keeping and indexing to insure easy and accurate retrieval.
- Work quickly and accurately with numbers.
- Perform accurate detailed work with permanent records.
- Operate a 10-key calculator by touch.
- 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 sitting, client/customer contact, standing, walking, vision to monitor, repetitive motion, stooping/kneeling, squatting, bending, reaching, reading large volume of documents, and considerable time on telephone 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: Recording Specialist II

JOB CODE:	14563	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	14	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Under minimal supervision, coordinates the imaging and indexing of legal documents filed. Analyzes documents and verifies the accuracy of entries to ensure overall quality and accuracy of the document index. Verifies accuracy of completed entries. Checks outside vendors indexing for accuracy. Provides information and answers technical questions from title companies, law firms, financial institutions, other government agencies and the general public. Receives and responds to mail, telephone, and in-person customer service requests in an office with very heavy traffic. Performs moderately complex bookkeeping and accounting tasks, including verifying data, daily balancing and preparing reports, deposits, and disbursements.

DISTINGUISHING CHARACTERISTICS:

This is the second in a series of three recording specialist-related job classifications within the Administrative Support job family. This classification is distinguished from the Recording Specialist I in that the primary duty is to verify the data entry work performed by the Recording Specialist I and, to a lesser degree, outside vendors. This classification is distinguished from the Recording Specialist Senior in that the primary nature of the job is not supervisory.

DUTIES AND RESPONSIBILITIES:

- Evaluates a high volume of legal documents to determine relevant information. Enters a variety of data elements into imaging/indexing system to ensure that documents can be efficiently retrieved. Verifies accuracy of entries to ensure quality and accuracy of the document index. Verifies images created from film by outside vendor and checks outside vendor's indexing for accuracy. Maintains rules and policies related to manner in which documents are indexed.
- Provides specialized support, expertise, and information to the general public on matters relating to the transactions of documents filed. Maintains knowledge of statutes and implements new recording laws. Provides information and answers technical questions from title companies, law firms, financial institutions, other government agencies and the general public. Responds to customer requests by mail, email, telephone or in person. Mails documents to customers in timely manner. Uses expertise to research and retrieve documents from electronic and manual databases as well as extensive document library. Provides plain or certified copies upon request.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:
Associate's degree in Public Administration, Business Administration or a directly related field AND three (3) years of increasingly responsible clerical and administrative 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:
Experience in data entry and the interpretation of complex legal documents.

Knowledge, Skills, and Abilities:
Knowledge of:
- Basic customer service and telephone etiquette.
- Scanning and imaging equipment.
- County indexing codes.
- State and Local statutes related to the preparation and recording of legal documents.
- Department policies related to the preparation, review, scanning, indexing and verification of legal documents.

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Recording Specialist II

JOB CODE:	14563	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	14	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Knowledge of: (Cont.)

- Legal instruments and recording forms.
- Basic accounting procedures.
- Research procedures and data sources.
- Business letter writing, grammar and punctuation, and report preparation.

Skill in:

- Reviewing prepared documents and correcting potential errors.
- Retrieving documents from indexes and various databases.
- Analyzing legal documents and assigning proper codes.
- Operating scanning and imaging equipment.
- Maintaining neat and well-organized records.
- Providing customers with accurate information.
- Operating a variety of modern office equipment, including a computer and data entry packages.
- Both verbal and written communication.

Ability to:

- Perform accurate detailed work with permanent records.
- Use codes to retrieve documents quickly.
- Coordinate work in a high-volume environment.
- Make decisions about manual and automated record keeping and indexing to insure easy and accurate retrieval.
- Operate 10-key calculator by touch.
- Work quickly and accurately with numbers.
- Perform duties under high stress at times.
- 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 sitting, client/customer contact, standing, walking, vision to monitor, repetitive motion, stooping/kneeling, squatting, bending, reaching, reading large volume of documents, and considerable time on telephone 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: Recording Specialist Senior

JOB CODE:	15565	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	15	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Under limited supervision and using independent judgment, supervises and leads clerical staff in the performance of their duties. Monitors, prioritizes and makes daily decisions on workload schedules to meet work area's responsibilities and deadlines. Supervises employees in the processing and indexing of a high volume of documents. Ensures the efficient operation of the work area. Responds to customer concerns and provides information concerning specialized or technical services. Performs complex administrative tasks and completes research projects for a diverse range of customers. Supervises employees serving in the role of cashier and ensures transactions are accurate and balanced. Performs moderately complex bookkeeping and accounting tasks.

DISTINGUISHING CHARACTERISTICS:

This is the third in a series of three recording specialist-related job classifications within the Administrative Support job family. This classification is distinguished from the Recording Specialist II in that the nature of the work is primarily supervisory.

DUTIES AND RESPONSIBILITIES:

- Supervises, monitors, prioritizes and makes decisions on workload schedules to meet work area's responsibilities and deadlines. Schedules substitute coverage when needed. Trains and supervises permanent and temporary staff. Assists in hiring process and provides input on personnel functions. Maintains and compiles statistical reports from a variety of sources to track workload volume and performance. Monitors calls to ensure Call Center employees are providing accurate information. Supervises front counter employees and assists walk-in customers requesting a variety of services, including the filing of real property documents, issuing marriage licenses, acknowledging and processing business name applications, posting notices and processing applications. Supervises employees responsible for filing and cashiering official documents and requests received by mail.
- Keeps department head informed of issues in the work unit. Makes recommendations regarding improvements to department policies and workflow structures. Prepares and updates training manuals, work guides and community resource information. Works with others within and outside the department to resolve complex issues and suggest procedural improvements.
- Works with cashiers to appropriately assess, collect and receipt fees based upon the application of established rules and regulations. Reviews cash, checks, vouchers and credit card amounts and ensures that they are accurate and balanced. Ensures proper completion of deposit slips and prepares deposits for pick up.
- Serves as emergency/business resumption leader for work unit. Trains employees and implements procedures regarding business resumption depending on circumstance. Makes recommendations on improving employee and public safety in emergency situations.
- Responds to customer concerns. Provides information and advice concerning specialized or technical services, including response to difficult problems and questions raised by the public. Responds to inquiries from County offices, general government and law enforcement agencies, title companies, attorneys, financial institutions, business operators and the general public on matters requiring a comprehensive knowledge of department policies, procedures and laws. Serves as liaison to title companies. Analyzes documents to determine appropriate actions, as required by law. May prepare documents for imaging, operate electronic scanning equipment, and convert scanned material to digital form. Performs quality control tests of all documents that are imaged and indexed. Ensures safety, security, and confidentiality of digitized records.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:

Associate's degree in Public Administration, Business Administration or a directly related field AND four (4) years of increasingly responsible clerical and administrative experience, including two (2) years of lead or supervisory experience;

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TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Recording Specialist Senior

JOB CODE:	15565	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	15	**LAST REVISED:**	10/01/09

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:
Experience in data entry and the interpretation of complex legal documents.

Knowledge, Skills, and Abilities:
Knowledge of:
- Scheduling work in a high-volume environment.
- Customer service and telephone etiquette.
- Scanning and imaging equipment.
- County indexing codes.
- State and Local statutes related to the preparation and recording of legal documents.
- Department policies related to the preparation, review, scanning, indexing and verification of legal documents.
- Legal instruments and recording forms.
- Basic accounting procedures.
- Research procedures and data sources.
- Business letter writing, grammar and punctuation, and report preparation.

Skill in:
- Supervising and leading clerical staff.
- Scheduling work to meet deadlines and quality standards.
- Reviewing prepared documents and correcting potential errors.
- Retrieving documents from indexes and various databases.
- Analyzing legal documents and assigning proper codes.
- Operating scanning and imaging equipment.
- Maintaining neat and well-organized records.
- Operating a variety of modern office equipment, including a computer and data entry packages.
- Both verbal and written communication.

Ability to:
- Resolve operational problems as they arise.
- Make suggestions to improve operational efficiency.
- Perform accurate detailed work with permanent records.
- Research issues and provide customers with accurate responses.
- Make decisions about manual and automated record keeping and indexing to insure easy and accurate retrieval.
- Work quickly and accurately with numbers.
- Establish and maintain effective working relationships with County employees and officials, representatives of outside agencies, and the general public.

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Recording Specialist Senior

JOB CODE:	15565	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	15	**LAST REVISED:**	10/01/09

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, reading large volume of documents, and considerable time on telephone 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: Interpreter

JOB CODE:	20567	**FLSA STATUS:**	Exempt
PAY GRADE:	20 Mkt. Diff.	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Provides sign language interpreting services, including assignments for departments, one-on-one, and small and large group situations.

DISTINGUISHING CHARACTERISTICS:

This is the first in a series of three interpreter-related job classifications within the Administrative Support job family. This classification is distinguished from the Interpreter Senior job classification in that incumbents perform less demanding work and typically have less experience. Additionally, incumbents are not qualified by the State of Texas to interpret in court.

DUTIES AND RESPONSIBILITIES:

- Provides sign language interpreting services, which may include assignments for consumers, staff, one-on-one appointments, small or large group meetings, telephone calls and documents. Interpreters holding Level III, IV or V certification or equivalent may provide interpreting services in legal (not court) situations, which may include meetings with Attorneys.
- Provides advocacy services regarding access by people who are deaf according to applicable Federal, State and Local laws. Conducts outreach and education to members of the community, staff, other departments, and the general public. Provides independent living skills training for one-on-one or small groups, job development or search to deaf people, including those with multiple disabilities.
- Creates and maintains service records of activities and participants. Prepares reports and statistics. Mentors other team interpreters, as required. Provides back-up assistance in scheduling/coordinating interpreter services and other office duties, as required.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:
Bachelor's degree in Deaf Education, Interpreting, Linguistics, Communications, Liberal Arts, Social or Behavioral Sciences or a directly related field AND three (3) years interpreting services experience in a variety of community, health, governmental and social situations, including medical, one-on-one, and small groups.

Licenses, Registrations, Certifications, or Special Requirements:
Interpreter Certification at Level I from the Board for Evaluation of Interpreters of the Texas Commission for the Deaf and Hard of Hearing; or its equivalent; OR

Interpreter Certification at Level Basic or II from the Board for Evaluation of Interpreters of the Texas Commission for the Deaf and Hard of Hearing; or the Interpretation Certificate (IC) AND/OR Transliteration Certificate (TC) from the National Registry of Interpreters for the Deaf; or their equivalent; OR

Interpreter Certification at Level III or IIIi from the Board for Evaluation of Interpreters of the Texas Commission for the Deaf and Hard of Hearing; or the Comprehensive Skills Certificate (CSC), Reverse Skills Certificate (RSC), Certificate of Transliteration (CT), Certificate of Interpretation (CI), Oral Interpreting Certificate (OIC) or Certified Deaf Interpreter-Provisional (CDI-P) from the National Registry of Interpreters for the Deaf; or their equivalent (but does not hold Court Certification from the Board for Evaluation of Interpreters of the Texas Commission for the Deaf and Hard of Hearing); OR

Interpreter Certification at Level Advanced, IV or IVi from the Board of Evaluation of Interpreters of the Texas Commission for the Deaf and Hard of Hearing; or Masters Comprehensive Skills Certificate (MCSC), Certificate of Transliteration (CT) AND Certificate of Interpretation (CI) or National Interpreter Certification (NIC) from the National Registry of Interpreters for the Deaf; or their equivalent (but does not hold Court Certification from the Board for Evaluation of Interpreters of the Texas Commission for the Deaf and Hard of Hearing); OR

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Interpreter

JOB CODE:	20567	**FLSA STATUS:**	Exempt
PAY GRADE:	20 Mkt. Diff.	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Licenses, Registrations, Certifications, or Special Requirements: (Cont.)
Interpreter Certification at Level V or Vi from the Board for Evaluation of Interpreters of the Texas Commission for the Deaf and Hard of Hearing; or Certified Deaf Interpreter (CDI) or National Interpreter Certification (NIC) at Advanced Level from the National Registry of Interpreters for the Deaf; or their equivalent (but does not hold Court Certification from the Board for Evaluation of Interpreters of the Texas Commission for the Deaf and Hard of Hearing); OR,

Interpreter Certification at Master Level from the Board of Evaluation of Interpreters of the Texas Commission for the Deaf and Hard of Hearing; or National Interpreter Certification (NIC) at Master Level from National Registry of Interpreters for the Deaf; or their equivalent (but does not hold Court Certification from the Board for Evaluation of Interpreters of the Texas Commission for the Deaf and Hard of Hearing).

Knowledge, Skills, and Abilities:

Knowledge of:

- Manual communication in American Sign Language.
- Methods of expressive and voice interpreting and their applications (e.g., Simultaneous and Consecutive).
- Issues and terminology of the interpreting profession.
- Standard practices and ethical standards in interpreting.
- Computer software applications, including word processing, presentations, spreadsheets, databases, graphics and other related applications.
- Business letter writing, grammar and punctuation, and report preparation.

Skill in:

- Assessing and matching the communication needs of the client(s) and the situation utilizing various interpreting techniques which may include gestures, other sign systems/languages, formal American Sign Language, etc. to ensure effective communication.
- Coordinating and prioritizing the work and activities of self.
- English language vocabulary.
- Dealing with hostile, abusive or irrational individuals.
- Operating a variety of modern office equipment, including a computer.
- Both verbal and written communication.

Ability to:

- Respond appropriately to crisis situations.
- Interpret accurately in court proceedings.
- Listen attentively for long periods of time.
- Prepare accurate and complete records, reports and statistics.
- Manage time well, perform multiple tasks and organize diverse activities.
- Perform in a stressful environment while maintaining a professional manner.
- Continue professional growth through continuing education.
- Establish and maintain effective working relationships with deaf and hearing clients, departmental clientele, representatives of outside agencies, other County employees and officials, members of diverse cultural and linguistic backgrounds, attorneys, children, judges and the general public.

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Interpreter

JOB CODE:	20567	**FLSA STATUS:**	Exempt
PAY GRADE:	20 Mkt. Diff.	**LAST REVISED:**	10/01/09

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

Working conditions may be determined by the situation requiring interpreting and may vary from the usual office or meeting room environment. Physical requirements may include the ability to lift/carry up to 5-10 pounds occasionally, visual acuity, speech and hearing, hand and eye coordination and manual dexterity necessary to operate a computer and office equipment. Subject to reaching, twisting, handling and walking to perform the essential job functions. Involves contact with clients in possible stressful 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

DRAFT

JOB TITLE: Interpreter Senior

JOB CODE:	21570	**FLSA STATUS:**	Exempt
PAY GRADE:	21 Mkt. Diff.	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Provides sign language interpreting services, including assignments for departments, court hearings, small and large group situation, Commissioners Court, formal, highly technical situations.

DISTINGUISHING CHARACTERISTICS:

This is the second in a series of three interpreter-related job classifications within the Administrative Support job family. This is specialized professional work providing sign language interpreting services. This classification is distinguished from the Interpreter in that incumbents provide more demanding technical and complex interpreting services and typically have more experience. This classification is limited to individuals who are qualified and certified by the State of Texas to interpret in court.

DUTIES AND RESPONSIBILITIES:

- Provides sign language interpreting services, which may include assignments for, but not limited to, consumers, staff, one-on-one appointments, small or large group meetings, and telephone calls. Documents court and other legal situations (probation, jail, counseling, Commissioners Court, televised meetings) and other highly technical and complicated meetings and hearings.
- Provides advocacy services regarding access by people who are deaf according to applicable Federal, State and Local laws. Conducts outreach and education to members of the community, staff, other departments, and the general public. Provides independent living skills training for one-on-one or small groups, job development or search to deaf people, including those with multiple disabilities.
- Provides back-up assistance in scheduling/coordinating interpreter services and other office duties, as required. Mentors other team interpreters. Creates and maintains service records of activities and participants. Prepares reports and statistics.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:
Bachelor's degree in Deaf Education, Interpreting, Linguistics, Communications, Liberal Arts, Social or Behavioral Sciences or a directly related field AND five (5) years interpreting services experience in a variety of community, health, governmental, and social situations, including highly technical or legal situations. Must have at least an additional three (3) years of court interpreting experience. Experience should include interpreting for deaf individuals with special communication issues, including individuals with additional disabilities, mental retardation, mental illness and those with limited formal communication.

Licenses, Registrations, Certifications, or Special Requirements:
Court Interpreter Certification (CIC) from the Board for Evaluation of Interpreters of the Texas Commission for the Deaf and Hard of Hearing; or Special Certificate: Legal (SC: L) from the National Registry of Interpreters for the Deaf to interpret court proceedings for a hearing-impaired individual AND one of the following:

Interpreter Certification at Level III or IIIi from the Board for Evaluation of Interpreters of the Texas Commission for the Deaf and Hard of Hearing; or the Comprehensive Skills Certificate (CSC), Reverse Skills Certificate (RSC), Certificate of Transliteration (CT), Certificate of Interpretation (CI), Oral Interpreting Certificate (OIC) or Certified Deaf Interpreter-Provisional (CDI-P) from the National Registry of Interpreters for the Deaf; or their equivalent; OR

Interpreter Certification at Level Advanced, IV or IVi from the Board of Evaluation of Interpreters of the Texas Commission for the Deaf and Hard of Hearing; or Masters Comprehensive Skills Certificate (MCSC), Certificate of Transliteration (CT) AND Certificate of Interpretation (CI) or National Interpreter Certification (NIC) from the National Registry of Interpreters for the Deaf; or their equivalent; OR

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Interpreter Senior

JOB CODE:	21570	**FLSA STATUS:**	Exempt
PAY GRADE:	21 Mkt. Diff.	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Licenses, Registrations, Certifications, or Special Requirements: (Cont.)
Interpreter Certification at Level V or Vi from the Board for Evaluation of Interpreters of the Texas Commission for the Deaf and Hard of Hearing; or Certified Deaf Interpreter (CDI) or National Interpreter Certification (NIC) at Advanced Level from the National Registry of Interpreters for the Deaf; or their equivalent; OR

Interpreter Certification at Master Level from the Board of Evaluation of Interpreters of the Texas Commission for the Deaf and Hard of Hearing; or National Interpreter Certification (NIC) at Master Level from National Registry of Interpreters for the Deaf; or their equivalent.

Knowledge, Skills, and Abilities:

Knowledge of:

- Manual communication in American Sign Language.
- Methods of expressive and voice interpreting and their applications (e.g., Simultaneous and Consecutive).
- Issues and terminology of the interpreting profession.
- Standard practices and ethical standards in interpreting.
- Legal terminology, procedures and court decorum.
- Court interpreter training.
- Computer software applications, including word processing, presentations, spreadsheets, databases, graphics, and other related applications.
- Business letter writing, grammar and punctuation, and report preparation.

Skill in:

- Assessing and matching the communication needs of the client(s) and the situation utilizing various interpreting techniques, which may include gestures, other sign systems/languages, formal American Sign Language, etc. to ensure effective communication.
- Coordinating and prioritizing the work and activities of self.
- English language vocabulary.
- Dealing with hostile, abusive or irrational individuals.
- Operating a variety of modern office equipment, including a computer.
- Both verbal and written communication.

Ability to:

- Respond appropriately to crisis situations.
- Interpret accurately in court proceedings.
- Listen attentively for long periods of time.
- Prepare accurate and complete records, reports and statistics.
- Manage time well, perform multiple tasks and organize diverse activities.
- Perform in a stressful environment while maintaining a professional manner.
- Continue professional growth through continuing education.
- Establish and maintain effective working relationships with deaf and hearing clients, departmental clientele, representatives of outside agencies, other County employees and officials, members of diverse cultural and linguistic backgrounds, attorneys, children, judges and the general public.

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Interpreter Senior

JOB CODE:	21570	**FLSA STATUS:**	Exempt
PAY GRADE:	21 Mkt. Diff.	**LAST REVISED:**	10/01/09

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

Working conditions may be determined by the situation requiring interpreting and may vary from the usual office or meeting room environment. Physical requirements may include the ability to lift/carry up to 5-10 pounds occasionally, visual acuity, speech and hearing, hand and eye coordination and manual dexterity necessary to operate a computer and office equipment. Subject to reaching, twisting, handling and walking to perform the essential job functions. Involves contact with clients in possible stressful 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.

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TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Interpreter Language/Court Senior

JOB CODE:	21571	**FLSA STATUS:**	Exempt
PAY GRADE:	21 Mkt. Diff.	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Provides language interpretation services for the court. Schedules and coordinates interpreter services for the court and department.

DISTINGUISHING CHARACTERISTICS:

This is the third in a series of three interpreter-related job classifications within the Administrative Support job family. This is specialized professional work providing sign language interpreting services. This classification is distinguished from the Interpreter Senior in that incumbents, in addition to providing interpreter services, schedule and coordinate with outside agencies to secure interpreters proficient in languages other than Spanish. Incumbents perform administrative tasks and translate documents in various legal settings.

DUTIES AND RESPONSIBILITIES:

- Interprets spoken statements simultaneously and consecutively from one language into another in court proceedings, hearings, functions and related interviews. Answers to and interprets for specialized or assigned functions, as required. Translates documents, forms and other related materials used in court proceedings and County departments. Transcribes and translates court/departmental documents.
- Receives and processes interpreter requests. Maintains calendar for scheduled appointments. Schedules and coordinates with outside agencies to secure interpreters proficient in languages other than Spanish. Provides training of new contract interpreters, as required. Creates and maintains service records of activities and participants. Prepares reports and statistics.
- Provides advocacy regarding access according to any and all laws. Provides emergency training and orientation to interpreters without legal experience.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:
Bachelor's degree in Deaf Education, Linguistics, Communications, Liberal Arts, Social or Behavioral Sciences or a directly related field AND three (3) years directly related interpreting or translating experience, including one (1) year experience in court interpreting.

Licenses, Registrations, Certifications, or Special Requirements:
Licensed Court Interpreter issued by the Texas Commission of Licensing and Regulations to interpret court proceedings.

Knowledge, Skills, and Abilities:
Knowledge of:

- Issues and terminology of interpreter/transliterator profession.
- Fundamentals of court interpretation.
- Guidelines of judiciary interpreters/translators.
- Standard practices and ethical standards in interpreting/transliterating.
- Methods of expressive and voice interpreting/transliterating and their applications (e.g., Simultaneous and Consecutive).
- Legal terminology, procedures and court decorum.
- Juvenile justice/criminal justice systems.
- Computer software applications, including word processing, presentations, spreadsheets, databases, graphics and other related packages.
- Business letter writing, grammar and punctuation, and report preparation.

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Interpreter Language/Court Senior

JOB CODE:	21571	**FLSA STATUS:**	Exempt
PAY GRADE:	21 Mkt. Diff.	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Skill in:

- Coordinating and prioritizing the work and activities of self.
- English language vocabulary.
- Dealing with hostile, abusive or irrational individuals.
- Operating a variety of modern office equipment, including a computer.
- Both verbal and written communication.

Ability to:

- Interpret accurately from one language into another in court proceedings.
- Listen attentively for long periods of time.
- Prepare accurate and complete records, reports and statistics.
- Manage time well and perform multiple tasks, and organize diverse activities.
- Perform in a stressful environment, while maintaining a professional manner.
- Continue professional growth through continuing education.
- Establish and maintain effective working relationships with departmental clientele, representatives of outside agencies, other County employees and officials, attorneys, children, judges and the general public.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

Working conditions may be determined by the situation requiring interpreting and may vary from the usual office or meeting room environment. Physical requirements include the ability to lift/carry up to 5-10 pounds occasionally, visual acuity, speech and hearing, hand and eye coordination and manual dexterity necessary to operate a computer and office equipment. Subject to reaching, twisting, handling and walking to perform the essential job functions. Involves contact with clients in possible stressful 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

DRAFT

JOB TITLE: Law Enforcement Specialist

JOB CODE:	13588	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	13	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Under minimal supervision, performs investigative tasks on low priority cases. Completes and enters criminal reports and legal documents into the computer system. Maintains written records of all correspondence with caseload information. Performs administrative functions, such as typing search warrants, arrest warrants, statements, affidavits, statistical reports and forms. Assists the public by telephone and in person by answering questions and referring them to appropriate investigator or agency. Collects and distributes crime statistics and analysis of criminal trends to assist in investigations. Assists detectives by using a variety of sources to investigate criminal activity.

DISTINGUISHING CHARACTERISTICS:

This is a job classification within the Administrative Support job family. This is a specialized classification with duties similar but not identical to the Office Specialist title. Incumbents perform complex duties in the investigation and documentation of criminal activity. This classification is distinguished from the Office Specialist in the quasi-detective nature of the duties performed. This classification is distinguished from the Detective in that incumbents are civilians, do not have TCLEOSE training or possess formal arrest powers.

DUTIES AND RESPONSIBILITIES:

- Performs investigative tasks on low priority cases. Takes original reports from victims. Makes contact with victims and takes sworn statements. Interviews witnesses and records statements. Collects evidence and records in case files. Generates criminal incident and supplemental reports in connection with criminal investigations. Enters supplemental reports that were submitted by detectives and supervisors (including stolen property) into computer system. Maintains written record of any and all correspondence with caseload information. Uses computer to inquire about sensitive information (such as criminal histories) for agencies. Uses a variety of resources, including textbooks, electronic databases, maps and assorted legal media to investigate criminal activity.
- Types legal documents for detectives, such as search warrants, arrest warrants, voluntary statements, affidavits of fact, probable cause affidavits, lab submission forms, statistics reports, clearance rates and crime rates. Composes and prepares correspondence. Assists the public in person and on the phone. Assists with budget preparation. Keeps monthly statistics. Collects and distributes crime statistics for outside agencies. Serves as notary public for legal documents.
- Serves as civilian witness to voluntary statements and testifies in court, as required. Serves as liaison among CID and County Attorney's Office and District Attorney's Office. Provides victims with information regarding assistance programs and referral agencies. Prepares photo line-ups. Prepares analysis of criminal trends and patterns to assist in investigations. May assist detectives in translation.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:
High School diploma or G.E.D. AND four (4) years of responsible clerical experience, including use of legal terminology;

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: Law Enforcement Specialist

JOB CODE:	13588	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	13	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Knowledge, Skills, and Abilities:

Knowledge of:

- Law enforcement practices and procedures.
- Rules of criminal and civil procedures.
- Various legal instruments and terminology.
- Office procedures and policies.
- Evidence collection 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:

- Communicating effectively with victims, witnesses, law enforcement officers and others involved in criminal proceedings.
- Researching criminal histories.
- Documenting trends in criminal activities and other patterns related to solving cases.
- Performing administrative duties, such as typing reports and updating files.
- Operating a variety of modern office equipment, including a computer.
- Both verbal and written communication.

Ability to:

- Use independent judgment regarding release of confidential information.
- Serve as a witness, as required.
- Establish and maintain effective working relationships with victims, witnesses, law enforcement officers, judges, attorneys, 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, and considerable time on telephone 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 JOB DESCRIPTION

DRAFT

JOB TITLE: Civil Services Coordinator

JOB CODE:	18590	**FLSA STATUS:**	Exempt
PAY GRADE:	18	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Directs, coordinates and oversees all functions of the County's Civil Service Commission. Ensures TCSO and Civil Service Commission are in compliance with all governing laws, rules and regulations. Leads in the process of research, development, implementation and revision of all Civil Service Commission policies. Sets and coordinates Civil Service Commission meetings and researches agenda items. Performs administrative duties, such as preparing budget, collecting and organizing data and providing statistical analysis. Serves as an advisor to the Civil Service Commission. Develops and administers all entry and promotional exams for TCSO employees. Oversees the grievance process.

DISTINGUISHING CHARACTERISTICS:

This is a job classification within the Administrative Support family. Incumbents perform advanced complex duties in coordinating the day-to-day operations of the Civil Service Commission. This classification may require a flexible work schedule in order to meet the needs of the department.

DUTIES AND RESPONSIBILITIES:

- Establishes need for Civil Service Commission meetings. Researches agenda items and coordinates with Sheriff, administrative staff, law enforcement and corrections associations on meeting requests and presentations. Prepares and briefs Commissioners on relevant issues. Oversees the TCSO employee grievance process. Ensures all grievance process requirements are met. Coordinates hearings with Civil Service Commissioners, County Attorney's Office, aggrieved parties and their attorneys. Serves as court reporter preparing official hearing transcripts, rulings, objections, voir dire decisions and remarks of the court. Records items of evidence and all objections to the admissibility of evidence. Prepares subpoenas to commission hearings. Investigates employee grievances and helps resolve conflicts, complaints and problems.
- Evaluates, recommends and initiates changes to policies and procedures. Ensures policies are consistent with state and federal policies, laws and regulations. Consults with outside agencies for assistance in policy development and coordinates reviews with the County Attorney's Office. Serves as an advisor to Commissioners on issues and represents Commissioners under various circumstances. Advises managers, supervisors and employees regarding Civil Service Commission rules and regulations.
- Develops plans, implements, coordinates and oversees verbal and written promotional exams for Lieutenant, Sergeant, Detective, Senior Deputy, Senior Corrections Officer Senior, Dispatcher and Dispatcher Supervisor titles. Researches criminal law, investigative and supervisory text, state jail standards and TCSO and Civil Service Commission policy to prepare verbal and written questions. Writes interview questions and scenarios. Sets deadlines and posts notices for promotional testing and interviews. Develops, coordinates and conducts training for captains, lieutenants, sergeants and detectives regarding the proper proceedings of verbal interviews. Administers all promotional exams. Administers all patrol and dispatch entry-level exams. Conducts and oversees all promotional and entry-level law enforcement review boards. Reviews and makes final decisions regarding exam appeals. Certifies names of eligible individuals to appointing authority for filling of promotional and entry-level vacancies within TCSO.
- Performs administrative duties for the Civil Service Commission. Collects and organizes information related to activities and meetings. Creates and maintains activity database. Provides statistical analysis to Commissioners, TCSO and other agencies. Establishes budget priorities. Prepares and administers annual budget. Purchases office equipment and supplies.
- Performs other job-related duties as requested.

MINIMUM REQUIREMENTS:

Education and Experience:
Bachelor's degree in Human Resources Administration, Public Administration or a directly related field AND three (3) years of increasingly responsible personnel, employment or labor relations experience;

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TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Civil Services Coordinator

JOB CODE:	18590	**FLSA STATUS:**	Exempt
PAY GRADE:	18	**LAST REVISED:**	10/01/09

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:
Valid Texas Driver's License.

Preferred:
Knowledge of labor laws, civil rights legislation, and personnel policies.

Knowledge, Skills, and Abilities:
Knowledge of:

- Federal, State, Local and County laws and ordinances governing personnel and employment practices.
- Civil Service Commission policies and procedures.
- TCSO structure, regulations and operating procedures.
- Policies, practices, procedures, operations and legal terminology of assigned function.
- Basic principles of public administration and budgeting.
- Modern office practices, procedures and methods.
- 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:

- Performing administrative functions.
- Strategic planning and analysis.
- Conducting research, compiling and analyzing data and producing statistical reports.
- Coordinating the work of self and others.
- Problem-solving and decision-making, and conflict resolution.
- Operating a variety of modern office equipment, including a computer.
- Both verbal and written communication, including public presentations.

Ability to:

- Develop valid testing instruments.
- Administer tests and report results consistent with applicable rules and statutes.
- Research, compile, analyze, interpret and prepare a variety of statistical and other information.
- Prioritize assignments and work with multiple deadlines.
- Independently prepare correspondence, memorandums and other materials.
- Organize and assign the work of others.
- Develop, analyze and interpret policies.
- Establish and maintain effective working relationships with Commission members, TCSO employees, other County employees and officials, attorneys, other participants in the civil justice system, and the general public.

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Civil Services Coordinator

JOB CODE:	18590	**FLSA STATUS:**	Exempt
PAY GRADE:	18	**LAST REVISED:**	10/01/09

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.

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 DESCRIPTION

DRAFT

JOB TITLE: Chaplain

JOB CODE:	16072	**FLSA STATUS:**	Exempt
PAY GRADE:	16	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Performs ministerial clergy work. Responds to spiritual and religious counseling needs of clients, families of clients and staff, religious resources and literature, as required. Trains and orients volunteers to work with clients, coordinates specialized religious and social services for clients and provides opportunities for clients to express and practice their faith, individually or collectively.

DISTINGUISHING CHARACTERISTICS:

This is the first in a series of two chaplain-related job classifications within the Social Services job family. This classification is distinguished from the higher-level classification that is responsible for overseeing and supervising pastoral care programs, religious, staff and volunteers. 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 pastoral care and counseling to clients, families of clients and staff as requested and coordinates client requests for religious and social services, religious materials and visits from community representatives.
- Coordinates acquisition of religious materials as appropriate.
- Recruits, trains, assigns and supervises volunteers from the religious community to provide a variety of religious services for clients.
- Coordinates prayer, worship, visitation and other religious services for clients, families of clients and staff.
- Arranges family and specialized visits for clients.
- Assists in planning and coordinating religious programs for clients, families and staff. Communicates requirements of special religious programs to staff.
- Serves as liaison with religious and community organizations.
- Documents activity and reports statistics of assigned religious activities.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:
Bachelor's degree in Theology or a directly related field AND one (1) year of clinical pastoral education training and 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:
Board certified Chaplain by the Association of Professional Chaplains.

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Chaplain

JOB CODE:	16072	**FLSA STATUS:**	Exempt
PAY GRADE:	16	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Knowledge, Skills, and Abilities:

Knowledge of:

- Religious beliefs and practices of various faiths, groups and denominations.
- Religious materials of various faiths, groups and denominations.
- Types of prayer and prayer services of various faiths, groups and denominations.
- Policies, practices, procedures and terminology of assigned function.
- Local religious and social service organizations and programs and the resources available.
- Principles and procedures of record keeping.
- Computer equipment to include word processing, spreadsheets, databases and a variety of software packages.

Skill in:

- Providing pastoral care and counseling to clients, families of clients and staff.
- Pastoral caring and counseling functions.
- Problem-solving and decision-making.
- Both verbal and written communication, including presentations.

Ability to:

- Recruit, train, assign and supervise volunteers from the religious community.
- Provide sacramental services.
- Work independently.
- Manage time well and meet timelines.
- Communicate effectively.
- Establish and maintain effective working relationships with departmental clientele, other County employees and officials, community organizations 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, sitting, walking, climbing stairs, bending, stooping, crouching, kneeling, pushing, pulling, reaching, twisting, balancing, repetitive motion, client/customer contact, and squatting to perform the essential functions. Subject to extreme temperatures, outside elements, noise, vibration, contact with dust, fumes and hazardous chemicals, foul odors, animal and human 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: Chaplain Senior

JOB CODE:	17073	**FLSA STATUS:**	Exempt
PAY GRADE:	17	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Oversees and supervises pastoral care programs, staff and volunteers related to fulfilling the spiritual and religious counseling needs of clients, families of clients and staff. Ensures religious resources and literature are available to clients, as required. Trains and orients volunteers to work with clients, coordinates specialized religious and social services for clients and provides opportunities for clients to express and practice their faith, individually or collectively.

DISTINGUISHING CHARACTERISTICS:

This is the second in a series of two chaplain-related job classifications within the Social Services job family. This classification is distinguished from the Chaplain classification and is responsible for overseeing and supervising pastoral care programs, religious, staff and volunteers. 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:

- Oversees and supervises pastoral care programs, staff and volunteers. Recruits, assesses, trains, assigns and supervises staff and volunteers from the religious community to provide a variety of religious services for clients. Provides recommendations for new hires, performance evaluation, promotions, disciplinary actions and terminations.
- Provides pastoral care and counseling to clients, families of clients and staff as requested and coordinates client requests for religious and social services, religious materials, visits from community representatives.
- Plans and coordinates religious programs for clients, families and staff. Schedules prayer, worship, visitation and other religious services and related staff. Oversees communication requirements of special religious programs to staff.
- Provides pastoral care and counseling to clients, families of clients and staff during crisis situations.
- Oversees acquisition of religious materials.
- Arranges family and specialized visits for clients.
- Monitors hospitalization of clients and staff.
- Serves as liaison with religious and community organizations.
- Documents activity and reports statistics of assigned religious activities.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:
Bachelor's degree in Theology or a directly related field AND three (3) years of clinical pastoral education training and experience, including lead or 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:
Master's Degree in Theology or a directly related field.
Board certified Chaplain by the Association of Professional Chaplains.

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Chaplain Senior

JOB CODE:	17073	**FLSA STATUS:**	Exempt
PAY GRADE:	17	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Knowledge, Skills, and Abilities:

Knowledge of:

- Supervisory principles, practices and techniques.
- Religious beliefs and practices of various faiths, groups and denominations.
- Religious materials of various faiths, groups and denominations.
- Types of prayer and prayer services of various faiths, groups and denominations.
- Policies, practices, procedures and terminology of assigned function.
- Local religious and social service organizations and programs and the resources available.
- Accounting, purchasing and budgetary theory, principles and practices.
- Principles and procedures of record keeping.
- Computer equipment to include word processing, spreadsheets, databases and a variety of software packages.

Skill in:

- Recruiting, assessing, training, supervising and evaluating staff and volunteers.
- Providing pastoral care and counseling to clients, families of clients and staff.
- Pastoral caring and counseling functions.
- Problem-solving and decision-making.
- Both verbal and written communication, including presentations.

Ability to:

- Supervise, motivate, train and evaluate staff and volunteers.
- Plan and coordinate religious programs for clients, families and staff.
- Oversee acquisition of religious materials and maintain related budget.
- Provide sacramental services.
- Work independently.
- Manage time well and meet timelines.
- Communicate effectively.
- Establish and maintain effective working relationships with departmental clientele, other County employees and officials, community organizations 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, sitting, walking, climbing stairs, bending, stooping, crouching, kneeling, pushing, pulling, reaching, twisting, balancing, repetitive motion, client/customer contact, and squatting to perform the essential functions. Subject to extreme temperatures, outside elements, noise, vibration, contact with dust, fumes and hazardous chemicals, foul odors, animal and human 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: Counselor

JOB CODE:	15169	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	15	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Provides screening, assessment, crisis intervention, individual and group counseling, and support services to clients. Screens and assesses the medical, psychosocial and environmental status of clients, and coordinates and monitors referral of clients to clinical and other resources and services. Assists in developing counseling programs and interventions and provides related training for staff.

DISTINGUISHING CHARACTERISTICS:

This is the first in a series of two counselor-related job classifications within the Social Services job family. This classification is responsible for assessing the medical, psychosocial and environmental status of clients, coordinating referral to resources and services, and conducting related counseling programs. This classification is distinguished from the higher level class which typically attends to the more complex cases, develops counseling programs and related training, and may function in a lead capacity. 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 a medical, psychosocial and environmental assessment of clients through personal interviews, observation and other methods to determine clinical and other resources and services required.
- Conducts individual and group counseling related to mental and behavioral problems, substance abuse, personal and other problems. Provides crisis intervention services for clients. Identifies clients in at-risk situations and seeks treatment solutions and alternative environmental surroundings.
- Assists in developing treatment and intervention programs and recommending service plans for clients. Presents potential diagnosis based on established criteria. Coordinates referral of clients to clinical and other resources and services and monitors client progress. Resolves obstacles to service delivery.
- Maintains primary responsibility for coordinating client services provided by clinical and social service professionals and community outreach service providers. Initiates and sustains ongoing advocacy for client. Manages a client caseload.
- Assists in administering, scoring and interpreting sociological, psychological and vocational tests.
- Prepares progress reports of client treatment, documents interviews, observations and evaluations for case file. Maintains statistical reports of treatment and service provisions.
- Monitors mental health and environmental adjustment.
- Assists in planning, developing and conducting training sessions for staff and volunteers.
- Serves as liaison with advocacy groups, clinical and other service providers, community outreach services and law enforcement personnel.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:

Bachelor's degree in Social or Behavioral Sciences or a directly related field AND two (2) years experience in counseling/social services or criminal justice work;

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: Counselor

JOB CODE:	15169	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	15	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Licenses, Registrations, Certifications, or Special Requirements:
Valid Texas Driver's License.

Preferred:
Master's degree in Social or Behavioral Sciences or a directly related field.
Experience in crisis and trauma counseling.
Licensed Professional Counselor (LPC).
Qualified Credentialed Counselor (QCC).
Licensed Clinical Social Worker (LCSW).
Licensed Master Social Worker (LMSW).

Knowledge, Skills, and Abilities:
Knowledge of:
- Procedures for assessing medical, psychosocial and environmental status of clients.
- Counseling and crisis stabilization techniques and resources.
- Policies, practices, procedures and standards within area of assignment.
- Advocacy groups, clinical and other service providers and community outreach services.
- Principles and procedures of case file documentation.
- Computer equipment to include word processing, spreadsheets, databases and a variety of software packages.

Skill in:
- Counseling and providing crisis and other assistance to clients.
- Screening and assessing the medical, psychosocial and environmental status of clients.
- Determining types of counseling, social service provider and other services indicated for clients.
- Obtaining information from clients and other sources.
- Developing treatment and intervention programs and recommending service plans for clients.
- Conducting training sessions.
- Problem-solving and decision-making.
- Both verbal and written communication.

Ability to:
- Apply counseling theory, practice and procedures.
- Develop client advocacy programs.
- Work efficiently, both independently and as a team member.
- Manage time well and meet timelines.
- Communicate effectively.
- Establish and maintain effective working relationships with departmental clientele, other County employees and officials, community outreach and other organizations, clinical service providers, law enforcement personnel 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, sitting, walking, climbing stairs, bending, stooping, crouching, kneeling, pushing, pulling, reaching, twisting, balancing, repetitive motion, driving, client/customer contact, and 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: Counselor Senior

JOB CODE:	16170	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	16	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Provides screening, assessment, crisis intervention, individual and group counseling, and support services to clients. Screens and assesses the medical, psychosocial and environmental status of clients, and coordinates and monitors referral of clients to clinical and other resources and services. Develops, or assists in developing counseling programs and interventions and provides related training for staff.

DISTINGUISHING CHARACTERISTICS:

This is the second in a series of two counselor-related job classifications within the Social Services job family. This classification is distinguished from the lower level and is responsible for assessing the medical, psychosocial and environmental status of clients, coordinating referral to resources and services, and developing or assisting in the development of and conducting related counseling programs. This classification typically attends to the more complex cases and may function in a lead capacity. 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 a medical, psychosocial and environmental assessment of clients through personal interviews, observation and other methods to determine clinical and other resources and services required.
- Conducts individual and group counseling related to mental and behavioral problems, substance abuse, personal and other problems. Provides crisis intervention services for clients. Identifies clients in at-risk situations and seeks treatment solutions and alternative environmental surroundings.
- Develops or assists in developing treatment and intervention programs and recommends service plans for clients. Presents potential diagnosis based on established criteria. Coordinates referral of clients to clinical and other resources and services and monitors client progress. Resolves obstacles to service delivery.
- Maintains primary responsibility for coordinating client services provided by clinical and social service professionals and community outreach service providers. Initiates and sustains ongoing advocacy for client. Manages a client caseload.
- Assists in administering, scoring and interpreting sociological, psychological and vocational tests.
- Prepares progress reports of client treatment, documents interviews, observations and evaluations for case file. Maintains statistical reports of treatment and service provisions.
- Monitors mental health and environmental adjustment.
- Plans, develops and conducts training sessions for staff and volunteers.
- Serves as liaison with advocacy groups, clinical and other service providers, community outreach services and law enforcement personnel.
- May function as lead over subordinate counselors and other staff and/or volunteers.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:
Bachelor's degree in Social or Behavioral Sciences or a directly related field AND four (4) years experience in counseling/social services or criminal justice work;

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: Counselor Senior

JOB CODE:	16170	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	16	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Licenses, Registrations, Certifications, or Special Requirements:
Valid Texas Driver's License.

Preferred:
Master's degree in Social or Behavioral Sciences or a directly related field.
Experience in crisis and trauma counseling.
Licensed Professional Counselor (LPC).
Qualified Credentialed Counselor (QCC).
Licensed Clinical Social Worker (LCSW).
Licensed Master Social Worker (LMSW).

Knowledge, Skills, and Abilities:
Knowledge of:
- Procedures for assessing medical, psychosocial and environmental status of clients.
- Counseling and crisis stabilization techniques and resources.
- Policies, practices, procedures and standards within area of assignment.
- Advocacy groups, clinical and other service providers and community outreach services.
- Principles and procedures of case file documentation.
- Computer equipment to include word processing, spreadsheets, databases and a variety of software packages.

Skill in:
- Counseling and providing crisis and other assistance to clients.
- Screening and assessing the medical, psychosocial and environmental status of clients.
- Determining types of counseling, social service provider and other services indicated for clients.
- Obtaining information from clients and other sources.
- Developing treatment and intervention programs and recommending service plans for clients.
- Developing and conducting training sessions.
- Problem-solving and decision-making.
- Both verbal and written communication.

Ability to:
- Apply counseling theory, practice and procedures.
- Develop client advocacy programs.
- Train and supervise staff and volunteers.
- Work efficiently, both independently and as a team member.
- Manage time well and meet timelines.
- Communicate effectively.
- Establish and maintain effective working relationships with departmental clientele, other County employees and officials, community outreach and other organizations, clinical service providers, law enforcement personnel 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, sitting, walking, climbing stairs, bending, stooping, crouching, kneeling, pushing, pulling, reaching, twisting, balancing, repetitive motion, driving, client/customer contact, and 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: Victim Counselor

JOB CODE:	15586	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	15	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Provides counseling and support services to clients and assists with problems resulting from victimization. Screens and provides intake services for clients seeking court orders. Refers clients to counseling and other clinical and social service provider resources, coordinates client court appearances and accompanies clients to trial.

DISTINGUISHING CHARACTERISTICS:

This is the first in a series of two victim counselor-related job classifications within the Social Services job family. This classification is responsible for providing counseling and support services to clients and assisting with problems resulting from victimization. This classification is distinguished from the higher level which is responsible for clinical assessment of client psychosocial status and recommendation of types of counseling and other outreach services required. This classification typically does not function in a lead capacity. This classification may require work in secure facilities. This classification may include response at crime scenes. This classification may require a flexible work schedule in order to meet the needs of the department.

DUTIES AND RESPONSIBILITIES:

- Provides counseling and support services to clients and assists with problems resulting from victimization. Screens and provides intake services for clients seeking court orders.
- Provides information to clients related to crime and/or court case. Answers general questions from the public.
- Assists in gathering evidence requested for court cases. Locates and contacts clients to obtain information related to criminal cases. Processes subpoenas for upcoming court cases, requests medical records, collision reports, and other case related information.
- Coordinates client court appearances. Escorts clients to courtroom and provides support while testifying.
- Prepares and maintains statistical records. Records case file information in tracking system.
- Performs administrative duties such as preparing correspondence and processing incoming mail for case files.
- May assist in assessing the psychosocial status of clients and determining the types of counseling, social service provider and other services indicated. May assist in coordinating referrals and provision of services to clients.
- May serve as liaison with advocacy groups, clinical and other service providers, community outreach services and law enforcement personnel.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:
Bachelor's degree in Social or Behavioral Sciences or a directly related field AND two (2) years experience in counseling/social services or criminal justice work;

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: Victim Counselor

JOB CODE:	15586	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	15	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Knowledge, Skills, and Abilities:

Knowledge of:

- Policies, practices and procedures within the criminal justice system.
- Counseling techniques and resources.
- Advocacy groups, clinical and other service providers and community outreach services.
- Procedures for gathering evidence and researching information.
- Principles and procedures of record keeping.
- Computer equipment to include word processing, spreadsheets, databases and a variety of software packages.

Skill in:

- Counseling and providing assistance to clients.
- Coordinating client court appearances.
- Processing court related documents.
- Problem-solving and decision-making.
- Both verbal and written communication.

Ability to:

- Work independently.
- Manage time well and meet timelines.
- Communicate effectively.
- Establish and maintain effective working relationships with departmental clientele, other County employees and officials, community outreach and other organizations, clinical service providers, law enforcement personnel 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, sitting, walking, climbing stairs, bending, stooping, crouching, kneeling, pushing, pulling, reaching, twisting, balancing, repetitive motion, driving, client/customer contact, and 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: Victim Counselor Senior

JOB CODE:	16587	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	16	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Provides counseling, crisis stabilization and support services to clients and assists with problems resulting from victimization. Assesses the psychosocial status of clients, determines the types of counseling, social service provider resource referrals and services indicated and coordinates provision of services to clients. Serves as a liaison in preparing clients for trial, coordinates client court appearances and accompanies clients to trial.

DISTINGUISHING CHARACTERISTICS:

This is the second in a series of two victim counselor-related job classifications within the Social Services job family. This classification is responsible for assessing the psychosocial status of clients, determining the types of counseling, social service provider resource referrals and services indicated and coordinating provision of services to clients. This classification typically performs advanced counseling duties and may function in a lead capacity. This classification may require work in secure facilities. This classification may include response at crime scenes. This classification may require a flexible work schedule in order to meet the needs of the department

DUTIES AND RESPONSIBILITIES:

- Provides counseling, crisis stabilization and support services to clients and assists with problems resulting from victimization.
- Assesses the psychosocial status of clients and determines the types of counseling, social service provider and other services indicated. Coordinates referrals and provision of services to clients.
- Serves as a liaison in preparing clients for trial and in dealing with related emotional issues. Coordinates client court appearances, accompanies clients to trial and provides support while testifying.
- Provides information to clients related to crime and/or court case. Explains legal issues, terms and court procedures.
- Assists in gathering evidence requested for court cases. Locates and contacts clients to obtain information related to criminal cases. Requests medical records, collision and other reports, and other case related information. May process subpoenas for upcoming court cases.
- Consults with prosecutors regarding punishment and other pertinent matters.
- Develops client advocacy programs and trains staff and volunteers.
- Prepares and maintains statistical records. Records case file information in tracking system.
- Performs administrative duties such as preparing correspondence and processing incoming mail for case files.
- Serves as liaison with advocacy groups, clinical and other service providers, community outreach services and law enforcement personnel.
- May function as lead over subordinate counselors and other staff and/or volunteers.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:
Bachelor's degree in Social or Behavioral Sciences or a directly related field AND four (4) years experience in counseling/social services or criminal justice work;

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: Victim Counselor Senior

JOB CODE:	16587	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	16	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Licenses, Registrations, Certifications, or Special Requirements:
Valid Texas Driver's License.

Preferred:
Master's degree in Social or Behavioral Sciences or a directly related field.
Experience in crisis and trauma counseling.
Licensed Master Social Worker (LMSW); OR,
Licensed Professional Counselor (LPC).

Knowledge, Skills, and Abilities:
Knowledge of:
- Policies, practices and procedures within the criminal justice system.
- Counseling and crisis stabilization techniques and resources.
- Advocacy groups, clinical and other service providers and community outreach services.
- Procedures for gathering evidence and researching information.
- Principles and procedures of record keeping.
- Computer equipment to include word processing, spreadsheets, databases and a variety of software packages.

Skill in:
- Counseling and providing crisis and other assistance to clients.
- Assessing the psychosocial status of clients.
- Determining types of counseling, social service provider and other services indicated for clients.
- Obtaining information from clients and other sources.
- Coordinating client court appearances.
- Processing court related documents.
- Problem-solving and decision-making.
- Both verbal and written communication.

Ability to:
- Explain legal issues, terms and court procedures.
- Develop client advocacy programs.
- Train and supervise staff and volunteers.
- Work independently.
- Manage time well and meet timelines.
- Communicate effectively.
- Establish and maintain effective working relationships with departmental clientele, other County employees and officials, community outreach and other organizations, clinical service providers, law enforcement personnel 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, sitting, walking, climbing stairs, bending, stooping, crouching, kneeling, pushing, pulling, reaching, twisting, balancing, repetitive motion, driving, client/customer contact, and 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: Chemical Dependency Counselor

JOB CODE:	15075	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	15	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Provides screening, assessment, intake and treatment, and discharge planning for clients. Screens and assesses the substance abuse, psychosocial and environmental status of clients. Provides individual and group counseling, assists in developing counseling programs and intervention techniques, coordinates and monitors referral of clients to clinical and other resources and services and assists in providing related training for staff.

DISTINGUISHING CHARACTERISTICS:

This is the first in a series of two chemical dependency counselor-related job classifications within the Social Services job family. This classification is responsible for assessing the substance abuse, psychosocial and environmental status of clients, developing treatment and discharge plans, coordinating referral to resources and services and conducting related counseling programs. This classification is distinguished from the higher level by assisting in, rather than full development of counseling programs and related training. This classification typically does not function in a lead capacity. 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 intake, screening and assessment of clients for substance abuse problems. Assesses the substance abuse, psychosocial and environmental status of clients through screening instruments, personal interviews, observation and other methods to determine clinical and other education/treatment resources and services required. Administers various clinical and other screening tests.
- Conducts individual and group counseling and/or psycho-educational classes regarding substance abuse rehabilitation, cognitive skill development, and relapse prevention techniques. Provides crisis and substance abuse intervention services for clients. Identifies clients in at-risk situations and seeks treatment solutions and alternative environmental surroundings.
- Assists in developing treatment plans and intervention programs and recommending resources and services for clients. Coordinates referral of clients to clinical resources and other services and monitors client progress. Resolves obstacles to service delivery.
- Maintains primary responsibility for coordinating client services provided by clinical and social service professionals and community outreach service providers. Initiates and sustains ongoing advocacy for client.
- Prepares progress reports of client treatment, documents interviews, observations and evaluations for case file. Conducts and maintains analysis of treatment and service provider usage. Develops discharge plans, including referrals to counseling and social service programs in the community.
- Assists in planning, developing and conducting training sessions for staff and volunteers.
- Serves as liaison with advocacy groups, clinical and other service providers, community outreach services and law enforcement personnel. Conducts presentations related to substance abuse treatment and counseling for outside groups, agencies and organizations.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:

Bachelor's degree in Social or Behavioral Sciences or a directly related field AND two (2) years experience in substance abuse counseling, social services or criminal justice work;

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: Chemical Dependency Counselor

JOB CODE:	15075	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	15	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Licenses, Registrations, Certifications, or Special Requirements:
Licensed Chemical Dependency Counselor (LCDC); OR,
Qualified Credentialed Counselor (QCC) must be obtained within six (6) months of employment.
Valid Texas Driver's License.

Preferred:
Licensed Clinical Social Worker (LCSW).

Knowledge, Skills, and Abilities:

Knowledge of:

- Procedures for assessing the substance abuse, psychosocial and environmental status of clients.
- Counseling theory techniques and resources.
- Substance abuse and crisis intervention techniques and resources.
- Policies, practices, procedures and standards within area of assignment.
- Advocacy groups, clinical and other service providers and community outreach services.
- Principles and procedures of case file documentation.
- Computer equipment to include word processing, spreadsheets, databases and a variety of software packages.

Skill in:

- Counseling and providing crisis and other assistance to clients.
- Screening and assessing the substance abuse, psychosocial and environmental status of clients.
- Administering various clinical and other screening tests.
- Determining types of counseling, social service provider and other services indicated for clients.
- Obtaining information from clients and other sources.
- Developing treatment, intervention and discharge plans for clients.
- Developing and conducting training sessions.
- Problem-solving and decision-making.
- Both verbal and written communication.

Ability to:

- Apply counseling theory, practice and procedures.
- Develop client advocacy programs.
- Work efficiently, both independently and as a team member.
- Manage time well and meet timelines.
- Communicate effectively.
- Maintain clear and legible documentation.
- Establish and maintain effective working relationships with departmental clientele, other County employees and officials, community outreach and other organizations, clinical service providers, law enforcement personnel 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, sitting, walking, climbing stairs, bending, stooping, crouching, kneeling, pushing, pulling, reaching, twisting, balancing, repetitive motion, driving, client/customer contact, and 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: Chemical Dependency Counselor Senior

JOB CODE:	16076	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	16	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Provides screening, assessment, intake and treatment, and discharge planning for clients. Screens and assesses the substance abuse, psychosocial and environmental status of clients. Provides individual and group counseling, develops counseling programs and intervention techniques, coordinates and monitors referral of clients to clinical and other resources and services and provides related training for staff.

DISTINGUISHING CHARACTERISTICS:

This is the second in a series of two chemical dependency counselor-related job classifications within the Social Services job family. This classification is responsible for assessing the substance abuse, psychosocial and environmental status of clients, developing treatment and discharge plans, coordinating referral to resources and services and developing and conducting related counseling programs. This classification is distinguished from the lower level by performing advanced counseling duties and may function in a lead capacity. 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 intake, screening and assessment of clients for substance abuse problems. Assesses the substance abuse, psychosocial and environmental status of clients through screening instruments, personal interviews, observation and other methods to determine clinical and other education/treatment resources and services required. Administers various clinical and other screening tests.
- Conducts individual and group counseling and/or psycho-educational classes regarding substance abuse rehabilitation, cognitive skill development, and relapse prevention techniques. Provides crisis and substance abuse intervention services for clients. Identifies clients in at-risk situations and seeks treatment solutions and alternative environmental surroundings.
- Develops treatment plans and intervention programs and recommends resources and services for clients. Coordinates referral of clients to clinical resources and other services and monitors client progress. Resolves obstacles to service delivery.
- Maintains primary responsibility for coordinating client services provided by clinical and social service professionals and community outreach service providers. Initiates and sustains ongoing advocacy for client. Recommends revisions to counseling initiatives and operational/administrative procedures.
- Prepares progress reports of client treatment, documents interviews, observations and evaluations for case file. Conducts and maintains analysis of treatment and service provider usage. Develops discharge plans, including referrals to counseling and social service programs in the community.
- Plans, develops and conducts training sessions for staff and volunteers.
- Serves as liaison with advocacy groups, clinical and other service providers, community outreach services and law enforcement personnel. Conducts presentations related to substance abuse treatment and counseling for outside groups, agencies and organizations.
- May function as lead over subordinate counselors and other staff and/or volunteers. Plans workload distribution, assigns work, adjusts assignments to accommodate work fluctuations and changes, monitors work of subordinate staff and keeps supervisor informed.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:
Bachelor's degree in Social or Behavioral Sciences or a directly related field AND four (4) years experience in substance abuse counseling, social services or criminal justice work;

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Chemical Dependency Counselor Senior

JOB CODE:	16076	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	16	**LAST REVISED:**	10/01/09

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:
Licensed Chemical Dependency Counselor (LCDC); OR,
Qualified Credentialed Counselor (QCC) must be obtained within six (6) months of employment.
Valid Texas Driver's License.

Preferred:
Licensed Professional Counselor (LPC).
Licensed Clinical Social Worker (LCSW).
Licensed Master Social Worker (LMSW).

Knowledge, Skills, and Abilities:
Knowledge of:

- Procedures for assessing the substance abuse, psychosocial and environmental status of clients.
- Counseling theory techniques and resources.
- Substance abuse and crisis intervention techniques and resources.
- Policies, practices, procedures and standards within area of assignment.
- Advocacy groups, clinical and other service providers and community outreach services.
- Principles and procedures of case file documentation.
- Computer equipment to include word processing, spreadsheets, databases and a variety of software packages.

Skill in:

- Counseling and providing crisis and other assistance to clients.
- Screening and assessing the substance abuse, psychosocial and environmental status of clients.
- Administering various clinical and other screening tests.
- Determining types of counseling, social service provider and other services indicated for clients.
- Obtaining information from clients and other sources.
- Developing treatment, intervention and discharge plans for clients.
- Developing and conducting training sessions.
- Problem-solving and decision-making.
- Both verbal and written communication.

Ability to:

- Apply counseling theory, practice and procedures.
- Develop client advocacy programs.
- Train and supervise staff and volunteers.
- Work efficiently, both independently and as a team member.
- Manage time well and meet timelines.
- Communicate effectively.
- Maintain clear and legible documentation.
- Establish and maintain effective working relationships with departmental clientele, other County employees and officials, community outreach and other organizations, clinical service providers, law enforcement personnel and the general public.

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Chemical Dependency Counselor Senior

JOB CODE:	16076	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	16	**LAST REVISED:**	10/01/09

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, sitting, walking, climbing stairs, bending, stooping, crouching, kneeling, pushing, pulling, reaching, twisting, balancing, repetitive motion, driving, client/customer contact, and 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: Social Services Aide

JOB CODE:	09550	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	09	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Provides basic paraprofessional social services support services assisting clients and other social services staff. Performs a variety of routine tasks, such as providing basic social services information, transporting clients to and from medical and social services appointments, and assisting in supervising and documenting client visitations. Assists in organizing case files and other materials and resources for social services staff.

DISTINGUISHING CHARACTERISTICS:

This is the first in a series of two social services-related job classifications within the Social Services job family. This classification is responsible for performing basic paraprofessional social services support services assisting clients and other social services staff. This classification is distinguished from the Social Services Assistant class which performs a greater variety and complexity of tasks which require additional program knowledge and greater variety in prescribed procedures. This classification may require a flexible work schedule in order to meet the needs of the department.

DUTIES AND RESPONSIBILITIES:

- Provides basic social services information and forms to clients. Answers routine questions, provides pamphlets and other program information, and refers clients to appropriate social services staff for further information and assistance.
- Transports clients to and from medical and social services appointments.
- Assists in supervising and documenting client visitations with eligible family members.
- Assists in the preparation of case activity notes and reports.
- Assists in data collection, data entry and organization, and maintenance of case files.
- Performs administrative duties, such as providing information to clients over the phone, preparing routine correspondence and processing incoming mail for case files.
- Assists in compiling, monitoring, documenting and maintaining statistical and other information and records.
- 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 social services;

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:
Social services experience with a high level of client contact.

Knowledge, Skills, and Abilities:
Knowledge of:
- Policies, practices, procedures and terminology of assigned function.
- Local social services, organizations and programs and the resources available.
- Modern office/clerical practices, procedures and methods.
- File management and techniques.
- Principles and procedures of record keeping.
- Federal, State and Local program laws and requirements.
- Computer equipment to include word processing, spreadsheets, databases and a variety of software packages.

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TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Social Services Aide

JOB CODE:	09550	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	09	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Skill in:

- Operating a variety of modern office equipment, including a computer.
- Both verbal and written communication.

Ability to:

- Work effectively and courteously under high-pressure circumstances.
- 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, sitting, walking, driving, climbing stairs, bending, stooping, crouching, kneeling, pushing, pulling, reaching, twisting, balancing, repetitive motion, driving, client/customer contact, and 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: Social Services Assistant

JOB CODE:	11811	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	11	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Provides paraprofessional social services support services assisting clients and other social services staff. Screens clients to assess their social services and health needs. Determines preliminary client eligibility for a variety of services. Refers clients to social services provider resources and services as appropriate. Organizes case files and other materials and resources for social services staff. Assists in participating in outreach activities and serving as a liaison with community organizations.

DISTINGUISHING CHARACTERISTICS:

This is the second in a series of two social services-related job classifications within the Social Services job family. This classification is responsible for performing paraprofessional social services support services assisting clients and other social services staff. This classification is distinguished from the Social Services Aide class and performs a greater variety and complexity of tasks which require additional program knowledge and greater variety in prescribed procedures. This classification may require a flexible work schedule in order to meet the needs of the department.

DUTIES AND RESPONSIBILITIES:

- Interviews clients, collects data and determines clients potential eligibility for assistance based on a variety of services, regulations and procedures, including those grant funded. Provides clients and potential clients with program information, procedures and documentation requirements. Assigns clients to appropriate caseworker or other social services staff and refers clients to appropriate internal and external social services programs.
- Performs initial eligibility determinations which may result in a subsequent determination by a caseworker. Initiates, facilitates and participates in the eligibility determination process by encumbering grant monies.
- Answers telephone inquiries concerning program functions and documentation requirements. Refers clients to other agencies and community resources, as required.
- Provides basic problem solving assistance to clients. May provide limited short-term basic needs counseling and problem solving assistance to clients. May contact other social service providers to coordinate service delivery, schedule appointments, provide written referrals and schedule home visits.
- Performs administrative duties, such as providing information to clients over the phone, preparing correspondence, processing incoming mail for case files, filing and ordering and stocking supplies and/or food pantry items for clients. Enters data into the computer system to record information.
- Assists in compiling, monitoring, documenting and maintaining statistical and other information and records.
- Participates in planning and implementing special projects.
- May supervise clients in all phases of work to be accomplished. Transports clients, provides safety briefing and ensures all equipment is available and in good working condition.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:

Associate's degree in one of the Social or Behavioral Sciences AND one (1) year experience in social services with a high level of client contact;

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: Social Services Assistant

JOB CODE:	11811	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	11	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Licenses, Registrations, Certifications, or Special Requirements:
Valid Texas Driver's License.

Preferred:
Food Handler Certificate.
Six (6) months of lead or supervisory experience.

Knowledge, Skills, and Abilities:
Knowledge of:
- Policies, practices, procedures and terminology of assigned function.
- Local social services, organizations and programs and the resources available.
- Modern office/clerical practices, procedures and methods.
- File management and techniques.
- Principles and procedures of record keeping.
- Federal, State and Local program laws and requirements.
- Computer equipment to include word processing, spreadsheets, databases and a variety of software packages.

Skill in:
- Interviewing techniques.
- Operating a variety of modern office equipment, including a computer.
- Both verbal and written communication.

Ability to:
- Deal effectively with persons experiencing crises and economic stress.
- Work effectively and courteously under high-pressure circumstances.
- Safely and effectively operate all equipment required of job.
- 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, sitting, walking, driving, climbing stairs, bending, stooping, crouching, kneeling, pushing, pulling, reaching, twisting, balancing, repetitive motion, driving, client/customer contact, and 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: Intake Officer

JOB CODE:	13779	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	13	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Interviews, investigates and evaluates clients to determine eligibility for release from jail on personal bond or eligibility for further screening towards participation in criminal justice programs related to substance abuse treatment services and related assistance. Assists in coordinating and monitoring referral of clients to clinical and other resources and services. Gathers clinical and other data to track client progress toward improvement and potential completion and discharge from program. Prepares and maintains client case files and other materials and resources. Serves as a liaison with clinical and social service providers and community organizations.

DISTINGUISHING CHARACTERISTICS:

This is a job classification within the Social Services job family. This classification is responsible for interviewing, investigating and evaluating clients for recommendation into criminal justice programs related to court mandated substance abuse treatment programs. This classification is distinguished from the Chemical Dependency Counselor classification which is a licensed counselor responsible for clinical substance abuse and psychosocial assessment, treatment and intervention planning and counseling. 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:

- Interviews, investigates and evaluates clients to determine eligibility for release from jail on personal bond or eligibility for further screening towards participation in criminal justice programs related to substance abuse treatment services and related assistance.
- Provides recommendations regarding full eligibility for court mandated substance abuse treatment programs.
- Provides clients with program information, procedures, documentation requirements and case status.
- Assists in coordinating and monitoring referral of clients to clinical and other resources and services. Gathers clinical and other data to track client progress toward improvement and potential completion and discharge from program.
- Serves as a liaison between criminal justice system team, clients, social service providers and community organizations. Provides information as appropriate concerning client status and program compliance.
- Organizes and maintains court dockets. Maintains current caseload information.
- Prepares and maintains client case files and other materials and resources.
- Compiles, and maintains statistical and other information, records and reports.
- Participates in planning and implementing special projects.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:
Bachelor's degree in Social or Behavioral Sciences, Criminal Justice or a directly related field AND one (1) year experience in substance abuse counseling, social services or criminal justice work;

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: Intake Officer

JOB CODE:	13779	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	13	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Preferred:
Licensed Chemical Dependency Counselor (LCDC); OR,
Qualified Credentialed Counselor (QCC).

Knowledge, Skills, and Abilities:
Knowledge of:
- Policies, practices, procedures and legal terminology related to court system.
- Criminal justice system.
- Federal, State, Local and County applicable laws, rules, regulations and guidelines.
- Case management and social service delivery systems.
- Local social services, organizations and programs and the resources available.
- Modern office practices, procedures and methods.
- Computer equipment to include word processing, spreadsheets, databases and a variety of software packages.

Skill in:
- Interviewing, investigating and decision-making.
- Providing assistance to clients.
- Referring clients to appropriate clinical and social services organizations and programs.
- Problem-solving and decision-making.
- Operating a variety of modern office equipment, including a computer.
- Both verbal and written communication.

Ability to:
- Prepare accurate and complete records and case files.
- Work well under pressure and exercise tact in trying situations.
- Work independently.
- Manage time well and meet timelines.
- Communicate effectively.
- Establish and maintain effective working relationships with departmental clientele, representatives of outside agencies, other County employees and officials, community outreach and other organizations, clinical service providers, law enforcement personnel 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, sitting, walking, climbing stairs, bending, stooping, crouching, kneeling, pushing, pulling, reaching, twisting, balancing, repetitive motion, driving, client/customer contact, and 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: Case Worker

JOB CODE:	15812	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	15	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Determines applicants' eligibility for a variety of social services available and/or provides other social services related to crisis intervention and short-term case management. Interviews clients, collects and completes required eligibility documentation, determines eligibility for social services assistance and monitors client progress and usage of assistance. Refers clients to clinical and social service provider resources. May serve as lead worker over subordinate social services staff.

DISTINGUISHING CHARACTERISTICS:

This is a job classification within the Social Services job family. This classification is distinguished from other social services classes due to the eligibility-related functions and short-term case management for various clients. This classification interviews clients and collects eligibility documentation to determine appropriate social services assistance and monitors client progress and usage of assistance. Duties also include problem-solving assistance and functioning as an advocate on behalf of the client. This classification may require a flexible work schedule in order to meet the needs of the department.

DUTIES AND RESPONSIBILITIES:

- Interviews clients, collects and completes required documentation and determines eligibility for assistance based upon a variety of service regulations and procedures. Monitors and ensures contract and program compliance. May make home visits on an "as needed" basis for clients unable to come to the service site.
- Provides basic needs counseling and problem-solving assistance or case management services for clients. Conducts assessment of client needs. Develops casework/service plans, monitors progress and follow-up. Provides social services related to crisis intervention.
- Coordinates with other service agencies, organizations, and vendors to provide appropriate services and information for clients as well as referrals. Serves as an advocate on behalf of client. Makes appropriate referrals to other social service, education, and/or health agencies as needed. Interprets eligibility requirements, policy and procedures to clients, other agencies, vendors and governmental entities.
- Assists in contract development and monitoring.
- Plans, organizes and participates in special projects, including outreach efforts, public speaking and special activities for client. Provides education and training to clients/community.
- May provide short and long-term case management, crisis intervention and service coordination to ensure maximum self-sufficiency and non-institutional living. May provide short-term independent living skills assistance and training.
- May assist clients in obtaining vocational and employment services.
- May coordinate arrangement for indigent burials with funeral homes, survivors and staff. Attends indigent burials to ensure compliance with contract.
- May recruit, train and function as lead over volunteers and staff.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:

Bachelor's degree in one of the Social or Behavioral Sciences AND two (2) years experience in social services related work;

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.

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TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Case Worker

JOB CODE:	15812	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	15	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Licenses, Registrations, Certifications, or Special Requirements:
Valid Texas Driver's License.

Knowledge, Skills, and Abilities:

Knowledge of:

- Policies, practices, procedures and terminology of assigned function.
- Local social services, organizations and programs and the resources available.
- Federal, State and Local program laws and requirements.
- Modern office practices, procedures and methods.
- Computer equipment to include word processing, spreadsheets, databases and a variety of software packages.

Skill in:

- Providing assistance to clients.
- Interviewing techniques.
- Problem solving and decision-making.
- Referring clients to appropriate social services organizations and programs.
- Math computation.
- Operating a variety of modern office equipment, including a computer.
- Both verbal and written communication.

Ability to:

- Deal effectively with persons experiencing crises and economic stress.
- Work effectively and courteously under high-pressure circumstances.
- Prepare accurate and complete records and reports.
- Demonstrate consistent, sound, and mature judgment in the effective and efficient use of human and financial resources.
- Manage time well and meet timelines.
- Communicate effectively.
- Establish and maintain effective working relationships with departmental clientele, representatives of outside agencies, other County employees and officials, community outreach and other organizations, clinical and other social service providers, 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, sitting, walking, climbing stairs, bending, stooping, crouching, kneeling, pushing, pulling, reaching, twisting, balancing, repetitive motion, driving, client/customer contact, and 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: Case Management Coordinator

JOB CODE:	20815	**FLSA STATUS:**	Exempt
PAY GRADE:	20	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Directs and manages the designated Social Worker personnel licensed under the Regulation of Social Work Practitioners Act of the State of Texas. Develops, implements, oversees and coordinates all case management functions performed by assigned staff in compliance with all relevant division and grant policies and procedures. Provides consultation regarding social work practice. Conducts case management quality assurance and ensures compliance with licensure requirements for licensed staff. Collaborates with external community providers. Develops new systems to ensure effective and efficient service delivery.

DISTINGUISHING CHARACTERISTICS:

This is a job classification within the Social Services job family. This classification is distinguished from the Social Worker classification due to providing oversight and management of the social work functions to ensure compliance with the state and federal social work laws and policies.

DUTIES AND RESPONSIBILITIES:

- Conducts management and supervisory functions, including compliance monitoring of licensed and unlicensed personnel. Oversees social worker involvement in staffing, training and employee development and performance management. Monitors and ensures compliance with current licensure of all licensed social worker staff, including required continuing education.
- Facilitates and supports the development of community resource development by providing consultation to upper administration, other department staff and community partners/coalitions regarding identified and unresolved service gaps and barriers.
- Establishes and implements case management goals and outcomes and maintains an accurate accounting of participants receiving case management related services. Conducts research, plans programs, develops and recommends internal policies and procedures.
- Conducts case management quality assurance and compliance monitoring functions consistent with client goals, program/grant policies and procedures and licensed social worker professional standards. Provides performance input on quality and efficiency of case management and related activities.
- Researches, develops and trains on "best practices" in the area of case management and related social work areas. Facilitates and coordinates staff development on case management and related practices.
- Assists in preparing and conducting reports and presentations to policy makers and the community.
- Provides professional and technical consultation and assistance to department staff and community providers on social work and case management strategies. Works directly with community networks and providers to collaboratively address basic needs service delivery and promote increased client self-sufficiency.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:
Master's degree in Social Work AND four (4) years of progressively responsible social service experience, including at least two (2) years of mid-senior level supervisory or management experience, including some combination of counseling, case management, crisis intervention and working with a variety of services and 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.

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Case Management Coordinator

JOB CODE:	20815	**FLSA STATUS:**	Exempt
PAY GRADE:	20	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Licenses, Registrations, Certifications, or Special Requirements:
Licensed Master Social Worker (LMSW).
Valid Texas Driver's License.

Knowledge, Skills, and Abilities:

Knowledge of:

- Management and supervisory principles, practices and techniques.
- Theoretical constructs of human development and social work theory and practices.
- Policies, practices, procedures and terminology of assigned function.
- Quality assurance techniques.
- Federal, State and Local program laws and requirements.
- Local social services, organizations and programs and the resources available.
- Crisis intervention and counseling techniques.
- Requirements for categorical assistance programs.
- Psychosocial factors impacted by stressors, illness and disability and interventive techniques.
- Quality assurance techniques and practices.
- Modern office practices, procedures and methods.
- 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, allocating resources and evaluating programs.
- Counseling and providing crisis and other assistance to clients.
- Assessing the medical, psychosocial and environmental status of clients.
- Determining types of counseling, social service provider and other services indicated for clients.
- Referring clients to appropriate social services organizations and programs.
- Crisis intervention and counseling techniques used in trauma, grief or crisis situations.
- Planning and organizing social service programs and activities.
- Application of casework principles.
- Interviewing and obtaining information from clients and other sources.
- Problem-solving and decision-making.
- Both verbal and written communication, including presentations.

Ability to:

- Plan, assign, motivate, and supervise work of staff to achieve specific service objectives.
- Apply social work and counseling theory, practice and procedures.
- Deal effectively with persons experiencing crises and economic stress.
- Deal effectively with mentally disturbed, hostile and aggressive individuals.
- Work independently.
- Manage time well and meet timelines.
- Communicate effectively.
- 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

JOB TITLE: Case Management Coordinator

JOB CODE:	20815	**FLSA STATUS:**	Exempt
PAY GRADE:	20	**LAST REVISED:**	10/01/09

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, sitting, walking, climbing stairs, bending, stooping, crouching, kneeling, pushing, pulling, reaching, twisting, balancing, repetitive motion, driving, client/customer contact, and 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: Social Services Program Specialist Associate

JOB CODE:	13557	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	13	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Performs consultative, technical and administrative work in the planning, development, implementation and monitoring of a social services program or programs. Assists in analyzing program issues, completing policy and program analysis, conducting program research and presenting program-related training and education. May function as lead over subordinate administrative and/or other staff.

DISTINGUISHING CHARACTERISTICS:

This is the first in a series of three social services program-related job classifications within the Social Services job family. This classification is dedicated to work in a specific social services program or programs and is responsible for performing consultative, technical and administrative work in the planning development, implementation and monitoring of a social services program. This classification is distinguished from the Social Services Program Specialist by assisting in, rather than full planning and development of a program. This classification may require a flexible work schedule in order to meet the needs of the department.

DUTIES AND RESPONSIBILITIES:

- Participates in program planning and development.
- Assists in, or implements program directives and initiatives.
- Serves as technical consultant for program and related policy and provides technical assistance on program services.
- Analyzes program and program policy issues and documents findings.
- Monitors, reviews and evaluates information on service delivery system methods, program outcomes and activities in order to identify gaps in resources. May recommend and implement related improvements.
- Serves as liaison with, and resource for community outreach and advocacy groups, service providers and others.
- Conducts program related research and evaluates findings.
- Prepares administrative and statistical reports, studies and assists with specialized projects.
- Assists in analyzing the applications and variations of programs in order to develop action plans for program improvement.
- Initiates or assists in initiating new program initiatives.
- May assist in determining program trends and resolving technical problems.
- May plan, develop and conduct program-related educational sessions and training. May speak to community and other groups.
- May review case histories to evaluate the effectiveness of program standards and policies serving clients.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:

Associate's degree in Social or Behavioral Sciences or a directly related field AND three (3) years experience in social services or field directly related to program area;

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: Social Services Program Specialist Associate

JOB CODE:	13557	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	13	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Licenses, Registrations, Certifications, or Special Requirements:
Valid Texas Driver's License.

Preferred:
Bachelor's degree in Social or Behavioral Sciences or a directly related field.

Knowledge, Skills, and Abilities:
Knowledge of:
- Policies, practices and procedures within area of assignment.
- Federal, State and Local program laws and requirements.
- Advocacy groups, social service 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.
- Problem-solving and decision-making.
- Both verbal and written communication.

Ability to:
- Analyze, research and evaluate findings.
- Prepare administrative and statistical reports.
- Serve as technical consultant and liaison.
- Work independently.
- Manage time well and meet timelines.
- Communicate effectively.
- Establish and maintain effective working relationships with departmental clientele, representatives of outside agencies, 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 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, sitting, walking, climbing stairs, bending, stooping, crouching, kneeling, pushing, pulling, reaching, twisting, balancing, repetitive motion, driving, client/customer contact, and 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: Social Services Program Specialist

JOB CODE:	16562	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	16	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Performs consultative, technical and administrative work in the planning, development, implementation and monitoring of a social services program or programs. Analyzes program issues, completes policy and program analysis, conducts program research and presents program-related training and education. May coordinate, or assist in coordinating the activities and functions of a designated social services program. May function as lead over subordinate program and/or other staff.

DISTINGUISHING CHARACTERISTICS:

This is the second in a series of three social services program-related job classifications within the Social Services job family. This classification is dedicated to work in a specific social services program or programs and is responsible for performing consultative, technical and administrative work in the planning development, implementation and monitoring of a social services program. This classification is distinguished from the Social Services Program Specialist Associate and is responsible for planning, developing, implementing and monitoring a program and serving as technical program expert and consultant. This classification may require a flexible work schedule in order to meet the needs of the department.

DUTIES AND RESPONSIBILITIES:

- Participates in program planning and development.
- Implements, or assists in implementing program directives and initiatives.
- Serves as technical consultant for program and related policy and provides technical assistance on program services.
- Analyzes program and program policy issues and documents findings.
- 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.
- Works with program staff in determining trends and resolving technical problems.
- Plans, develops and conducts program-related educational sessions and training. Speaks to community and other groups.
- Serves as liaison with, and resource for community outreach and advocacy groups, service providers and others. Coordinates, improves and stimulates interest in the program and may secure financial support for program as appropriate.
- Conducts program related research and evaluates findings.
- Prepares administrative and statistical reports, studies and specialized projects.
- Assists in analyzing the applications and variations of programs in order to develop action plans for program improvement.
- Initiates or assists in initiating new program initiatives.
- May review case histories to evaluate the effectiveness of program standards and policies serving clients.
- May function as lead over subordinate program and other staff.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:

Bachelor's degree in Social or Behavioral Sciences or a directly related field AND four (4) years experience in social services or a directly 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.

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Social Services Program Specialist

JOB CODE:	16562	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	16	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Licenses, Registrations, Certifications, or Special Requirements:
Valid Texas Driver's License.

Knowledge, Skills, and Abilities:
Knowledge of:

- Policies, practices and procedures within area of assignment.
- Federal, State and Local program laws and requirements.
- Advocacy groups, social service providers and community outreach organizations.
- Computer equipment to include word processing, spreadsheets, databases and a variety of software packages.

Skill in:

- Program planning, development and monitoring.
- Conducting education and training sessions and public speaking presentations.
- Problem-solving and decision-making.
- Both verbal and written communication.

Ability to:

- Analyze, research and evaluate findings.
- Prepare administrative and statistical reports.
- Serve as technical consultant and liaison.
- Work independently.
- Manage time well and meet timelines.
- Communicate effectively.
- Establish and maintain effective working relationships with departmental clientele, representatives of outside agencies, 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 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, sitting, walking, climbing stairs, bending, stooping, crouching, kneeling, pushing, pulling, reaching, twisting, balancing, repetitive motion, driving, client/customer contact, and 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: Social Services Program Coordinator

JOB CODE:	17564	**FLSA STATUS:**	Exempt
PAY GRADE:	17	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Coordinates all phases of activities and functions associated with a social services program or programs. Performs consultative, technical and administrative work in the planning, development, coordination, implementation and monitoring of a program. Ensures that program goals and objectives are accomplished in accordance with established priorities. Analyzes program issues, completes policy and program analysis, conducts program research and presents program-related training and education. Typically supervises additional program staff.

DISTINGUISHING CHARACTERISTICS:

This is the third in a series of three social services program-related job classifications within the Social Services job family. This classification is responsible for coordinating, participating in and monitoring the activities and functions of a social services program or programs. This classification is distinguished from a Social Services Manager which has responsibility for an entire work unit. The Social Services Program Coordinator typically coordinates larger and more complex programs than a specialist, senior or lead staff position. This classification may require a flexible work schedule in order to meet the needs of the department.

DUTIES AND RESPONSIBILITIES:

- Coordinates, supervises, trains, monitors and evaluates program activities and staff.
- Plans, develops and recommends new or revised programs and goals and objectives.
- Develops and schedules program work plans, oversees daily operations and coordinates program activities.
- Determines, or assists in determining program priorities.
- Evaluates program effectiveness to develop improved methods. Devises evaluation methodology and coordinates implementation. Analyzes results and recommends or takes appropriate action.
- Monitors and approves program expenditures within established budget. May prepare or assist in preparing proposals for funding or funding continuation.
- Serves as technical consultant for program and related policy and provides technical and problem solving assistance on program services. Participates in providing program services to clients.
- Analyzes and reviews analysis of program and program policy issues.
- Prepares periodic reports, financial analysis and statistical reports on program activities and program progress.
- Serves as liaison with, and resource for community outreach and advocacy groups, service providers and others. Coordinates, improves and stimulates interest in the program and recruits program participants.
- Plans, develops and conducts program-related educational sessions and training. Speaks to community and other groups.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:

Bachelor's degree in Social or Behavioral Sciences or a directly related field AND five (5) years experience in social services or a directly related field, including experience coordinating a program;

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: Social Services Program Coordinator

JOB CODE:	17564	**FLSA STATUS:**	Exempt
PAY GRADE:	17	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Licenses, Registrations, Certifications, or Special Requirements:
Licensed Chemical Dependency Counselor (LCDC); OR,
Qualified Credentialed Counselor (QCC).
Licensed Social Worker (LSW); OR,
Licensed Master Social Worker (LMSW).
Valid Texas Driver's License.

Preferred:
Licensed Professional Counselor (LPC).
Master's degree in Social or Behavioral Sciences or a directly related field.
Probation or Corrections Officer Certification within six (6) months of employment.

Knowledge, Skills, and Abilities:
Knowledge of:
- Supervisory principles, practices and techniques.
- Program coordination and oversight techniques.
- Policies, practices and procedures within area of assignment.
- Federal, State and Local program laws and requirements.
- Advocacy groups, social service providers and community outreach organizations.
- Computer equipment to include word processing, spreadsheets, databases and a variety of software packages.

Skill in:
- Program planning, development, monitoring and evaluation.
- Conducting education and training sessions and public speaking presentations.
- Referring clients to appropriate social services organizations and programs.
- Problem-solving and decision-making.
- Monitoring and recommending program expenditures.
- Both verbal and written communication.

Ability to:
- Coordinate, supervise and evaluate program staff and activities.
- Analyze, research and evaluate findings.
- Prepare administrative and statistical reports.
- Serve as technical consultant and liaison.
- Work with clients to facilitate access to social services programs and resources.
- Work independently.
- Manage time well and meet timelines.
- Communicate effectively.
- Establish and maintain effective working relationships with departmental clientele, representatives of outside agencies, 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 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, sitting, walking, climbing stairs, bending, stooping, crouching, kneeling, pushing, pulling, reaching, twisting, balancing, repetitive motion, driving, client/customer contact, and 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: Social Services Manager

JOB CODE:	18814	**FLSA STATUS:**	Exempt
PAY GRADE:	18	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Manages the day-to-day and overall operations of a social services department, work unit or program composed of multiple operational components and related staff. Performs managerial, consultative, technical and administrative work in the planning, developing, overseeing implementation of and evaluating departmental goals and objectives.

DISTINGUISHING CHARACTERISTICS:

This is a job classification within the Social Services job family. This classification is responsible for managing the operations of a social services department, work unit or program composed of multiple operational components and related staff. This classification is distinguished from the Social Services Program Administrator which directs and manages a large department or broad based series of multiple funded programs with broad scope of responsibility, complex budget and large staff.

DUTIES AND RESPONSIBILITIES:

- Directs and manages the planning and operations of a social services department, work unit or program. Oversees subordinate managers and staff, including hiring, training, performance evaluation and disciplinary actions, ensuring activities are consistent with policies, procedures, laws, regulations, goals and objectives.
- Plans, develops and establishes goals and objectives. Participates in, or develops strategic plans to accomplish the goals and objectives.
- Manages service delivery and program operations for assigned area. Organizes operations and procedures. Sets priorities, monitors activities and assignments and resolves problems.
- Provides technical advice, policy interpretation and guidance for application of appropriate procedures to staff.
- Evaluates program effectiveness to develop improved methods. Devises evaluation methodology and manages implementation. Analyzes results and recommends or takes appropriate action.
- Develops, oversees and evaluates new and existing services and initiatives for implementation.
- Assists in, or develops budget for area of assignment. Administers budget and approves or recommends expenditures within established budget. May prepare proposals for funding or funding continuation.
- Serves as liaison and collaborates with governmental and public agency representatives, community outreach and advocacy groups, service providers and others. Plans, develops and manages a variety of community development and community organizing activities. Identifies and resolves service gaps and barriers, stimulates interest in departmental programs and services.
- Develops and participates in education and training for clients and community. Makes presentations related to departmental programs and services.
- Prepares periodic reports, financial analysis and statistical reports on program activities and program progress.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:
Bachelor's degree in Social or Behavioral Sciences or a directly related field AND five (5) years increasingly responsible experience in social services, 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

JOB TITLE: Social Services Manager

JOB CODE:	18814	**FLSA STATUS:**	Exempt
PAY GRADE:	18	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Licenses, Registrations, Certifications, or Special Requirements:
Licensed Chemical Dependency Counselor (LCDC); OR,
Qualified Credentialed Counselor (QCC).
Licensed Social Worker (LSW); OR,
Licensed Master Social Worker (LMSW).
Valid Texas Driver's License.

Preferred:
Licensed Professional Counselor (LPC).
Master's degree in Social or Behavioral Sciences or a directly related field.

Knowledge, Skills, and Abilities:

Knowledge of:
- Management and supervisory principles, practices and techniques.
- Policies, practices and procedures within area of assignment.
- Federal, State and Local program laws and requirements.
- Advocacy groups, social service providers and community outreach organizations.
- Budgetary practices and techniques.
- Modern office practices, procedures and methods.
- 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:
- Planning, development, monitoring and evaluation of social service programs and services.
- Supervising others, allocating resources and evaluating programs.
- Leadership and community collaboration.
- Problem-solving and decision-making.
- Operating a variety of modern office equipment, including a computer.
- Both verbal and written communication, including presentations.

Ability to:
- Motivate, train, supervise and develop and evaluate staff.
- Serve as technical consultant and liaison.
- Create and recommend department and program initiatives.
- Prepare administrative and statistical reports.
- Communicate effectively.
- Work independently.
- Manage time well and perform multiple tasks, and organize diverse activities.
- 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, sitting, walking, climbing stairs, bending, stooping, crouching, kneeling, pushing, pulling, reaching, twisting, balancing, repetitive motion, driving, client/customer contact, and 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: Social Services Program Administrator

JOB CODE:	20560	**FLSA STATUS:**	Exempt
PAY GRADE:	20	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Directs the overall operations and staff of a comprehensive and complex social services program. Directs the day-to-day operations through subordinate managers and supervisors. Plans and develops policies, procedures and programs to accomplish goals and objectives. Oversees and performs managerial, consultative, technical and administrative work, develops and recommends strategic plans and new program initiatives, and directs and prepares annual budget.

DISTINGUISHING CHARACTERISTICS:

This is a job classification within the Social Services job family. This classification is responsible for directing the operations and staff of a comprehensive and complex social services program. This classification is distinguished from the Social Services Manager by the responsibility for developing strategic plans, goals and objectives, initiatives, and budget for a large, comprehensive, complex program or programs. The classification has a broad scope of operational and staff responsibility and typically directs through subordinate managers.

DUTIES AND RESPONSIBILITIES:

- Directs the planning and operations of a comprehensive and complex social services program. Directs subordinate managers and staff, including hiring, training, performance evaluation, disciplinary actions and dismissals, ensuring activities are consistent with policies, procedures, laws, regulations, goals and objectives. Creates opportunities for improved performance, learning and development of staff, and identifies and addresses problems or conflicts.
- Directs and participates in the planning, developing and establishing of goals and objectives. Develops strategic plans, policies and programs to accomplish the goals and objectives.
- Directs the service delivery and program operations. Oversees the establishing of procedures and priorities and directs the monitoring of activities and assignments to achieve desired results. Resolves problems.
- Evaluates effectiveness of programs and operations and develops new and modified initiatives to improve effectiveness. Directs the implementation and monitoring of new and existing programs.
- Provides high-level technical advice, policy interpretation and guidance for application of appropriate procedures to managers and other staff.
- Directs and participates in development of annual program budget. Directs ongoing administration of approved budget and oversees expenditures. Prepares proposals for funding or funding continuation, as required.
- Represents the organization and collaborates with governmental and public agency representatives, community outreach and advocacy groups, service providers and others. Plans, develops and directs a variety of community development and community organizing activities. Identifies and resolves service gaps and barriers, stimulates interest in programs and services.
- Directs the development of, and participation in training and education programs for clients, social service providers, community organizations and others.
- Prepares periodic reports, financial analysis and statistical reports on program activities, results and performance.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:
Bachelor's degree in Social or Behavioral Sciences or a directly related field AND seven (7) years increasingly responsible experience in social services, including two (2) 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.

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TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Social Services Program Administrator

JOB CODE:	20560	**FLSA STATUS:**	Exempt
PAY GRADE:	20	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Licenses, Registrations, Certifications, or Special Requirements:
Valid Texas Driver's License.

Preferred:
Master's degree in Social or Behavioral Sciences or a directly related field.

Knowledge, Skills, and Abilities:
Knowledge of:

- Management and supervisory principles, practices and techniques.
- Program administration and oversight techniques.
- Policies, practices and procedures within area of assignment.
- Federal, State and Local program laws and requirements.
- Advocacy groups, social service providers and community outreach organizations.
- Budgetary practices and techniques.
- Modern office practices, procedures and methods.
- 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:

- Strategic planning, development, monitoring and evaluation of social service programs and services.
- Supervising others, allocating resources and evaluating programs.
- Leadership and community collaboration.
- Problem-solving and decision-making.
- Developing and monitoring program budgets.
- Operating a variety of modern office equipment, including a computer.
- Both verbal and written communication, including presentations.

Ability to:

- Direct, motivate, train, develop and evaluate staff.
- Serve as technical consultant and liaison.
- Create and recommend program initiatives.
- Prepare administrative and statistical reports.
- Communicate effectively.
- Work independently.
- Manage time well and 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 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, sitting, walking, climbing stairs, bending, stooping, crouching, kneeling, pushing, pulling, reaching, twisting, balancing, repetitive motion, driving, client/customer contact, and 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: Social Worker

JOB CODE:	17813	**FLSA STATUS:**	Exempt
PAY GRADE:	17	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Provides social work services to clients and families to include case management, psychosocial and/or needs assessments. Develops client/family individualized service plans and monitors progress. Utilizes community resources to assist clients and their families and provides client/family education, training and advocacy.

DISTINGUISHING CHARACTERISTICS:

This is a job classification within the Social Services job family. This classification is distinguished from other social services classes due to the social work functions and services provided to clients. This classification performs case management, psychosocial and/or needs assessments, develops client service plans and accesses community resources to assist clients. This classification may require a flexible work schedule in order to meet the needs of the department.

DUTIES AND RESPONSIBILITIES:

- Conducts client and/or family psychosocial and/or needs assessment and obtains maximum benefit from all available sources.
- Develops and implements client/family individualized service plans and monitors progress. Conducts periodic and final assessments to determine progress, client barriers, follow-up needs and client outcomes.
- Provides brief counseling and crisis intervention to individuals and/or their families to resolve crisis, prevent future crisis and promote progress toward self-sufficiency and individualized service plan goals and outcomes.
- Provides short or long-term case management and service coordination in manners and settings condusive to best client outcomes. Utilizes community resources to assist client in learning to live as a self-sufficient member of the community, including, but not limited to, medical resources, local, state and federal agencies, community-based agencies and other resources.
- Participates in community collaboration for resource development and elimination of duplication of services. Serves as member of community groups advocating for client populations and needs.
- Provides client/family education, training and advocacy.
- Maintains current knowledge about resource availability, service costs and budgetary parameters and remains fiscally responsible in carrying out all case management functions and activities.
- Participates in evaluative and quality assurance activities designed to monitor the appropriateness and effectiveness of both the service delivery system in which case management operates as well as the case manager's own case management services. Ensures full professional accountability. Uses evidence based practices and remains current with standards of profession.
- Writes informational reports and compiles data/information in accordance with professional standards and policies.
- Participates and coordinates in case reviews involving client/family and other service providers.
- Provides information, referral and linkage services to all community residents.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:
Master's degree in Social Work AND two (2) years social work experience counseling individuals in crisis/trauma situations.

Licenses, Registrations, Certifications, or Special Requirements:
Licensed Master Social Worker (LMSW).
Valid Texas Driver's License.

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TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Social Worker

JOB CODE:	17813	**FLSA STATUS:**	Exempt
PAY GRADE:	17	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Knowledge, Skills, and Abilities:

Knowledge of:

- Theoretical constructs of human development and social work theory and practices.
- Policies, practices, procedures and terminology of assigned function.
- Local social services, organizations and programs and the resources available.
- Crisis intervention and counseling techniques.
- Requirements for categorical assistance programs.
- Psychosocial factors impacted by stressors, illness and disability and intervention techniques.
- Federal, State and Local program laws and requirements.
- Financial resources available to clients.
- Modern office practices, procedures and methods.
- Computer equipment to include word processing, spreadsheets, databases and a variety of software packages.

Skill in:

- Counseling and providing crisis and other assistance to clients.
- Assessing the medical, psychosocial and environmental status of clients.
- Determining types of counseling, social service provider and other services indicated for clients.
- Referring clients to appropriate social services organizations and programs.
- Crisis intervention and counseling techniques used in trauma, grief or crisis situations.
- Obtaining services for clients.
- Planning and organizing social service programs and activities.
- Application of casework principles.
- Interviewing and obtaining information from clients and other sources.
- Problem-solving and decision-making.
- Both verbal and written communication.

Ability to:

- Apply social work and counseling theory, practice and procedures.
- Deal effectively with persons experiencing crises and economic stress.
- Work effectively and courteously under high-pressure circumstances.
- Prepare accurate and complete records and reports.
- Demonstrate consistent, sound and mature judgment in the effective and efficient use of human and financial resources.
- Deal effectively with mentally disturbed, hostile and aggressive individuals.
- Work independently.
- Manage time well and meet timelines.
- Communicate effectively.
- 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, sitting, walking, climbing stairs, bending, stooping, crouching, kneeling, pushing, pulling, reaching, twisting, balancing, repetitive motion, driving, client/customer contact, and 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: Psychologist

JOB CODE:	23694	**FLSA STATUS:**	Exempt
PAY GRADE:	23	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Under administrative direction, performs work of directing psychological programs and services, conducting psychological testing and evaluations, managing case planning and strategies, assigning and reviewing all psychological screenings and consultation to assist in making decisions related to treatment plans and court case dispositions, and diagnosing and counseling offenders. Providing consultation and training on conducting counseling sessions and conducting psychological research. Provides supervision to master's level psychology staff. Works under minimal supervision with extensive latitude for the use of initiative and independent judgment.

DISTINGUISHING CHARACTERISTICS:

This is a job classification within the Social Services job family. This classification serves as primary Psychologist. This classification may require a flexible work schedule in order to meet the needs of the department.

DUTIES AND RESPONSIBILITIES:

- Plans and directs psychological programs and services. Conducts psychological testing and evaluations. Manages case planning and strategies. Assigns and reviews all psychological screenings and consultation to assist in making decisions related to treatment plans and court case dispositions and diagnoses and counsels offenders.
- Develops, coordinates and evaluates mental health delivery programs and services. Develops systems for improved management or administration.
- Recommends, implements and administers policies and procedures.
- Directs administrative activities in the office. Directs the work and activities of professional and support staff, including master's level psychology interns, which includes hiring, training, work distribution, performance appraisal and discipline.
- Conducts psychological research. Provides outreach services. Assists with program evaluation studies. Plans and directs research studies and projects, ensuring findings are appropriately disseminated.
- Provides consultation, training and technical assistance to staff. Designs, supervises and conducts workshops on psychological topics for staff and the community.
- Provides consultation to the staff regarding case management in the design and implementation of special treatment programs. Determines nature and extent of treatment programs. Reviews psychological reports for completeness and accuracy and prepares written reports. Maintain documentation of service delivery in accordance with standards of the profession. Organizes patient's data.
- Provides court testimony as an expert witness.
- Serves on various committees, as required.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:
Ph.D. degree in Psychology AND two (2) years of experience in assessment and counseling with an adolescent population.

Licenses, Registrations, Certifications, or Special Requirements:
Licensed as a Psychologist issued by the Texas State Medical Board of Psychology.
Valid Texas Driver's License.

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Psychologist

JOB CODE:	23694	**FLSA STATUS:**	Exempt
PAY GRADE:	23	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Knowledge, Skills, and Abilities:

Knowledge of:

- Psychology, psychometry, psychopathy and physiological principles.
- Diagnostic criteria.
- Psychological evaluation methods.
- Policies, procedures, rules and regulations.
- Child and adolescent development.

Skill in:

- Using psychological evaluation and assessment techniques and apply mediation procedures.
- Interpreting diagnostic evaluations and analyzing behavior.
- Preparing and maintaining accurate records, files and reports.
- Supervising and training employees.
- Interacting effectively with all levels of management, employees and outside contacts.
- Exercising independent judgment under minimal supervision.
- Both verbal and written communication.

Ability to:

- Plan and direct psychological activities and research.
- Organize workloads.
- Provide psychological counseling.
- Plan, assign and/or supervise the work of others.
- 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 35-100 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, sitting, walking, climbing stairs, bending, stooping, crouching, kneeling, pushing, pulling, reaching, repetitive motion, twisting, balancing, repetitive motion, client/customer contact, squatting, and occasional indoor/outdoor activities 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: Engineering Technician

JOB CODE:	13257	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	13	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Performs technical engineering work, including design and drafting activities. Provides technical engineering and property information. Reviews and interprets engineering projects for accuracy and compliance. Performs all work using appropriate safety procedures.

DISTINGUISHING CHARACTERISTICS:

This is the first in a series of two engineering-related job classifications within the Engineering and Support Services job family. This classification is distinguished by the performance of more routine duties assigned. Work is performed under the direct supervision of a professional engineer. This classification may require a flexible work schedule in order to meet the needs of the department.

DUTIES AND RESPONSIBILITIES:

- Performs routine design work and drafting plans for engineering projects. Assists in preparing project estimates.
- Develops, maintains and updates engineering databases and other associated computer systems. Performs engineering calculations. Develops technical and administrative project reports.
- Reviews and interprets engineering projects for accuracy and compliance with applicable laws, regulatory codes, rules, permits, licenses, standards, policies and procedures.
- Participates in the processing of permits. Calculates and collects payment of fees.
- Researches, investigates and analyzes issues. Prepares recommendations for professional staff.
- Provides technical engineering and property information to the public, County staff and officials, developers, designers, architects, engineers, contractors and representatives of outside agencies.
- Maintains accurate records and notes of office work activities.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:
Associate's degree in a related Engineering or Drafting discipline AND two (2) years related increasingly responsible engineering work experience in the areas of design and drafting;

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:
- Principles, methods, practices and techniques of designing and drafting.
- Advanced mathematical and statistical methods as used in engineering and planning.
- Federal, State, Local and County applicable laws, rules, regulations, permits, licenses, practices, standards, policies and procedures.
- Engineering maps and records.
- Principles and practices related to public works projects and or contract plans, specifications and estimates.

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Engineering Technician

JOB CODE:	13257	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	13	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Knowledge of: (Cont.)

- Methods, practices, and techniques of inspections, compliance and enforcement.
- Computer equipment to include word processing, presentations, spreadsheets, databases, maps, records, graphics, project scheduling and management, and other related engineering applications.
- Business letter writing, grammar and punctuation, and report preparation.

Skill in:

- Preparing technical engineering drawings.
- Analyzing data, technical engineering data and reports.
- Applying principles and practices as used in engineering.
- Adapting approved engineering methods and standards a variety of engineering projects.
- Using and caring for equipment, tools and testing materials.
- Using and caring for computer-aided design and drafting (CADD), Geographic Information System (GIS) and other related electronic equipment.
- Explaining complicated technical problems in simple non-technical language.
- Problem-solving and technical decision-making for developing effective solutions.
- Both verbal and written communication.

Ability to:

- Interpret maps, plans, specifications, standards, policies, procedures and regulatory codes.
- Perform technical research, calculations, and computations, and prepare plans and reports.
- Manage time well, perform multiple tasks and organize diverse activities.
- Convey ideas and concepts verbally and in writing.
- Perform in a stressful environment while maintaining a professional manner.
- Continue professional growth through continuing education.
- Establish and maintain effective working relationships with County employees and officials, developers, engineers, contractors, representatives of outside agencies, and the general public.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

Physical requirements include the ability to lift/carry up to 10-60 pounds occasionally, visual acuity, mental effort, speech and hearing, hand and eye coordination and manual dexterity necessary to operate a computer, and viewing screens for long periods. Subject to standing, sitting, walking, climbing stairs, bending, stooping, squatting, crouching, kneeling, pushing, pulling, reaching, twisting, balancing, driving, repetitive motion, and client/customer contact to perform the essential functions. Subject to contact with noise, vibration, fumes, foul odor, dirt, dust, mist, gases, and poor ventilation. Requires use of protective devices such as masks, goggles, and gloves. Requires fieldwork, and exposure to traffic, public work development sites, construction site hazards, climbing and walking and traveling over rough, uneven, mud, rocky, high grass terrain, and indoors/outdoors in all types of weather (excessive heat and cold).

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: Engineering Technician Senior

JOB CODE:	15258	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	15	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Performs technical engineering work, including design and drafting activities. Provides technical engineering and property information. Reviews and interprets engineering projects for accuracy and compliance. Performs all work using appropriate safety procedures. May lead or supervise staff.

DISTINGUISHING CHARACTERISTICS:

This is the second in a series of two engineering-related job classifications within the Engineering and Support Services job family. This classification is distinguished by the performance of more variety and complex duties assigned. This classification may lead or supervise staff. Work is performed under the direct supervision of a professional engineer. This classification may require a flexible work schedule in order to meet the needs of the department.

DUTIES AND RESPONSIBILITIES:

- Performs more variety and complex design work and drafting plans for engineering projects. Prepares project estimates.
- May assign, review work and train staff.
- Develops, maintains and updates engineering databases and other associated computer systems. Performs engineering calculations. Develops technical and administrative project reports.
- Reviews and interprets engineering projects for accuracy and compliance with applicable laws, regulatory codes, rules, permits, licenses, standards, policies and procedures.
- Researches, investigates and analyzes issues. Prepares recommendations for professional staff.
- Provides technical engineering and property information to the public, County staff and officials, developers, designers, architects, engineers, contractors and representatives of outside agencies.
- Acts as computer-aided design and drafting (CADD) coordinator for other County staff and officials. Develops CADD standards, establishes and maintains working relationships with CADD software providers.
- Maintains accurate records and notes, and of office work activities.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:
Associate's degree in a related Engineering or Drafting discipline AND three (3) years related increasingly responsible engineering work experience in the areas of design and drafting;

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:
One (1) year of lead or supervisory level experience.

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Engineering Technician Senior

JOB CODE:	15258	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	15	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Knowledge, Skills, and Abilities:

Knowledge of:

- Principles, methods, practices and techniques of designing and drafting.
- Advanced mathematical and statistical methods as used in engineering and planning.
- Engineering maps and records.
- Management and supervisory principles, practices and techniques.
- Principles and practices related to public works projects and or contract plans, specifications and estimates.
- Methods, practices, and techniques of inspections, compliance and enforcement.
- Federal, State, Local and County applicable laws, rules, regulations, permits, licenses, practices, standards, policies and procedures.
- Computer-aided design and drafting (CADD) software and related third party software.
- Computer equipment to include word processing, presentations, spreadsheets, databases, maps, records, graphics, project scheduling and management, and other related engineering applications.
- Business letter writing, grammar and punctuation, and report preparation.

Skill in:

- Preparing technical engineering drawings.
- Analyzing data, technical engineering data and reports.
- Applying principles and practices as used in engineering.
- Adapting approved engineering methods and standards a variety of engineering projects.
- Using and caring for equipment, tools and testing materials.
- Using and caring for computer-aided design and drafting (CADD), Geographic Information System (GIS), Global Positioning System (GPS) processing, survey data collection processing and other related electronic equipment.
- Supervising others, including team building.
- Explaining complicated technical problems in simple non-technical language.
- Problem-solving and technical decision-making for developing effective solutions.
- Both verbal and written communication.

Ability to:

- Train, lead, supervise and motivate employees.
- Interpret maps, plans, specifications, standards, policies, procedures and regulatory codes.
- Perform technical research, calculations, and computations, and prepare plans and reports.
- Plan, assign, supervise and review the work of subordinates.
- Manage time well, perform multiple tasks and organize diverse activities.
- Convey ideas and concepts verbally and in writing.
- Perform in a stressful environment while maintaining a professional manner.
- Continue professional growth through continuing education.
- Establish and maintain effective working relationships with County employees and officials, developers, engineers, contractors, representatives of outside agencies, and the general public.

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Engineering Technician Senior

JOB CODE:	15258	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	15	**LAST REVISED:**	10/01/09

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

Physical requirements include the ability to lift/carry up to 10-60 pounds occasionally, visual acuity, mental effort, speech and hearing, hand and eye coordination and manual dexterity necessary to operate a computer, and viewing screens for long periods. Subject to standing, sitting, walking, climbing stairs, bending, stooping, squatting, crouching, kneeling, pushing, pulling, reaching, twisting, balancing, driving, repetitive motion, and client/customer contact to perform the essential functions. Subject to contact with noise, vibration, fumes, foul odor, dirt, dust, mist, gases, and poor ventilation. Requires use of protective devices such as masks, goggles, and gloves. Requires fieldwork, and exposure to traffic, public work development sites, construction site hazards, climbing and walking and traveling over rough, uneven, mud, rocky, high grass terrain, and indoors/outdoors in all types of weather (excessive heat and cold).

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: Engineering Specialist

JOB CODE:	17250	**FLSA STATUS:**	Exempt
PAY GRADE:	17	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Under general supervision, functions as project designer over small less-complex public work projects. Performs all work using appropriate safety procedures.

DISTINGUISHING CHARACTERISTICS:

This is the first in a series of two engineering-related job classifications within the Engineering and Support Services job family. This classification is distinguished by the scope of project work. Work is performed under the direct supervision of a professional engineer. This classification may require a flexible work schedule in order to meet the needs of the department.

DUTIES AND RESPONSIBILITIES:

- Functions as project designer providing engineering design and analysis support for public/private small less-complex work projects of varying complexity. Scopes public works projects, develops project schedules and budgets, develops and completes project planning documents, designs, specifications and estimates. Plans and designs roadways, structures, and parks, including hydraulic designs, traffic control, various land surveys and utility relocations.
- Performs contract and construction management duties for public works projects. Conducts work on construction quality assurance, contract administration, permit inspection and compliance, utility relocation coordination and inspection, and assurance of contractor compliance with traffic control requirements.
- May be responsible for traffic safety issues and concerns. Conducts and analyzes traffic count data, investigates and responds to traffic work orders, performs data entry, and maintains a statistical database on countywide vehicular accidents.
- May review street and drainage plans and subdivision plans prepared by others to ensure compliance. Completes work orders. Develops and manages databases.
- May be responsible for processing, coordinating, tracking and assuring that fiscal security status is updated. Recommends proper action to take regarding fiscal status.
- Reviews plans to ensure compliance. Reviews for approval of various permit and license applications. Reviews license agreements. Coordinates construction activities with other agencies. Verifies plans for compliance with regulations and standards. Collects and deposits revenue generated by permit reviews. Directs funds to correct accounts.
- Continues professional growth through continuing education.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:
Bachelor's degree in Civil Engineering AND one (1) year of directly related increasingly responsible engineering design and/or analysis work 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: Engineering Specialist

JOB CODE:	17250	**FLSA STATUS:**	Exempt
PAY GRADE:	17	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Preferred:
Ability to achieve Engineer-in-Training (E.I.T.) certification issued by the State of Texas.
Certified Erosion, Sediment and Storm Water Inspector (CESSWI); OR,
Certified Inspector of Sediment and Erosion Control (CISEC); OR,
Certified Professional in Erosion and Sediment Control (CPESC)

Knowledge, Skills, and Abilities:

Knowledge of:
- Principles, procedures, practices, programs, systems, methods and techniques of engineering.
- Principles and practices related to public works projects and or contract plans, specifications and estimates.
- Materials sampling and testing procedures, permit requirements, utility construction requirements, and traffic control policies and standards is required, as well as familiarity with construction techniques.
- Design standards and policies.
- Requirements, purpose, and limitations of various permits, security fiscal, licenses, and regulations.
- Advanced mathematical and statistical methods as used in engineering and planning.
- Methods, practices, and techniques of inspections, compliance, and enforcement.
- Recent developments and current literature regarding engineering.
- Principles of project management, including scheduling, estimating, contracts, budgeting.
- Federal, State, Local and County applicable laws, rules, regulations, permits, licenses, practices, standards, policies and procedures.
- Computer equipment to include word processing, presentations, spreadsheets, databases, maps, records, graphics, project scheduling and management, and other related engineering applications.
- Business letter writing, grammar and punctuation, and report preparation.

Skill in:
- Analyzing data, technical engineering data and reports.
- Applying principles and practices as used in engineering.
- Adapting approved engineering methods and standards a variety of engineering projects.
- Using and caring for equipment, tools, and testing materials.
- Using and caring for computer-aided design and drafting (CADD), Geographic Information System (GIS), and other related electronic equipment.
- Explaining complicated technical problems in simple non-technical language.
- Problem-solving and technical decision-making for developing effective solutions.
- Both verbal and written communication.

Ability to:
- Perform engineering studies, analysis and design.
- Work independently.
- Exercise sound judgment and make decisions.
- Manage time well, perform multiple tasks and organize diverse activities.
- Perform technical research, calculations, and computations, and prepare plans and reports.
- Convey ideas and concepts verbally and in writing.
- Interpret plans, specifications, standards, policies, procedures and regulatory codes.
- Perform in a stressful environment while maintaining a professional manner.
- Continue professional growth through continuing education.
- Establish and maintain effective working relationships with County employees and officials, developers, engineers, contractors, representatives of outside agencies, and the general public.

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Engineering Specialist

JOB CODE:	17250	**FLSA STATUS:**	Exempt
PAY GRADE:	17	**LAST REVISED:**	10/01/09

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

Physical requirements include the ability to lift/carry up to 10-60 pounds occasionally, visual acuity, mental effort, speech and hearing, hand and eye coordination and manual dexterity necessary to operate a computer, and viewing screens for long periods. Subject to standing, sitting, walking, climbing stairs, bending, stooping, squatting, crouching, kneeling, pushing, pulling, reaching, twisting, balancing, driving, repetitive motion, and client/customer contact to perform the essential functions. Subject to contact with noise, vibration, fumes, foul odor, dirt, dust, mist, gases, and poor ventilation. Requires use of protective devices such as masks, goggles, and gloves. Requires fieldwork, and exposure to traffic, public work development sites, construction site hazards, climbing and walking and traveling over rough, uneven, mud, rocky, high grass terrain, and indoors/outdoors in all types of weather (excessive heat and cold).

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: Engineering Specialist Senior

JOB CODE:	19251	**FLSA STATUS:**	Exempt
PAY GRADE:	19	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Under general supervision, provides engineering design and analysis support and engineering analysis over small public works projects of varying complexity. Performs all work using appropriate safety procedures.

DISTINGUISHING CHARACTERISTICS:

This is the second in a series of two engineering-related job classifications within the Engineering and Support Services job family. This classification is distinguished by the scope of project work, Engineer in Training (EIT) Certificate, and required additional experience. This classification may require a flexible work schedule in order to meet the needs of the department.

DUTIES AND RESPONSIBILITIES:

- Functions as project designer providing engineering design and analysis support for public/private work projects of varying complexity. Scopes public works projects, develops project schedules and budgets, develops and completes project planning documents, designs, specifications and estimates. Plans and designs roadways, structures and parks, including hydraulic designs, traffic control, various land surveys and utility relocations.
- Collects and analyzes data, scopes projects, develops project schedules and makes recommendations. Provides plan reviews and engineering analysis on proposed designs for private and public projects.
- Performs contract and construction management duties for public works projects. Conducts work on construction quality assurance, contract administration, permit inspection and compliance, utility relocation coordination and inspection, and assurance of contractor compliance with traffic control requirements.
- Reviews plans to ensure compliance. Reviews for approval of various permit and license applications. Reviews license agreements. Evaluates bid proposals and recommend selections, coordinates construction activities with other agencies. Develops and issues work orders. Verifies plans for compliance with regulations and standards. Collects and deposits revenue generated by permit reviews. Directs funds to correct accounts.
- Coordinates and corresponds with Federal Emergency Management Association (FEMA) and general public concerning regulations.
- May review street and drainage plans and subdivision plans prepared by others to ensure compliance. Completes work orders. Develops and manages databases.
- May supervise staff, as required.
- Represents the County in attending meetings, community meetings, seminars, conferences, professional associations meetings, private organizations and participates on related committees. Continue professional growth through continuing education.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:
Bachelor's degree in Civil Engineering AND two (2) years of directly related, increasingly responsible engineering design and/or analysis work experience, including one (1) year of lead 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.

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TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Engineering Specialist Senior

JOB CODE:	19251	**FLSA STATUS:**	Exempt
PAY GRADE:	19	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Preferred:
Ability to achieve Engineer-in-Training (E.I.T.) certification issued by the State of Texas.

Knowledge, Skills, and Abilities:
Knowledge of:

- Principles, procedures, practices, programs, systems, methods and techniques of engineering.
- Principles and practices related to public works projects and or contract plans, specifications and estimates.
- Materials sampling and testing procedures, permit requirements, utility construction requirements, and traffic control policies and standards is required, as well as familiarity with construction techniques.
- Design standards and policies.
- Requirements, purpose, and limitations of various permits, security fiscal, licenses, and regulations.
- Advanced mathematical and statistical methods as used in engineering and planning.
- Principles of project management, including scheduling, estimating, contracts and budgeting.
- Federal, State, Local and County applicable laws, rules, regulations, permits, licenses, practices, standards, policies and procedures.
- Recent developments and current literature regarding engineering.
- Methods, practices, and techniques of inspections, compliance, and enforcement.
- Computer equipment to include word processing, presentations, spreadsheets, databases, maps, records, graphics, project scheduling and management, and other related engineering applications.
- Business letter writing, grammar and punctuation, and report preparation.

Skill in:

- Analyzing data, technical engineering data and reports.
- Applying principles and practices as used in engineering.
- Adapting approved engineering methods and standards a variety of engineering projects.
- Using and caring for equipment, tools and testing materials.
- Using and caring for computer-aided design and drafting (CADD), Geographic Information System (GIS) and other related electronic equipment.
- Explaining complicated technical problems in simple non-technical language.
- Problem-solving and technical decision-making for developing effective solutions.
- Both verbal and written communication.

Ability to:

- Perform engineering studies, analysis and design.
- Work independently.
- Exercise sound judgment and make decisions.
- Manage time well, perform multiple tasks and organize diverse activities.
- Perform technical research, calculations, and computations, and prepare plans and reports.
- Convey ideas and concepts verbally and in writing.
- Interpret plans, specifications, standards, policies, procedures and regulatory codes.
- Perform in a stressful environment while maintaining a professional manner.
- Continue professional growth through continuing education.
- Establish and maintain effective working relationships with County employees and officials, developers, engineers, contractors, representatives of outside agencies, and the general public.

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Engineering Specialist Senior

JOB CODE:	19251	**FLSA STATUS:**	Exempt
PAY GRADE:	19	**LAST REVISED:**	10/01/09

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

Physical requirements include the ability to lift/carry up to 10-60 pounds occasionally, visual acuity, mental effort, speech and hearing, hand and eye coordination and manual dexterity necessary to operate a computer, and viewing screens for long periods. Subject to standing, sitting, walking, climbing stairs, bending, stooping, squatting, crouching, kneeling, pushing, pulling, reaching, twisting, balancing, driving, repetitive motion, and client/customer contact to perform the essential functions. Subject to contact with noise, vibration, fumes, foul odor, dirt, dust, mist, gases, and poor ventilation. Requires use of protective devices such as masks, goggles, and gloves. Requires fieldwork, and exposure to traffic, public work development sites, construction site hazards, climbing and walking and traveling over rough, uneven, mud, rocky, high grass terrain, and indoors/outdoors in all types of weather (excessive heat and cold).

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: Engineering Associate

JOB CODE:	21252	**FLSA STATUS:**	Exempt
PAY GRADE:	21	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Under general supervision of engineers, functions as project designer and performs engineering design and analysis support for small to medium sized public works projects of varying complexity. Performs all work using appropriate safety procedures.

DISTINGUISHING CHARACTERISTICS:

This is the first in a series of three engineering-related job classifications within the Engineering and Support Services job family. This classification is distinguished by the scope of project work, Engineer in Training (EIT) certificate, and required additional experience. This classification may require a flexible work schedule in order to meet the needs of the department.

DUTIES AND RESPONSIBILITIES:

- Provides engineering design and analysis support for small to medium sized public/private work projects of varying complexity. Identifies scope of public works projects and develops project schedules and budgets. Plans and designs roadways, structures and parks, including hydrologic and hydraulic analysis and designs, traffic control, various land surveys, and utility relocations, collecting and analyzing data.
- Provides plan review and engineering analysis of proposed designs for public private development to ensure compliance with state, federal guidelines, codes and regulations. Reviews street and drainage plans and subdivision plans prepared by others to ensure compliance with department design standards and policies. Reviews for approval, various permit and license applications, and develops and issues traffic regulations.
- Performs contract and construction management duties for public works projects. Develops schedules and estimates, monitors construction and/or professional services contracts. Performs cash flow forecasting and financial management. Evaluates bid proposals and recommends selections.
- Performs construction quality assurance, contract administration, permit inspection and compliance, utility relocation coordination and inspection, and assurance of contractor compliance with traffic control requirements. Develops and issues drainage and traffic work orders.
- Represents the County in attending meetings, community meetings, seminars, conferences, professional associations meetings, private organizations and participates on related committees. Continue professional growth through continuing education.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:
Bachelor's degree in Civil Engineering AND four (4) years of directly related, increasingly responsible engineering design and/or analysis experience, including one (1) year of lead 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:
Engineer-in-Training (E.I.T.) certification issued by the State of Texas within six (6) months of date of hire.

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Engineering Associate

JOB CODE:	21252	**FLSA STATUS:**	Exempt
PAY GRADE:	21	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Knowledge, Skills, and Abilities:

Knowledge of:

- Principles, procedures, practices, programs, systems, methods and techniques of engineering.
- Advanced mathematical and statistical methods as used in engineering and planning.
- Federal, State, Local and County applicable laws, rules, regulations, permits, licenses, practices, standards, policies and procedures.
- Principles and practices related to public works projects and or contract plans, specifications and estimates.
- Materials sampling and testing procedures, permit requirements, utility construction requirements, and traffic control policies and standards is required, as well as familiarity with construction techniques.
- Design standards and policies.
- Requirements, purposes, and limitations of various permits, security fiscal, licenses, and regulations.
- Methods, practices, and techniques of inspections, compliance, and enforcement.
- Computer equipment to include word processing, presentations, spreadsheets, databases, maps, records, graphics, project scheduling and management, and other related engineering applications.
- Business letter writing, grammar and punctuation, and report preparation.

Skill in:

- Analyzing data, technical engineering data and reports.
- Applying principles and practices as used in engineering.
- Adapting approved engineering methods and standards a variety of engineering projects.
- Using and caring for equipment, tools and testing materials.
- Using and caring for computer-aided design and drafting (CADD), Geographic Information System (GIS) and other related electronic equipment.
- Explaining complicated technical problems in simple non-technical language.
- Problem-solving and technical decision-making for developing effective solutions.
- Both verbal and written communication.

Ability to:

- Perform engineering studies, analysis and design.
- Work independently.
- Exercise sound judgment and make decisions.
- Manage time well, perform multiple tasks and organize diverse activities.
- Perform technical research, calculations, and computations, and prepare plans and reports.
- Convey ideas and concepts verbally and in writing.
- Interpret plans, specifications, standards, policies, procedures and regulatory codes.
- Perform in a stressful environment while maintaining a professional manner.
- Continue professional growth through continuing education.
- Establish and maintain effective working relationships with County employees and officials, developers, engineers, contractors, representatives of outside agencies, and the general public.

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Engineering Associate

JOB CODE:	21252	**FLSA STATUS:**	Exempt
PAY GRADE:	21	**LAST REVISED:**	10/01/09

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

Physical requirements include the ability to lift/carry up to 10-60 pounds occasionally, visual acuity, mental effort, speech and hearing, hand and eye coordination and manual dexterity necessary to operate a computer, and viewing screens for long periods. Subject to standing, sitting, walking, climbing stairs, bending, stooping, squatting, crouching, kneeling, pushing, pulling, reaching, twisting, balancing, driving, repetitive motion, and client/customer contact to perform the essential functions. Subject to contact with noise, vibration, fumes, foul odor, dirt, dust, mist, gases, and poor ventilation. Requires use of protective devices such as masks, goggles, and gloves. Requires fieldwork, and exposure to traffic, public work development sites, construction site hazards, climbing and walking and traveling over rough, uneven, mud, rocky, high grass terrain, and indoors/outdoors in all types of weather (excessive heat and cold).

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: Engineer

JOB CODE:	23247	**FLSA STATUS:**	Exempt
PAY GRADE:	23	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Functions as a project manager over highly complex small to medium-scale public works projects. Manages multiple public works projects simultaneously and continuously, including short or long-term projects. Develops, prepares, establishes and implements project management plan, scope of work, work plans, schedules, and cost estimates to ensure projects are delivered on time, within budget, adhere to established plans, specifications and quality goals. Responsible for project planning, monitoring and tracking key project progress and performance measures, final reports and adjusting project plans and resources. Provides Professional Engineering certification for numerous public works projects in various stages of completion. Provides technical guidance, consultation and evaluates qualifications of engineering firms to determine the best qualified firms for providing professional services for a variety of projects. Serves as the team leader, or team member, or field supervisor in an interdisciplinary group of professionals and technicians involved with project planning, environmental review, design, construction management, and production of project plans, specifications, and estimates as well as on-site inspections and field engineering. Measures and monitors projects to identify variances from the Project Management Plan and initiates corrective action as needed. Performs all work using appropriate safety procedures.

DISTINGUISHING CHARACTERISTICS:

This is the second in a series of three engineering-related job classifications within the Engineering and Support Services job family. This classification is distinguished by the scope size of the project work, license as a Professional Engineer (PE), and required additional experience. This classification may require a flexible work schedule in order to meet the needs of the department.

DUTIES AND RESPONSIBILITIES:

- Functions as project manager over small to medium public works projects. Develops scope of public works projects, project schedules and budgets. Conducts feasibility research studies and analysis of site, ownership, required permits and available utilities. May analyze roadway conditions, subdivision plats, street and drainage plans and site plan, field conditions.
- Prepares or oversees the preparation of plans, specifications and estimates for various transportation improvement projects. Develops or oversees the development and completion of and completes project planning documents, designs, specifications and estimates. Prepares or oversees the preparation of detailed preliminary engineering designs which include engineering drawings, schedules and estimates, planning and design of roadways, structures and parks, including hydraulic designs, traffic control, storm water management and water quality, environmental issues, construction quality assurance, contract administration, permit inspection and compliance, utility relocation coordination and inspection, and overall assurance of contractor compliance with project plans, specifications, estimates and various land surveys. Reviews for compliance with appropriate standards and various permit and license applications, and develops and issues regulations. Develops and issues work orders. Certifies and seals plans for public work projects.
- Prepares or oversees preparation of construction documents, such as engineering plans and specifications, bid items, construction schedules and project cost estimates, coordinates construction documents prepared by interdisciplinary team, and interfaces with regulatory agency requirements. Coordinates bid forms with construction documents, conducts bid conferences, evaluates bid tabulations and prepares addenda. Functions as construction contract administrator and oversees consultants construction administrative contract. Conducts construction conferences, reviews shop drawings, change orders and processes contractor's invoices.
- Prepares a variety of engineering research and administrative materials, and develops correspondence, records, memorandums and reports, attends meetings and training sessions, responds to inquiries and concerns from private and public entities, and other County officials and departments. May meet with neighborhood associations.
- Performs other job-related duties as assigned.

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Engineer

JOB CODE:	23247	**FLSA STATUS:**	Exempt
PAY GRADE:	23	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS:

Education and Experience:
Bachelor's degree in Civil Engineering AND two (2) years of directly related, increasingly responsible professional engineering design and project management experience as a licensed Professional Engineer, including one (1) year of lead experience.

Licenses, Registrations, Certifications, or Special Requirements:
License as a Professional Engineer (P.E.) issued by the State of Texas. If licensed as a P.E. in another state, must become licensed in the State of Texas within six (6) months of date of hire.
Valid Texas Driver's License.

Preferred:
Advanced training in Project Management.
Certification as a Project Management Professional (PMP).

Knowledge, Skills, and Abilities:
Knowledge of:
- Principles, procedures, practices, programs, systems, methods and techniques of engineering.
- Project management methodologies, practices and techniques.
- Advanced mathematical and statistical methods as used in engineering and planning.
- Principles of project management, including scheduling, estimating, contracts and budgeting.
- Management and supervisory principles, practices and techniques.
- Federal, State, Local and County applicable laws, rules, regulations, permits, licenses, practices, standards, policies and procedures.
- Recent developments and current literature regarding engineering.
- Methods, practices, and techniques of inspections, compliance and enforcement.
- Computer equipment to include word processing, presentations, spreadsheets, databases, maps, records, graphics, project scheduling and management, and other related engineering applications.
- Business letter writing, grammar and punctuation, and report preparation.

Skill in:
- Analyzing complex data, technical engineering data and reports.
- Contract management and project budgeting.
- Managing staff, allocating resources and evaluating programs.
- Leadership, collaboration and negotiation techniques.
- Applying principles and practices as used in engineering.
- Adapting approved engineering methods and standards a variety of engineering projects.
- Using and caring for equipment, tools and testing materials.
- Using and caring for computer-aided design and drafting (CADD), Geographic Information System (GIS) and other related electronic equipment.
- Explaining complicated technical problems in simple non-technical language.
- Problem-solving and technical decision-making for developing effective solutions.
- Both verbal and written communication, including presentations and communicating technical issues in non-technical language.

Ability to:
- Plan and prioritize programs, projects and activities.
- Perform complex engineering studies, analysis and design.
- Work independently.
- Exercise sound judgment and make decisions.
- Manage time well, perform multiple tasks and organize diverse activities.
- Perform technical research, calculations, and computations, and prepare plans and reports.
- Convey complex ideas and concepts verbally and in writing.

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Engineer

JOB CODE:	23247	**FLSA STATUS:**	Exempt
PAY GRADE:	23	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Ability to: (Cont.)

- Plan, assign, supervise, train and review the work of professional and technical subordinates.
- Interpret plans, specifications, standards, policies, procedures and regulatory codes.
- Respond to inquiries from customers, regulatory agencies or members of the professional community.
- Perform in a stressful environment while maintaining a professional manner.
- Make appropriate and effective public presentations.
- Establish and maintain effective working relationships with County employees and officials, developers, engineers, contractors, representatives of outside agencies, and the general public.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

Physical requirements include the ability to lift/carry up to 10-60 pounds occasionally, visual acuity, mental effort, speech and hearing, hand and eye coordination and manual dexterity necessary to operate a computer, and viewing screens for long periods. Subject to standing, sitting, walking, climbing stairs, bending, stooping, squatting, crouching, kneeling, pushing, pulling, reaching, twisting, balancing, driving, repetitive motion, and client/customer contact to perform the essential functions. Subject to contact with noise, vibration, fumes, foul odor, dirt, dust, mist, gases, and poor ventilation. Requires use of protective devices such as masks, goggles, and gloves. Requires fieldwork, and exposure to traffic, public work development sites, construction site hazards, climbing and walking and traveling over rough, uneven, mud, rocky, high grass terrain, and indoors/outdoors in all types of weather (excessive heat and cold).

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: Engineer Senior

JOB CODE:	25249	**FLSA STATUS:**	Exempt
PAY GRADE:	25	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Functions as a project manager over highly complex medium to large-scale public works projects. Manages multiple public works projects simultaneously and continuously, including short or long-term projects. Develops, prepares, establishes and implements project management plan, scope of work, work plans, schedules, and cost estimates to ensure projects are delivered on time, within budget, adhere to established plans, specifications and quality goals. Responsible for project planning, monitoring and tracking key project progress and performance measures, final developing reports, adjusting project plans and resources. Provides Professional Engineering certification for numerous public works projects in various stages of completion. Provides technical guidance and consultation and evaluates qualifications of engineering firms to determine the best qualified firms for providing professional services for a variety of projects. Serves as the team leader, or team member, or field supervisor in an interdisciplinary group of professionals and technicians involved with project planning, environmental review, design, construction management, and production of project plans, specifications, and estimates as well as on-site inspections and field engineering. Measures and monitors projects to identify variances from the Project Management Plan and initiates corrective action as needed. Performs all work using appropriate safety procedures.

DISTINGUISHING CHARACTERISTICS:

This is the third in a series of three engineering-related job classifications within the Engineering and Support Services job family. This classification is distinguished by the scope size of project management duties and responsibilities, license as a Professional Engineer (PE), and required additional supervisory experience. This classification may require a flexible work schedule in order to meet the needs of the department.

DUTIES AND RESPONSIBILITIES:

- Functions as project manager and leads on highly complex public works projects. Manages multiple, highly complex projects and/or staff simultaneously, using established plans and specifications. Manages major engineering, planning and operations functions. Leads or participates in selection of consultants for professional services and in the evaluation of consultant performance.
- Develops, maintains and communicates project planning documentation, including project designs, specifications, schedules and budget estimates. Prepares detailed preliminary engineering designs which include engineering drawings, schedules and estimates, planning and design of roadways, structures and parks, including hydraulic designs, traffic control, storm water management and water quality, environmental issues, various land surveys and utility relocations. Leads and facilitates in providing training and design guidance to staff. May provide expert testimony in condemnations and tort claims. Prepares final engineering design.
- Functions as construction manager or contract administrator or oversees consultant construction administrator contract on public works projects. Develops construction specifications, bid items, construction schedules and project cost estimates, reviews and approves pay requests/invoices/change orders, monitors quality assurance, prepares design and cost estimates, negotiates cost with contractors, inspects work in progress, interprets plans for contractors, reviews shop drawings and material testing reports and recommends final acceptance of project. Evaluates and documents consultant and contractor performance during design, construction and warranty phases of project.
- Reviews and interprets County development regulations for general public and professional consultants. Reviews for compliance with appropriate engineering standards, subdivision plats and construction plans prepared by outside consultants. Reviews cost estimates for Private Development Projects to ensure developers are paying adequate review, inspection and fiscal and bonding fees.
- Assists with planning public works projects. Develops scope of public works projects, project schedules and budgets. Conducts feasibility research studies and analysis of site, ownership, required permits and available utilities.

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Engineer Senior

JOB CODE:	25249	**FLSA STATUS:**	Exempt
PAY GRADE:	25	**LAST REVISED:**	10/01/09

DUTIES AND RESPONSIBILITIES: (Cont.)

- Prepares a variety of engineering research and administrative materials, and develops correspondence, records, memorandums and complex reports, attends meetings and training sessions, prepares court agenda packet, supports policy makers by participation as a technical advisor, and assists in preparation of annual work plan.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:
Bachelor's degree in Civil Engineering AND four (4) years of directly related, increasingly responsible professional engineering design and project management experience as a licensed Professional Engineer, including two (2) years of lead, supervisory, management and/or project management experience.

Licenses, Registrations, Certifications, or Special Requirements:
License as a Professional Engineer (P.E.) issued by the State of Texas. If licensed as a P.E. in another state, must become licensed in the State of Texas within six (6) months of date of hire.
Valid Texas Driver's License.

Preferred:
Advanced training in Project Management.
Certification as a Project Management Professional (PMP).

Knowledge, Skills, and Abilities:
Knowledge of:

- Project planning, including scope development and budgetary.
- Project management methodologies, practices and techniques.
- Principles, procedures, practices, programs, systems, methods and techniques of engineering.
- Advanced mathematical and statistical methods as used in engineering and planning.
- Principles of project management, including scheduling, estimating, measuring and monitoring.
- Supervisory and management principles, practices and techniques.
- Federal, State, Local and County applicable laws, rules, regulations, permits, licenses, practices, standards, policies and procedures.
- Recent developments and current literature regarding engineering.
- Methods, practices, and techniques of inspections, compliance and enforcement.
- Computer equipment to include word processing, presentations, spreadsheets, databases, maps, records, graphics, project scheduling and management, and other related engineering applications.
- Business letter writing, grammar and punctuation, and report preparation.

Skill in:

- Planning and directing a variety of engineering projects.
- Contract management, project management and project budgeting.
- Managing staff, allocating resources and evaluating programs.
- Leadership, collaboration and negotiation techniques.
- Analyzing complex data, technical engineering data and reports.
- Supervisory principles, practices and techniques.
- Applying principles and practices as used in engineering.
- Adapting approved engineering methods and standards a variety of engineering projects.
- Using and caring for equipment, tools and testing materials.
- Using and caring for computer-aided design and drafting (CADD), Geographic Information System (GIS) and other related electronic equipment.
- Explaining complicated technical problems in simple non-technical language.
- Problem-solving and technical decision-making for developing effective solutions.
- Both verbal and written communication, including presentations and communicating technical issues in non-technical language.

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Engineer Senior

JOB CODE:	25249	**FLSA STATUS:**	Exempt
PAY GRADE:	25	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Ability to:

- Coordinate, plan and prioritize programs, projects and activities.
- Plan, assign, supervise, train and review the work of professional and technical subordinates.
- Convey complex ideas and concepts verbally and in writing.
- Interpret plans and specifications, standards, policies, procedures and regulatory codes.
- Perform complex engineering studies, analysis and design.
- Perform technical research, calculations, and computations, and prepare plans and reports.
- Manage time well, perform multiple tasks and organize diverse activities.
- Work independently.
- Respond to inquiries from customers, regulatory agencies or members of the professional community.
- Perform in a stressful environment while maintaining a professional manner.
- Make appropriate and effective public presentations.
- Establish and maintain effective working relationships with County employees and officials, developers, engineers, contractors, representatives of outside agencies, and the general public.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

Physical requirements include the ability to lift/carry up to 10-60 pounds occasionally, visual acuity, mental effort, speech and hearing, hand and eye coordination and manual dexterity necessary to operate a computer, and viewing screens for long periods. Subject to standing, sitting, walking, climbing stairs, bending, stooping, squatting, crouching, kneeling, pushing, pulling, reaching, twisting, balancing, driving, repetitive motion, and client/customer contact to perform the essential functions. Subject to contact with noise, vibration, fumes, foul odor, dirt, dust, mist, gases, and poor ventilation. Requires use of protective devices such as masks, goggles, and gloves. Requires fieldwork, and exposure to traffic, public work development sites, construction site hazards, climbing and walking and traveling over rough, uneven, mud, rocky, high grass terrain, and indoors/outdoors in all types of weather (excessive heat and cold).

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: Architectural Associate

JOB CODE:	19274	**FLSA STATUS:**	Exempt
PAY GRADE:	19	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Functions as project designer and performs architecture and engineering design and analysis support for small to medium sized public works projects of varying complexity. Responsible for understanding safety procedures and ensuring that work is performed accordingly.

DISTINGUISHING CHARACTERISTICS:

This is the first in a series of two architectural-related job classifications within the Engineering and Support Services job family. This classification is distinguished by the scope of project work and educational requirements. This classification may require a flexible work schedule in order to meet the needs of the department.

DUTIES AND RESPONSIBILITIES:

- Designs and prepares architectural and engineering drawings, using AutoCAD or Mircrostation system, for new facilities and renovation of existing facilities.
- Performs plan review and architectural analysis on proposed designs for facilities projects to ensure compliance with local, state and federal guidelines, codes and regulations.
- Assists Project Managers in project management and construction administration of new facilities and renovation of existing facilities.
- Assists in facilities database tracking assignment of floor space by department, location and facility. Develops queries and retrievals, as required, to provide detailed reports on space assignments.
- Forecasts the cost of future projects, using cost estimating software, based on preliminary plans. Projects in the future may involve new construction projects and renovation of existing facilities.
- Creates, updates and monitors project schedules using scheduling software.
- Makes recommendations concerning products, materials and equipment incorporated into facility designs.
- Prepares technical reports and makes presentation to departmental directors and project managers.
- Analyzes and responds to inquiries, comments and concerns from County officials and staff.
- Works closely with officials, department heads and other County staff to establish procedures for the monitoring of contract compliance issues.
- Represents the County by attending meetings, seminars, conferences, professional association meetings and private organizations.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:
Bachelor's degree in Architecture AND two (2) years of directly related, increasingly responsible architectural and design experience.

Licenses, Registrations, Certifications, or Special Requirements:
Valid Texas Driver's License.

Preferred:
Engineer-in-Training (E.I.T.) certification issued by the State of Texas or be eligible to sit for the Texas Architectural Registration Examination within six (6) months of date of hire.

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Architectural Associate

JOB CODE:	19274	**FLSA STATUS:**	Exempt
PAY GRADE:	19	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Knowledge, Skills, and Abilities:

Knowledge of:

- Principles and practices of architecture and engineering.
- Mathematical and statistical methods as used in architecture, engineering and planning.
- Federal, State, Local and County applicable laws, rules, regulations, permits, licenses, practices, standards, policies and procedures.
- Materials sampling and testing procedures, permit requirements, utility construction requirements, and traffic control policies and standards as well as familiarity with construction techniques.
- Methods, practices, and techniques of inspections, compliance and enforcement.
- Computer equipment to include word processing, presentations, spreadsheets, databases, maps, records, graphics, project scheduling and management, and other related architecture/engineering applications.
- Business letter writing, grammar and punctuation, and report preparation.

Skill in:

- Analyzing technical architecture and engineering data and reports.
- Applying principles and practices as used in architecture and engineering.
- Using and caring for equipment, tools and testing materials.
- Using and caring for computer-aided design and drafting (CADD), Geographic Information System (GIS) and other related electronic equipment.
- Explaining complicated technical problems in simple non-technical language.
- Problem-solving and technical decision-making for developing effective solutions.
- Both verbal and written communication.

Ability to:

- Work independently.
- Exercise sound judgment and make decisions.
- Manage time well, perform multiple tasks and organize diverse activities.
- Convey ideas and concepts verbally and in writing.
- Perform in a stressful environment while maintaining a professional manner.
- Continue professional growth through continuing education.
- Establish and maintain effective working relationships with County employees and officials, engineers, contractors, representatives of outside agencies, and the general public.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

Physical requirements include the ability to lift/carry up to 60 pounds, visual acuity, mental effort, speech and hearing, hand and eye coordination, manual dexterity necessary to operate a computer, and viewing screen for long periods. Subject to standing, sitting, walking, climbing stairs, bending, stooping, squatting, crouching, kneeling, pushing, pulling, reaching, twisting, balancing, and driving and repetitive motion to perform the essential functions. Occasionally may be subject to contact with noise, vibration, fumes, foul odor, dirt, dust, gases and poor ventilation. Requires the use of protective devices such as masks, goggles, hearing protection devices and gloves. Requires fieldwork and exposure to traffic, public work development sites, and construction site hazards. May require climbing and traveling over uneven, muddy, rocky, and high grass terrain in all types of weather.

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: Architectural Associate Senior

JOB CODE:	21275	**FLSA STATUS:**	Exempt
PAY GRADE:	21	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Under general supervision of architects and engineers, designs and prepares architectural and engineering drawings of proposed projects using CADD system. Assists with project scope definition and planning. May function as a team member in an interdisciplinary group of professionals and technicians involved with facilities planning, design, project management, and production of project plans, specifications, schedules, estimates and construction administration. Responsible for understanding safety procedures and ensuring that work is performed accordingly.

DISTINGUISHING CHARACTERISTICS:

This is the second in a series of two architectural-related job classifications within the Engineering and Support Services job family. This classification is distinguished by the scope of project work, Engineer in Training (EIT) certificate or completion of the Intern Development Program (IDP) for approval to take the Architectural Registration Examination, and required additional experience. This classification may require a flexible work schedule in order to meet the needs of the department.

DUTIES AND RESPONSIBILITIES:

- Designs and prepares architectural and engineering drawings, using AutoCAD or Mircrostation system, for new facilities and renovation of existing facilities.
- Performs plan review and architectural analysis on proposed designs for facilities projects to ensure compliance with Federal, State and Local guidelines, codes and regulations.
- Assists Project Managers in project management and construction administration of new facilities and renovation of existing facilities.
- Assists in facilities database tracking assignment of floor space by department, location and facility. Develops queries and retrievals as necessary to provide detailed reports on space assignments.
- Forecasts the cost of future projects, using cost estimating software, based on preliminary plans. Projects in the future may involve new construction projects and renovation of existing facilities.
- Creates, updates and monitors project schedules using scheduling software.
- Makes recommendations concerning products, materials and equipment incorporated into facility designs.
- Prepares technical reports and makes presentation to departmental directors and project managers.
- Analyzes and responds to inquiries, comments and concerns from County officials and staff.
- Works closely with officials, department heads and other County staff, to establish procedures for the monitoring of contract compliance issues.
- Represents the County by attending meetings, seminars, conferences, professional association meetings and private organizations.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:
Bachelor's degree in Architecture AND four (4) years of directly related, increasingly responsible architectural and design experience, including one (1) year of lead experience.

Licenses, Registrations, Certifications, or Special Requirements:
Engineer-in-Training (E.I.T.) certification or have completed the Intern Development Program (IDP) required to sit for the Architectural Registration Examination.
Valid Texas Driver's License.

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Architectural Associate Senior

JOB CODE:	21275	**FLSA STATUS:**	Exempt
PAY GRADE:	21	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Knowledge, Skills, and Abilities:

Knowledge of:

- Principles and practices of architecture and engineering.
- Mathematical and statistical methods as used in architecture, engineering and planning.
- Federal, State, Local and County applicable laws, rules, regulations, permits, licenses, practices, standards, policies and procedures.
- Materials sampling and testing procedures, permit requirements, utility construction requirements, and traffic control policies and standards as well as familiarity with construction techniques.
- Methods, practices, and techniques of inspections, compliance and enforcement.
- Computer equipment to include word processing, presentations, spreadsheets, databases, maps, records, graphics, project scheduling and management, and other related architecture/engineering applications.
- Business letter writing, grammar and punctuation, and report preparation.

Skill in:

- Analyzing technical architecture and engineering data and reports.
- Performing architecture and engineering studies, analysis and design.
- Using and caring for equipment, tools and testing materials.
- Using and caring for computer-aided design and drafting (CADD), Geographic Information System (GIS) and other related electronic equipment.
- Explaining complicated technical problems in simple non-technical language.
- Problem-solving and technical decision-making for developing effective solutions.
- Both verbal and written communication.

Ability to:

- Work independently.
- Exercise sound judgment and make decisions.
- Manage time well, perform multiple tasks and organize diverse activities.
- Convey ideas and concepts verbally and in writing.
- Perform in a stressful environment while maintaining a professional manner.
- Continue professional growth through continuing education.
- Establish and maintain effective working relationships with County employees and officials, engineers, contractors, representatives of outside agencies, and the general public.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

Physical requirements include the ability to lift/carry up to 60 pounds, visual acuity, mental effort, speech and hearing, hand and eye coordination, manual dexterity necessary to operate a computer, and viewing screen for long periods. Subject to standing, sitting, walking, climbing stairs, bending, stooping, squatting, crouching, kneeling, pushing, pulling, reaching, twisting, balancing, and driving and repetitive motion. Occasionally may be subject to contact with noise, vibration, fumes, foul odor, dirt, dust, gases and poor ventilation. Requires the use of protective devices such as masks, goggles, hearing protection devices and gloves. Requires fieldwork and exposure to traffic, public work development sites, and construction site hazards. May require climbing and traveling over uneven, muddy, rocky, and high grass terrain in all types of weather.

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: Facilities Project Manager

JOB CODE:	23277	**FLSA STATUS:**	Exempt
PAY GRADE:	23	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Project team member responsible for facility analysis and oversight of planning, design, construction and inspection of new facilities, renovations and remodels of existing facilities. Assigned as the project manager on facility design and construction projects based on technical background and as a technical expert. May also act as the leader of a team of multi-disciplinary professionals engaged in the design of facility projects. Serves as the key County contact for oversight and acceptance of the work of contractors and consultants. Responsible for understanding safety procedures and ensuring that work is performed accordingly.

DISTINGUISHING CHARACTERISTICS:

This is the first in a series of two facilities project-related job classifications within the Engineering and Support Services job family. This classification is distinguished by the scope of project work, license as a Professional Engineer or Registered Architect and required additional experience. This classification may require a flexible work schedule in order to meet the needs of the department.

DUTIES AND RESPONSIBILITIES:

- Oversees facility design and construction services for County departments. Provides recommendations on facility projects.
- Oversees development of project master plans and implementation of those plans through reviews, cost estimates and construction. Plans, designs and writes specifications for construction projects. Prepares bid documents and works with other County departments to procure professional services and construction contracts. Reviews bids and recommends contract award for construction projects.
- Ensures that professional consultants provide appropriate services related to program and scope requirements of design projects. Ensures that vendors and contractors comply with plans and specifications of the construction contract. Supervises the inspection of construction in progress and of existing systems in cooperation with relevant contractual and governmental agencies.
- Establishes project priorities and sets schedules for timely completion of construction projects.
- Analyzes and responds to inquiries, comments and complaints from County officials, staff and the public.
- Works closely with officials, department heads, and County staff to establish procedures for the monitoring of contract compliance issues.
- Represents the County in community meetings, seminars, conferences and professional associations. Maintains current knowledge of professional practice and renewal of professional license through continuing education program activities.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:
Bachelor's degree in Architecture, Structural, Mechanical, Electrical or Civil Engineering AND two (2) years of directly related, increasingly responsible professional architectural or engineering planning, design or construction experience, licensed Professional Architect or Professional Engineer, including one (1) year of lead, management or project management experience.

Licenses, Registrations, Certifications, or Special Requirements:
Registered Architect (R.A.) or Professional Engineer (P.E.) issued by the State of Texas. If licensed in another state, must acquire license reciprocity in the State of Texas within six (6) months of date of hire.
Valid Texas Driver's License.

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Facilities Project Manager

JOB CODE:	23277	**FLSA STATUS:**	Exempt
PAY GRADE:	23	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Knowledge, Skills, and Abilities:

Knowledge of:

- Principles and practices of architecture or engineering.
- Familiarity with the principles and practices of all other professional building construction disciplines.
- Mathematical and statistical methods as used in engineering and planning.
- Principles of project management, including scheduling, estimating, contracting, and budgeting.
- Supervisory principles, practices and techniques.
- Federal, State, Local and County applicable laws, rules, regulations, permits, licenses, practices, standards, policies and procedures.
- Recent developments and current literature regarding the practices of architecture and engineering.
- Methods, practices and techniques of inspections, compliance and enforcement.
- Computer-aided drafting and design (CAD) methods and techniques.
- Computer equipment, including word processing, presentations, spreadsheets, databases, graphics, project scheduling and management, and related engineering applications.
- Business letter writing, grammar and punctuation, and report preparation.

Skill in:

- Planning and directing a variety of facility-related projects.
- Analyzing complex data and reports.
- Supervisory principles, practices and techniques.
- Applying principles and practices used in engineering and architecture.
- Contract management and project budgeting.
- Explaining complicated technical problems in simple non-technical language.
- Problem-solving and technical decision-making for developing effective solutions.
- Both verbal and written communication.

Ability to:

- Plan and prioritize programs, projects and activities.
- Perform complex engineering studies, analysis and design.
- Work independently.
- Exercise sound judgment and make decisions.
- Manage time well, perform multiple tasks and organize diverse activities.
- Plan, assign, supervise, train and review the work of professional and technical subordinates.
- Interpret plans, specifications, standards, policies, procedures and regulatory codes.
- Respond to inquiries from customers, regulatory agencies and members of the professional community.
- Perform in a stressful environment while maintaining a professional manner.
- Make appropriate and effective public presentations.
- Continue professional growth through continuing education.
- Establish and maintain effective working relationships with County employees and officials, other professionals, contractors, representatives of outside agencies, and the general public.

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Facilities Project Manager

JOB CODE:	23277	**FLSA STATUS:**	Exempt
PAY GRADE:	23	**LAST REVISED:**	10/01/09

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

Physical requirements include the ability to lift/carry up to 10-60 pounds, visual acuity, mental effort, speech and hearing, hand and eye coordination and manual dexterity necessary to operate a computer, and viewing screens for long periods. Subject to standing, sitting, walking, climbing stairs, bending, stooping, squatting, crouching, kneeling, pushing, pulling, reaching, twisting, balancing, driving, repetitive motion, and client/customer contact to perform the essential functions. Subject to contact with noise, vibration, fumes, foul odor, dirt, dust, mist, gases, and poor ventilation. Requires use of protective devices such as masks, goggles, and gloves. Requires fieldwork, and exposure to traffic, public work development sites, construction site hazards, climbing and walking and traveling over rough, uneven, mud, rocky, high grass terrain, and indoors/outdoors in all types of weather (excessive heat and cold).

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: Facilities Project Manager Senior

JOB CODE:	25278	**FLSA STATUS:**	Exempt
PAY GRADE:	25	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Project team member responsible for facility analysis and oversight of planning, design, construction and inspection of new facilities, renovations and remodels of existing facilities. Assigned as the project manager on facility design and construction projects based on technical background and as a technical expert. May also act as the leader of a team of multi-disciplinary professionals engaged in the design of facility projects. Serves as the key County contact for oversight and acceptance of the work of contractors and consultants. Responsible for understanding safety procedures and ensuring that work is performed accordingly.

DISTINGUISHING CHARACTERISTICS:

This is the second in a series of two facilities project-related job classifications within the Engineering and Support Services job family. This classification is distinguished by the project management responsibilities, technical design expertise, a license as a Professional Engineer or Registered Architect and additional years of required supervisory experience. This classification may require a flexible work schedule in order to meet the needs of the department.

DUTIES AND RESPONSIBILITIES:

- Oversees facility design and construction services for County departments. Provides recommendations on facility projects.
- Oversees development of project master plans and implementation of those plans through construction. Prepares and reviews cost estimates. Designs projects and writes specifications. Reviews bids and recommends contract awards for construction and modification of County facilities.
- Ensures that project construction contractors and architecture/engineering contractors fully comply with all specifications of the contract. Supervises the inspection of construction in progress and of existing systems in cooperation with relevant contractual and governmental agencies.
- Assists in preparing budgets for construction projects and initiates construction budget transfers and amendments. Plans, as part of a team, the future services and budgetary needs of the department and assists in the departmental/ project budget process.
- Establishes project priorities and sets schedules for timely completion of the phases of new construction contractors.
- Interprets laws and policies relevant to construction and maintenance of County facilities.
- Responds and analyzes difficult inquires, grievances or complaints.
- Works closely with officials, department heads, multiple outside suppliers, and other County staff, to establish procedures for the monitoring of contract compliance issues. Makes appropriate and effective public presentations.
- Represents the County in attending meetings, community meetings, seminars, conferences, professional associations meetings, private organizations and participates on related committees. Continue professional growth through continuing education.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:
Bachelor's degree in Architecture, Structural, Mechanical, Electrical or Civil Engineering AND four (4) years of directly related, increasingly responsible professional architectural or engineering planning, design or construction experience, licensed Professional Architect or Professional Engineer, including two (2) years of management or project management experience.

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Facilities Project Manager Senior

JOB CODE:	25278	**FLSA STATUS:**	Exempt
PAY GRADE:	25	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Licenses, Registrations, Certifications, or Special Requirements:
Registered Architect (R.A.) or Professional Engineer (P.E.) issued by the State of Texas. If licensed in another state, must acquire license reciprocity in the State of Texas within six (6) months of date of hire.
Valid Texas Driver's License.

Knowledge, Skills, and Abilities:
Knowledge of:

- Principles, procedures, practices, programs, systems, methods, and techniques of architectural and engineering.
- Advanced mathematical and statistical methods as used in engineering and planning.
- Principles of project management, including scheduling, estimating, contracting, and budgeting.
- Supervisory principles, practices and techniques.
- Federal, State, Local and County applicable laws, rules, regulations, permits, licenses, practices, standards, policies and procedures.
- Recent developments and current literature regarding engineering.
- Methods, practices, and techniques of inspections, compliance, and enforcement.
- Computer equipment to include word processing, presentations, spreadsheets, databases, maps, records, graphics, project scheduling and management, and other related engineering applications.
- Business letter writing, grammar and punctuation, and report preparation.

Skill in:

- Planning and directing a variety of engineering projects.
- Analyzing complex data, technical engineering data and reports.
- Supervisory principles, practices and techniques.
- Applying principles and practices as used in engineering.
- Adapting approved engineering methods and standards a variety of engineering projects.
- Using and caring for equipment, tools, and testing materials.
- Using and caring for computer-aided design and drafting (CADD), Geographic Information System (GIS) and other related electronic equipment.
- Contract management and project budgeting.
- Explaining complicated technical problems in simple non-technical language.
- Problem-solving and technical decision-making for developing effective solutions.
- Both verbal and written communication.

Ability to:

- Plan and prioritize programs, projects and activities.
- Perform complex engineering studies, analysis and design.
- Work independently.
- Exercise sound judgment and make decisions.
- Manage time well, perform multiple tasks and organize diverse activities.
- Perform technical research, calculations, and computations, and prepare plans and reports.
- Convey complex ideas and concepts verbally and in writing.
- Plan, assign, supervise, train and review the work of professional and technical subordinates.
- Interpret plans, specifications, standards, policies, procedures and regulatory codes.
- Respond to inquiries from customers, regulatory agencies or members of the professional community.
- Perform in a stressful environment while maintaining a professional manner.
- Make appropriate and effective public presentations.
- Continue professional growth through continuing education.
- Establish and maintain effective working relationships with County employees and officials, developers, engineers, contractors, representatives of outside agencies, and the general public.

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Facilities Project Manager Senior

JOB CODE:	25278	**FLSA STATUS:**	Exempt
PAY GRADE:	25	**LAST REVISED:**	10/01/09

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

Physical requirements include the ability to lift/carry up to 10-60 pounds, visual acuity, mental effort, speech and hearing, hand and eye coordination and manual dexterity necessary to operate a computer, and viewing screens for long periods. Subject to standing, sitting, walking, climbing stairs, bending, stooping, squatting, crouching, kneeling, pushing, pulling, reaching, twisting, balancing, driving, repetitive motion, and client/customer contact to perform the essential functions. Subject to contact with noise, vibration, fumes, foul odor, dirt, dust, mist, gases, and poor ventilation. Requires use of protective devices such as masks, goggles, and gloves. Requires fieldwork, and exposure to traffic, public work development sites, construction site hazards, climbing and walking and traveling over rough, uneven, mud, rocky, high grass terrain, and indoors/outdoors in all types of weather (excessive heat and cold).

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: Cost Estimator

JOB CODE:	23279	**FLSA STATUS:**	Exempt
PAY GRADE:	23	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Under general supervision, responsible for developing project estimates/budgets from order-of-magnitude (parametric, top-down) to detailed (bottom-up) working estimates/budgets, based on the latest available costing methodology and data, and presenting the results in a work breakdown format suitable for use by project managers and/or County officials. Estimates will be developed as appropriate for the current phase of the project. Reviews contractor developed construction change orders for appropriateness of cost and schedule impacts.

DISTINGUISHING CHARACTERISTICS:

This is a job classification within the Engineering and Support Services job family. This classification is distinguished by the scope of project work, and required additional experience in construction cost estimating. This classification may require a flexible work schedule in order to meet the needs of the department.

DUTIES AND RESPONSIBILITIES:

- Develops parametric project cost estimates on new construction and renovations projects for budgeting purposes.
- Prepares progressive levels of estimates for construction and renovation projects at each level of design from schematic through design development to construction document stages. Cost estimates to become more precise take-off estimates as data becomes available.
- Assists project managers in decisions on alternative approaches or methods based on cost information.
- Reviews contractor developed construction change orders for proper costing and schedule impacts during construction phase of projects.
- Prepares forecast update cost estimates covering work still to be completed on projects.
- Develops methods for maintaining current and historical construction cost data.
- Represents the department in community meetings, seminars, conferences and professional associations. Maintains current knowledge of professional cost estimating practice.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:
Bachelor's degree in Construction Management, Engineering, Architecture or a directly related field AND five (5) years of directly related, increasingly responsible experience in commercial building construction cost estimating;

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.

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Cost Estimator

JOB CODE:	23279	**FLSA STATUS:**	Exempt
PAY GRADE:	23	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Knowledge, Skills, and Abilities:

Knowledge of:

- Principles and practices of architecture or engineering and related cost estimation.
- Familiarity with the principles and practice of all other professional building construction disciplines.
- Mathematical and statistical methods as used in engineering and planning.
- Federal, State, Local and County applicable laws, rules, regulations, permits, licenses, practices, standards, policies and procedures.
- Recent developments and current literature regarding the practices of construction cost estimating.
- Computer-aided drafting and design (CADD) methods and techniques (preferable).
- Computer equipment to include cost estimation, word processing, presentations, spreadsheets, databases, graphics and related engineering applications.
- Business letter writing, grammar and punctuation, and report preparation.

Skill in:

- Developing detailed cost estimates for variety of facility-related projects.
- Developing comprehensive cost reports for projects at all levels of design.
- Analyzing complex data and reports.
- Applying principles and practices used in engineering and architecture.
- Developing preliminary project costs for budgeting.
- Explaining complicated technical problems in simple non-technical language.
- Problem-solving and technical decision-making for developing effective solutions.
- Both verbal and written communication.

Ability to:

- Plan and prioritize programs, projects and activities.
- Perform complex studies, analysis and design.
- Work independently.
- Exercise sound judgment and make decisions.
- Manage time well, perform multiple tasks and organize diverse activities.
- Interpret plans, specifications, standards, policies, procedures and regulatory codes.
- Respond to inquiries from customers, regulatory agencies and members of the professional community.
- Perform in a stressful environment while maintaining a professional manner.
- Make appropriate and effective public presentations.
- Continue professional growth through continuing education.
- Establish and maintain effective working relationships with County employees and officials, other professionals, contractors, representatives of outside agencies, and the general public.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

Physical requirements include the ability to lift/carry up to 25 pounds, visual acuity, mental effort, speech and hearing, hand and eye coordination, manual dexterity necessary to operate a computer, and viewing screen for long periods. Subject to standing, sitting, walking, climbing stairs, bending, stooping, squatting, crouching, kneeling, reaching, twisting, balancing, driving and repetitive motion to perform the essential functions. Occasionally may be subject to contact with noise and dust. Requires fieldwork and exposure to traffic, public work development sites, and construction site hazards. May require climbing and traveling over uneven, muddy, rocky, and high grass terrain in all types of weather.

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: Facilities Building Maintenance Engineer Senior

JOB CODE:	25417	**FLSA STATUS:**	Exempt
PAY GRADE:	25	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Functions as project manager over complex facility maintenance projects, analysis and coordination of planning, design and analysis, and implementation of engineering projects for maintenance of existing secure facilities. Supervises staff involved in maintenance projects. Performs all work using appropriate safety procedures.

DISTINGUISHING CHARACTERISTICS:

This is a job classification within the Engineering and Support Services job family. This classification is distinguished by the project management duties and responsibilities, license as a Professional Engineer, and required additional supervisory experience. 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 preventive maintenance planning, analysis and recommendations. Prepares cost estimates. Reviews and approves maintenance work plans and specifications. Reviews bids and recommends contract awards for repairs and modifications. Evaluates services rendered by maintenance contractors and conformance to contract provisions.
- Prepares budgets for maintenance projects and sets schedule and cost objectives for timely completion of all maintenance projects.
- Develops specifications, RFPs/bids and recommends the best alternatives for awarding maintenance contracts to competing contractors, including coordination in sealing plans in accordance with State regulations.
- Supervises operational inspection of existing systems to assure relevant building codes, ordinances and standards are met. Interprets complex statutes, ordinances and building codes. Ensures building codes, such as ADA, fire codes are met.
- Responds and analyzes difficult inquires, grievances or complaints.
- Develops scope of projects, project schedules and budgets.
- Prepares a variety of engineering research and administrative materials, and develops correspondence, records, memorandums and complex reports, attends meetings and training sessions, prepares court agenda packet, supports policy makers by participation as a technical advisor and assists in preparation of annual work plan.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:
Bachelor's degree in Civil Engineering AND four (4) years of directly related, increasingly responsible professional engineering design and/or analysis experience as a licensed Professional Engineer, including two (2) years of lead, supervisory, management, and/or project management experience.

Licenses, Registrations, Certifications, or Special Requirements:
Professional Engineer (P. E.) issued by the State of Texas. If licensed as a P. E. in another state, must become licensed in the State of Texas within six (6) months of date of hire.
Valid Texas Driver's License.

Knowledge, Skills, and Abilities:
Knowledge of:
- Principles, procedures, practices, programs, systems, methods, and techniques of engineering.
- Advanced mathematical and statistical methods as used in engineering and planning.
- Principles of project management, including scheduling, estimating, contracting, and budgeting.
- Supervisory principles, practices and techniques.

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TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Facilities Building Maintenance Engineer Senior

JOB CODE:	25417	**FLSA STATUS:**	Exempt
PAY GRADE:	25	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Knowledge of: (Cont.)

- Federal, State, Local and County applicable laws, rules, regulations, permits, licenses, practices, standards, policies and procedures.
- Recent developments and current literature regarding engineering.
- Methods, practices, and techniques of inspections, compliance and enforcement.
- Budget preparation and office management.
- Computer equipment to include word processing, presentations, spreadsheets, databases, maps, records, graphics, project scheduling and management, and other related engineering applications.
- Business letter writing, grammar and punctuation, and report preparation.

Skill in:

- Planning and directing a variety of engineering projects.
- Analyzing complex data, technical engineering data and reports.
- Supervisory principles, practices and techniques.
- Applying principles and practices as used in engineering.
- Adapting approved engineering methods and standards a variety of engineering projects.
- Using and caring for equipment, tools and testing materials.
- Using and caring for computer-aided design and drafting (CADD), Geographic Information System (GIS) and other related electronic equipment.
- Contract management and project budgeting.
- Explaining complicated technical problems in simple non-technical language.
- Problem-solving and technical decision-making for developing effective solutions.
- Both verbal and written communication.

Ability to:

- Plan and prioritize programs, projects and activities.
- Perform complex engineering studies, analysis and design.
- Work independently.
- Exercise sound judgment and make decisions.
- Manage time well, perform multiple tasks and organize diverse activities.
- Perform technical research, calculations, and computations, and prepare plans and reports.
- Convey complex ideas and concepts verbally and in writing.
- Plan, assign, supervise, train and review the work of professional and technical subordinates.
- Interpret plans, specifications, standards, policies, procedures and regulatory codes.
- Respond to inquiries from customers, regulatory agencies, or members of the professional community.
- Perform in a stressful environment while maintaining a professional manner.
- Make appropriate and effective public presentations.
- Establish and maintain effective working relationships with County employees and officials, developers, engineers, contractors, representatives of outside agencies, and the general public.

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Facilities Building Maintenance Engineer Senior

JOB CODE:	25417	**FLSA STATUS:**	Exempt
PAY GRADE:	25	**LAST REVISED:**	10/01/09

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

Physical requirements include the ability to lift/carry up to 10-60 pounds, visual acuity, mental effort, speech and hearing, hand and eye coordination and manual dexterity, necessary to operate a computer, and viewing screens for long periods. Subject to standing, sitting, walking, climbing stairs, bending, stooping, squatting, crouching, kneeling, pushing, pulling, reaching, twisting, balancing, driving, repetitive motion, and client/customer contact to perform the essential functions. Subject to contact with noise, vibration, fumes, foul odor, dirt, dust, mist, gases, and poor ventilation. Requires use of protective devices such as masks, goggles, and gloves. Requires fieldwork, and exposure to traffic, public work development sites, construction site hazards, climbing and walking and traveling over rough, uneven, mud, rocky, high grass terrain, and indoors/outdoors in all types of weather (excessive heat and cold).

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: Engineering Inspector Specialist

JOB CODE:	16663	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	16	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Performs inspections work to ensure compliance. Performs all work using appropriate safety procedures.

DISTINGUISHING CHARACTERISTICS:

This is the first in a series of two engineering inspector-related job classifications within the Engineering and Support Services job family. This classification is distinguished by the performance of more routine duties assigned. This classification may require a flexible work schedule in order to meet the needs of the department.

DUTIES AND RESPONSIBILITIES:

- Performs inspections for compliance of contracts, regulatory codes, specifications, rules, licenses, standards, policies and procedures. Reviews plans and specifications, and prepares project estimates. Ensures quality and proper environmental management procedures.
- Conducts site visits to collect data. Evaluates progress and note field conditions.
- Provides technical interpretation and explanation of information and policies and procedures to the public, County staff and officials, developers, designers, architects, engineers, contractors and representatives of outside agencies.
- Reviews and interprets plans, specifications, plats, maps and County standards.
- Develops, maintains and updates databases. Prepares technical and administrative project reports.
- Researches, investigates and analyzes issues. Prepares recommendations for professional staff.
- Maintains accurate records and notes, and of office work activities.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:
Associate's degree in a related Engineering discipline AND two (2) years of related increasingly responsible inspection work 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:
Certified Erosion, Sediment and Storm Water Inspector (CESSWI); OR,
Certified Inspector of Sediment and Erosion Control (CISEC); OR,
Certified Professional in Erosion and Sediment Control (CPESC)

If assigned to On-Site Wastewater program:
Designated Representative License or must be obtained within six (6) months of date of hire.

Knowledge, Skills, and Abilities:
Knowledge of:
- Methods and procedures used in inspecting.
- Federal, State and Local applicable laws, regulatory codes, rules, permits, licenses, practices, standards, policies and procedures.
- Principles, methods, practices and techniques of engineering.

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Engineering Inspector Specialist

JOB CODE:	16663	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	16	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Knowledge of: (Cont.)

- Advanced mathematical and statistical methods as used in engineering and planning.
- Engineering maps and records.
- Principles and practices related to public works projects and or contract plans, specifications and estimates.
- Methods, practices, and techniques of inspections, compliance and enforcement.
- Computer equipment to include word processing, presentations, spreadsheets, databases, maps, records, graphics, project scheduling and management, and other related engineering applications.
- Business letter writing, grammar and punctuation, and report preparation.

Skill in:

- Interpreting written documents, including construction plans, engineered blue prints, specifications and contract provisions.
- Interpreting laboratory test data.
- Analyzing data, technical engineering data and reports.
- Applying principles and practices as used in engineering.
- Adapting approved engineering methods and standards a variety of engineering projects.
- Using and caring for equipment, tools and testing materials.
- Using and caring for computer-aided design and drafting (CADD), Geographic Information System (GIS) and other related electronic equipment.
- Explaining complicated technical problems in simple non-technical language.
- Problem-solving and technical decision-making for developing effective solutions.
- Both verbal and written communication.

Ability to:

- Interpret maps, plans, specifications, standards, policies, procedures and regulatory codes.
- Perform technical research, calculations, and computations, and prepare plans and reports.
- Manage time well, perform multiple tasks and organize diverse activities.
- Convey ideas and concepts verbally and in writing.
- Perform in a stressful environment while maintaining a professional manner.
- Establish and maintain effective working relationships with County employees and officials, developers, engineers, contractors, representatives of outside agencies, and the general public.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

Physical requirements include the ability to lift/carry up to 10-60 pounds, visual acuity, mental effort, speech and hearing, hand and eye coordination and manual dexterity necessary to operate a computer, and viewing screens for long periods. Subject to standing, sitting, walking, climbing stairs, bending, stooping, squatting, crouching, kneeling, pushing, pulling, reaching, twisting, balancing, driving, repetitive motion, talking, and client/customer contact to perform the essential functions. Subject to contact with noise, vibration, fumes, foul odor, dirt, dust, mist, gases, and poor ventilation, parts, tools or machinery. Must be mobile enough to conduct geological site reviews and be able to inspect systems with a high degree of visual acuity and foot control. Requires use of protective devices such as masks, goggles, and gloves. Requires fieldwork, and exposure to traffic, public work development sites, construction site hazards, climbing and walking and traveling over rough, uneven, mud, rocky, high grass terrain, and indoors/outdoors in all types of weather (excessive heat and cold).

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: Engineering Inspector Specialist Senior

JOB CODE:	18797	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	18	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Performs complex inspections work to ensure compliance. Performs complaint investigation and enforcement. Performs all work using appropriate safety procedures.

DISTINGUISHING CHARACTERISTICS:

This is the second in a series of two engineering inspector-related job classifications within the Engineering and Support Services job family. This classification is distinguished by the performance of complex duties assigned. This classification acts as a supervisor for a crew of inspectors. This classification may require a flexible work schedule in order to meet the needs of the department.

DUTIES AND RESPONSIBILITIES:

- Supervises and performs inspections for compliance of contracts, regulatory codes, specifications, rules, permits, licenses, standards, policies and procedures. Reviews plans, specifications, and prepares project estimates. Ensures quality and proper environmental management procedures.
- Conducts site visits to collect data. Evaluates progress and notes field conditions.
- Provides technical interpretation and explanation of information and policies and procedures to the public, County staff and officials, developers, designers, architects, engineers, contractors and representatives of outside agencies.
- Participates in the processing of permits. Ensures compliance with permits. Performs complaint investigation and enforcement.
- Reviews and interprets plans, specifications, estimates, plats, maps and County standards.
- Develops, maintains and updates databases. Prepares technical and administrative project documents and reports.
- Researches, investigates and analyzes problems and issues. Prepares recommendations, including solutions, for professional staff.
- Maintains accurate records and notes, and of office work activities.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:
Associate's degree in a related Engineering discipline AND three (3) years of related increasingly responsible inspection work 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.

If assigned to On-Site Wastewater program:
Designated Representative License or must be obtained within six (6) months of date of hire.

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Engineering Inspector Specialist Senior

JOB CODE:	18797	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	18	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Knowledge, Skills, and Abilities:

Knowledge of:

- Methods and procedures used in inspecting.
- Federal, State, Local and County applicable laws, rules, regulations, permits, licenses, practices, standards, policies and procedures.
- Supervisory principles, practices and techniques.
- Principles, methods, practices and techniques of engineering.
- Advanced mathematical and statistical methods as used in engineering and planning.
- Engineering maps and records.
- Principles and practices related to public works projects and or contract plans, specifications and estimates.
- Methods, practices, and techniques of inspections, compliance and enforcement.
- Computer equipment to include word processing, presentations, spreadsheets, databases, maps, records, graphics, project scheduling and management, and other related engineering applications.
- Business letter writing, grammar and punctuation, and report preparation.

Skill in:

- Interpreting written documents, including construction plans, engineered blue prints, specifications and contract provisions.
- Interpreting laboratory test data.
- Analyzing data, technical engineering data and reports.
- Applying principles and practices as used in engineering.
- Adapting approved engineering methods and standards a variety of engineering projects.
- Using and caring for equipment, tools, and testing materials.
- Using and caring for computer-aided design and drafting (CADD), Geographic Information System (GIS) and other related electronic equipment.
- Explaining complicated technical problems in simple non-technical language.
- Problem-solving and technical decision-making for developing effective solutions.
- Both verbal and written communication.

Ability to:

- Interpret maps, plans, specifications, standards, policies, procedures and regulatory codes.
- Perform technical research, calculations, and computations, and prepare plans and reports.
- Manage time well, perform multiple tasks and organize diverse activities.
- Convey ideas and concepts verbally and in writing.
- Perform in a stressful environment while maintaining a professional manner.
- Establish and maintain effective working relationships with County employees and officials, developers, engineers, contractors, representatives of outside agencies, and the general public.

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Engineering Inspector Specialist Senior

JOB CODE:	18797	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	18	**LAST REVISED:**	10/01/09

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

Physical requirements include the ability to lift/carry up to 10-60 pounds, visual acuity, mental effort, speech and hearing, hand and eye coordination and manual dexterity necessary to operate a computer, and viewing screens for long periods. Subject to standing, sitting, walking, climbing stairs, bending, stooping, squatting, crouching, kneeling, pushing, pulling, reaching, twisting, balancing, driving, repetitive motion, talking, and client/customer contact to perform the essential functions. Subject to contact with noise, vibration, fumes, foul odor, dirt, dust, mist, gases, and poor ventilation, parts, tools or machinery. Must be mobile enough to conduct geological site reviews and be able to inspect systems with a high degree of visual acuity and foot control. Requires use of protective devices such as masks, goggles, and gloves. Requires fieldwork, and exposure to traffic, public work development sites, construction site hazards, climbing and walking and traveling over rough, uneven, mud, rocky, high grass terrain, and indoors/outdoors in all types of weather (excessive heat and cold).

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: Survey Crew Technician

JOB CODE:	10551	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	10	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Performs technical field engineering and survey crew work. Performs all work using appropriate safety procedures.

DISTINGUISHING CHARACTERISTICS:

This is the first in a series of two survey crew-related job classifications within the Engineering and Support Services job family. This classification is distinguished by the performance of more routine duties assigned. This classification may require a flexible work schedule in order to meet the needs of the department.

DUTIES AND RESPONSIBILITIES:

- Performs surveying or computer-aided design and drafting (CADD) work and drafting plans for engineering projects. Prepares project estimates. Performs manual drafting, as required.
- Performs work of a field survey crew. Operates survey equipment. Processes survey field data.
- Reviews and interprets plans, specifications, estimates, plats, maps and County standards.
- Develops, maintains and updates databases and other associated computer systems. Develops technical and administrative project reports.
- Reviews and interprets engineering projects for accuracy and compliance with applicable laws, regulatory codes, rules, permits, licenses, standards, policies and procedures.
- Researches, investigates and analyzes issues. Prepares recommendations for professional staff.
- Researches public records for supporting documents for engineering and surveying projects.
- Maintains accurate records and notes, and of office work activities.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:
Associate's degree in a related Engineering or Drafting discipline AND one (1) year of technical survey field experience, including experience in geometry and trigonometry;

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:

- Principles, methods, practices and techniques surveying.
- Interpreting and utilizing engineering plans, maps and specifications.
- Mathematical and statistical methods as used in surveying.
- Computer equipment to include word processing, presentations, spreadsheets, databases, maps, records, graphics, project scheduling and management, and other related engineering applications.
- Business letter writing, grammar and punctuation, and report preparation.

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TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Survey Crew Technician

JOB CODE:	10551	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	10	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Skill in:

- Using and caring for equipment, tools and testing materials.
- Using geometry and trigonometry and conduct measurements.
- Using and caring for computer-aided design and drafting (CADD), Geographic Information System (GIS), Global Positioning System (GPS) equipment, survey data collection and other related electronic equipment.
- Both verbal and written communication.

Ability to:

- Working with others, including on a crew.
- Establish and maintain effective working relationships with County employees and officials, developers, engineers, contractors, representatives of outside agencies, and the general public.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

Physical requirements include the ability to lift/carry up to 10-60 pounds, visual acuity, mental effort, speech and hearing, hand and eye coordination and manual dexterity necessary to operate a computer, and viewing screens for long periods. Subject to standing, sitting, walking, climbing stairs, bending, stooping, squatting, crouching, kneeling, pushing, pulling, reaching, twisting, balancing, driving, repetitive motion, client/customer contact to perform the essential functions. Subject to contact with noise, vibration, fumes, foul odor, dirt, dust, mist, gases, and poor ventilation, parts, tools or machinery. Requires use of protective devices such as masks, goggles, and gloves. Requires fieldwork, and exposure to traffic, public work development sites, construction site hazards, climbing and walking and traveling over rough, uneven, mud, rocky, high grass terrain, and indoors/outdoors in all types of weather (excessive heat and cold).

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 DESCRIPTION

DRAFT

JOB TITLE: Survey Crew Specialist

JOB CODE:	13556	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	13	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Performs technical field engineering and survey crew work. Performs all work using appropriate safety procedures.

DISTINGUISHING CHARACTERISTICS:

This is the second in a series of two survey crew-related job classifications within the Engineering and Support Services job family. This classification is distinguished by the performance of more variety and complex duties assigned, and may serve in a lead capacity, as required. This classification may require a flexible work schedule in order to meet the needs of the department.

DUTIES AND RESPONSIBILITIES:

- Performs, and may lead, as required, surveying or computer-aided design and drafting (CADD) work and drafting plans for engineering projects. Prepares project estimates. Performs manual drafting, as required.
- Performs work of a field survey crew. Operates survey equipment. Processes survey field data.
- Reviews and interprets plans, specifications, estimates, plats, maps and County standards.
- Develops, maintains and updates engineering databases and other associated computer systems. Performs engineering calculations. Develops technical and administrative project reports.
- Reviews and interprets engineering projects for accuracy and compliance with applicable laws, regulatory codes, rules, permits, licenses, standards, policies and procedures.
- Researches, investigates and analyzes issues. Prepares recommendations for professional staff.
- Researches public records for supporting documents for engineering and surveying projects.
- Maintains accurate records and notes, and of office work activities.
- Provides technical interpretation and explanation of information and policies and procedures to the public, County staff and officials, developers, designers, architects, engineers, contractors and representatives of outside agencies.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:
Associate's degree in Engineering or Drafting AND two (2) years of technical field survey experience, including experience in geometry and trigonometry;

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:

- Principles, methods, practices and techniques surveying.
- Interpreting and utilizing engineering plans, maps, and specifications.
- Mathematical and statistical methods as used in surveying.
- Computer equipment to include word processing, presentations, spreadsheets, databases, maps, records, graphics, project scheduling and management, and other related engineering applications.
- Business letter writing, grammar and punctuation, and report preparation.

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TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Survey Crew Specialist

JOB CODE:	13556	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	13	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Skill in:

- Using and caring for equipment, tools, and testing materials.
- Using and caring for computer-aided design and drafting (CADD), Geographic Information System (GIS), Global Positioning System (GPS) processing, survey data collection, and other related electronic equipment.
- Using geometry and trigonometry and conduct measurements.
- Both verbal and written communication.

Ability to:

- Working with others, including on a crew.
- Establish and maintain effective working relationships with County employees and officials, developers, engineers, contractors, representatives of outside agencies, and the general public.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

Physical requirements include the ability to lift/carry up to 10-60 pounds, visual acuity, mental effort, speech and hearing, hand and eye coordination and manual dexterity necessary to operate a computer, and viewing screens for long periods. Subject to standing, sitting, walking, climbing stairs, bending, stooping, squatting, crouching, kneeling, pushing, pulling, reaching, twisting, balancing, driving, repetitive motion, client/customer contact to perform the essential functions. Subject to contact with noise, vibration, fumes, foul odor, dirt, dust, mist, gases, and poor ventilation, parts, tools or machinery. Requires use of protective devices such as masks, goggles, and gloves. Requires fieldwork, and exposure to traffic, public work development sites, construction site hazards, climbing and walking and traveling over rough, uneven, mud, rocky, high grass terrain, and indoors/outdoors in all types of weather (excessive heat and cold).

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: Survey & Records Manager

JOB CODE:	21653	**FLSA STATUS:**	Exempt
PAY GRADE:	21	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Directs and supervises the operations of the field surveying, Global Positioning System (GPS), Computer Aided Drafting (CAD), and records research staff and operations. Performs all work using appropriate safety procedures.

DISTINGUISHING CHARACTERISTICS:

This is a job classification within the Engineering and Support Services job family. This classification is distinguished by the management duties and responsibilities. This classification serves as the County Surveyor. This classification may require a flexible work schedule in order to meet the needs of the department.

DUTIES AND RESPONSIBILITIES:

- Supervises staff and field crew staff, evaluates staff job performance and coordinates schedules and assignments, authorizes staff productive and non-productive work hours, prepares and administers budget, prepares a variety of fiscal and administrative reports.
- Reviews and makes boundary resolutions, check final maps and sketches, and prepares legal descriptions, certifies and seals maps and documents for content, accuracy, and completeness, as prescribed by law. Maintains all maps and records.
- Researches and analyzes survey records and legal documents. Applies appropriate laws and regulations to determine boundaries, property lines and survey control lines.
- Supervises the development and maintains both vertical and horizontal control for Global Positioning System (GPS) for County and other users.
- Plans and schedules for the future services and budgetary needs. Assists with preparation and administration of budget, and a variety of fiscal and administrative reports. Evaluates hardware and software, and services and programs. Reviews and evaluates work methods and procedures. Applies problem-solving techniques. Demonstrates continuous effort to improve operations and seamless customer service.
- Provides in-service training to staff.
- Assists in developing strategic short and long-term plans, develops and implements goals, objectives, policies, procedures, and priorities. Coordinates with officials to achieve those goals.
- Responds and analyzes difficult inquires, grievances or complaints.
- Works closely with officials, department heads, legal staff, multiple outside suppliers and other County staff, to establish procedures for the monitoring of contract compliance issues.
- Represents the County in attending meetings, community meetings, seminars, conferences, professional associations meetings, private organizations and participates on related committees. Maintains recent developments and current literature regarding surveying.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:
Bachelor's degree in Surveying AND four (4) years of directly related, increasingly responsible surveying 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

JOB TITLE: Survey & Records Manager

JOB CODE:	21653	**FLSA STATUS:**	Exempt
PAY GRADE:	21	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Licenses, Registrations, Certifications, or Special Requirements:
Registration as a Professional Land Surveyor issued by the State of Texas.
Valid Texas Driver's License.

Knowledge, Skills, and Abilities:

Knowledge of:

- Principles, methods, practices and techniques surveying.
- Management and supervisory principles, practices and techniques.
- Federal, State, Local and County applicable laws, rules, regulations, permits, licenses, practices, standards, policies and procedures.
- Mathematical and statistical methods as used in surveying.
- Recent developments and current literature regarding surveying.
- Computer equipment to include word processing, presentations, spreadsheets, databases, maps, records, graphics, project scheduling and management, and other related engineering applications.
- Business letter writing, grammar and punctuation, and report preparation.

Skill in:

- Supervisory principles, practices and techniques.
- Using and caring for computer-aided design and drafting (CADD), Geographic Information System (GIS), Global Positioning System (GPS) processing, survey data collection, and other related electronic equipment.
- Interpreting and utilizing engineering plans, maps, and specifications
- Explaining complicated technical problems in simple non-technical language.
- Problem-solving and technical decision-making for developing effective solutions.
- Both verbal and written communication.

Ability to:

- Plan and prioritize programs, projects, and activities.
- Work independently.
- Exercise sound judgment and make decisions.
- Manage time well, perform multiple tasks and organize diverse activities.
- Convey complex ideas and concepts verbally and in writing.
- Plan, assign, supervise, train and review the work of subordinates.
- Interpret plans, specifications, standards, policies, procedures and regulatory codes.
- Respond to inquiries from customers, regulatory agencies or members of the professional community.
- Perform in a stressful environment while maintaining a professional manner.
- Make appropriate and effective public presentations.
- Establish and maintain effective working relationships with County employees and officials, developers, engineers, contractors, representatives of outside agencies, and the general public.

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Survey & Records Manager

JOB CODE:	21653	**FLSA STATUS:**	Exempt
PAY GRADE:	21	**LAST REVISED:**	10/01/09

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

Physical requirements include the ability to lift/carry up to 10-60 pounds, visual acuity, mental effort, speech and hearing, hand and eye coordination and manual dexterity, necessary to operate a computer, and viewing screens for long periods. Subject to standing, sitting, walking, climbing stairs, bending, stooping, squatting, crouching, kneeling, pushing, pulling, reaching, twisting, balancing, driving, repetitive motion, client/customer contact to perform the essential functions. Subject to contact with noise, vibration, fumes, foul odor, dirt, dust, mist, gases, and poor ventilation, parts, tools or machinery. Requires use of protective devices such as masks, goggles, and gloves. Requires fieldwork, and exposure to traffic, public work development sites, construction site hazards, climbing and walking and traveling over rough, uneven, mud, rocky, high grass terrain, and indoors/outdoors in all types of weather (excessive heat and cold).

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: GIS Specialist

JOB CODE:	16559	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	16	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Under general supervision, performs varied data entry to complete Geographic Information System (GIS) work projects, including maintaining related computer systems through design, database maintenance and implementation of GIS work projects.

DISTINGUISHING CHARACTERISTICS:

This is the first in a series of three GIS-related job classifications within the Engineering and Support Services job family. This classification is distinguished by the routine-specialist level of work being performed. This classification may require a flexible work schedule in order to meet the needs of the department.

DUTIES AND RESPONSIBILITIES:

- Designs, creates, maintains and integrates databases by operating and maintaining GIS and other computer programs.
- Produces and prepares GIS related maps, reports, papers, proposals, presentations, instructional and other related training materials.
- May perform project management of routine GIS tasks in support of projects. Reviews and interprets projects for accuracy and compliance with applicable laws, standards, policies and procedures.
- Assists in the coordination of department GIS work projects and user requirements via teams. Designs and implements program specific applications, databases, tools, critical path identifications, provides technical assistance for other departments and other agencies, ensures modifications, edits or enhancements to existing programming files, and databases are compatible and standardized to meet current requirements.
- Conducts specialized research for projects, interprets recorded plans, captures and collects data, addresses and identifies critical issues, develops and recommends action plans and strategies, including time tables.
- Performs database entry. Maintains accurate records and documentation of work performed.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:
Bachelor's degree in Geographic Information Science, Information Systems Management, Urban or Transportation Planning, Geography or a directly related field AND one (1) year of directly related, increasingly responsible experience utilizing geographic information systems;

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:

- Computer based GIS, including terminology, data structures, automated mapping, spatial information processing methods and applications.
- Principles, procedures, practices, modern land mapping application methods and theory, and techniques of GIS.
- Federal, State, Local and County applicable laws, rules, regulations, permits, licenses, practices, standards, policies and procedures.

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: GIS Specialist

JOB CODE:	16559	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	16	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Knowledge of: (Cont.)

- Computer equipment to include word processing, presentations, spreadsheets, databases, maps, records, graphics, project scheduling and management, and related engineering applications.
- Business letter writing, grammar and punctuation, and report preparation.

Skill in:

- Using and caring for GIS and other related computer applications, programs and operating systems.
- Coordinating database management and data analysis.
- Analyzing complex data, technical data and reports.
- Applying principles and practices as used in GIS.
- Explaining complicated technical problems in simple non-technical language.
- Problem-solving and technical decision-making for developing effective solutions.
- Both verbal and written communication.

Ability to:

- Read and interpret related surveys, plans, records and documents.
- Produce maps and other representations of spatial data.
- Understand both verbal and written direction.
- Analyze database systems and computerized modeling information.
- Assess and understand user needs.
- Perform computer programming and system design.
- Convey complex ideas and concepts verbally and in writing.
- Working with others, including on a team.
- Manage time well, perform multiple tasks and organize diverse activities.
- Perform technical research, technical writing and prepare reports.
- Perform in a stressful environment while maintaining a professional manner.
- Establish and maintain effective working relationships with County employees and officials, developers, engineers, contractors, representatives of outside agencies, and the general public.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

Physical requirements include the ability to lift/carry up to 10-60 pounds, visual acuity, mental effort, speech and hearing, hand and eye coordination and manual dexterity necessary to operate a computer, and viewing screens for long periods. Subject to standing, sitting, walking, climbing stairs, bending, stooping, squatting, crouching, kneeling, pushing, pulling, reaching, twisting, balancing, driving, repetitive motion, and client/customer contact 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: GIS Analyst

JOB CODE:	18660	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	18	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Completes Geographic Information System (GIS) work projects, including maintaining related computer systems through design, database maintenance and implementation of GIS work projects.

DISTINGUISHING CHARACTERISTICS:

This is the second in a series of three GIS-related job classifications within the Engineering and Support Services job family. This classification is distinguished by the analyst level of work being performed. This classification may require a flexible work schedule in order to meet the needs of the department.

DUTIES AND RESPONSIBILITIES:

- Designs, creates, maintains and integrates databases by operating and maintaining GIS and other computer programs.
- Produces and prepares GIS related maps, reports, papers, proposals, presentations, instructional and other related training materials.
- Performs project management through teams. Identifies and develops project scope and project assignment budget monitoring.
- Coordinates department GIS work projects and user requirements via teams. Designs and implements program specific applications, databases, tools, critical path identifications, provides technical assistance for other departments and other agencies, ensures modifications, edits or enhancements to existing programming files, and databases are compatible and standardized to meet current requirements.
- Conducts specialized research for projects, interprets recorded plans, captures and collects data, addresses and identifies critical issues, develops and recommends action plans and strategies, including time tables.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:
Bachelor's degree in Geographic Information Science, Information Systems Management, Urban or Transportation Planning, Geography or a directly related field AND two (2) years of directly related, increasingly responsible experience utilizing geographic information systems;

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:

- Computer based GIS, including terminology, data structures, automated mapping, spatial information processing methods and applications.
- Principles, procedures, practices, modern land mapping application methods and theory, and techniques of GIS.
- Federal, State, Local and County applicable laws, rules, regulations, permits, licenses, practices, standards, policies and procedures.
- Computer equipment to include word processing, presentations, spreadsheets, databases, maps, records, graphics, project scheduling and management, and related engineering applications.
- Business letter writing, grammar and punctuation, and report preparation.

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: GIS Analyst

JOB CODE:	18660	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	18	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Skill in:

- Using and caring for GIS and other related computer applications, programs and operating systems.
- Coordinating database management and data analysis.
- Analyzing complex data, technical data and reports.
- Applying principles and practices as used in GIS.
- Explaining complicated technical problems in simple non-technical language.
- Problem-solving and technical decision-making for developing effective solutions.
- Both verbal and written communication.

Ability to:

- Read and interpret related surveys, plans, records and documents.
- Produce maps and other representations of spatial data.
- Understand both verbal and written direction.
- Analyze database systems and computerized modeling information.
- Assess and understand user needs.
- Perform computer programming and system design.
- Convey complex ideas and concepts verbally and in writing.
- Working with others, including on a team.
- Manage time well, perform multiple tasks and organize diverse activities.
- Perform technical research, technical writing and prepare reports.
- Perform in a stressful environment while maintaining a professional manner.
- Establish and maintain effective working relationships with County employees and officials, developers, engineers, contractors, representatives of outside agencies, and the general public.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

Physical requirements include the ability to lift/carry up to 10-60 pounds, visual acuity, mental effort, speech and hearing, hand and eye coordination and manual dexterity necessary to operate a computer, and viewing screens for long periods. Subject to standing, sitting, walking, climbing stairs, bending, stooping, squatting, crouching, kneeling, pushing, pulling, reaching, twisting, balancing, driving, repetitive motion, and client/customer contact 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: GIS Coordinator

JOB CODE:	19659	**FLSA STATUS:**	Exempt
PAY GRADE:	19	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Coordinates the Geographic Information System (GIS) support activities, serves as technical advisor, provides technical support for related GIS work projects, including project coordination, supervision of staff, maintaining related computer systems and implementation of GIS work projects.

DISTINGUISHING CHARACTERISTICS:

This is the third in a series of three GIS-related job classifications within the Engineering and Support Services job family. This classification is distinguished by the supervisory responsibility, the technical advisor experience and working knowledge of GIS support activities. This classification may require a flexible work schedule in order to meet the needs of the department.

DUTIES AND RESPONSIBILITIES:

- Produces and prepares GIS related maps, reports, papers, proposals, presentations, instructional and other related training materials.
- Develops, designs, creates, maintains and integrates databases by operating and maintaining GIS and other related computer programs, including quality control, data capture, translation, documentation and access.
- Conducts specialized research for projects, interpret recorded plans, captures and collects data, addresses and identifies critical issues, develops and recommends action plans and strategies, including time tables.
- Assists in developing strategic short and long-term plans, develops and implements goals, objectives, policies, procedures and priorities. Coordinates with officials to achieve those goals.
- Coordinates department GIS work projects and user requirements via teams. Designs and implements program specific applications, databases, tools, critical path identifications, acts as technical advisor and provides assistance for other departments and other agencies, ensures modifications, edits or enhancements to existing programming files, and databases are compatible and standardized to meet current requirements.
- Supervises professional and support staff, provides technical user training, evaluates staff job performance and coordinates schedules and assignments, authorizes staff productive and non-productive work hours.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:
Bachelor's degree in Geographic Information Science, Information Systems Management, Urban or Transportation Planning, Geography or a directly related field AND two (2) years of directly related, increasingly responsible experience utilizing geographic information systems, including one (1) year of lead 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: GIS Coordinator

JOB CODE:	19659	**FLSA STATUS:**	Exempt
PAY GRADE:	19	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Knowledge, Skills, and Abilities:

Knowledge of:

- Computer based GIS, including terminology, data structures, automated mapping, spatial information processing methods and applications.
- Supervisory principles, practices and techniques.
- Principles, procedures, practices, modern land mapping application methods and theory, and techniques of GIS.
- Federal, State, Local and County applicable laws, rules, regulations, permits, licenses, practices, standards, policies and procedures.
- Computer equipment to include word processing, presentations, spreadsheets, databases, maps, records, graphics, project scheduling and management, and related engineering applications.
- Business letter writing, grammar and punctuation, and report preparation.

Skill in:

- Using and caring for GIS and other related computer applications, programs and operating systems.
- Coordinating database management and data analysis.
- Explaining complicated technical problems in simple non-technical language.
- Analyzing complex data, technical data and reports.
- Applying principles and practices as used in GIS.
- Supervisory principles, practices and techniques.
- Problem-solving and technical decision-making for developing effective solutions.
- Both verbal and written communication.

Ability to:

- Read and interpret related surveys, plans, records and documents.
- Produce maps and other representations of spatial data.
- Understand both verbal and written direction.
- Analyze problems, situations, database systems and computerized modeling information.
- Plan, assess, and understand user present and future needs.
- Perform computer programming and system design.
- Convey complex ideas and concepts verbally and in writing.
- Provide technical user training, and working with others, including on a team.
- Manage time well, perform multiple tasks and organize diverse activities.
- Perform technical research, technical writing and prepare reports.
- Perform in a stressful environment while maintaining a professional manner.
- Establish and maintain effective working relationships with County employees and officials, developers, engineers, contractors, representatives of outside agencies, and the general public.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

Physical requirements include the ability to lift/carry up to 10-60 pounds, visual acuity, mental effort, speech and hearing, hand and eye coordination and manual dexterity, necessary to operate a computer, and viewing screens for long periods. Subject to standing, sitting, walking, climbing stairs, bending, stooping, squatting, crouching, kneeling, pushing, pulling, reaching, twisting, balancing, driving, repetitive motion, and client/customer contact 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: Court Bailiff

JOB CODE:	10046	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	10	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Maintains safety, security and decorum in courtroom. Carries out orders by the judge, provides assistance to the judge, prepares courtrooms and assures that all essential parties and materials are present. Coordinates activities within the courtroom and announces opening and closing of court. Performs jury management, calls witnesses and interacts with attorneys. Assists the general public in their dealings with the court.

DISTINGUISHING CHARACTERISTICS:

This is a job classification within the Courts job family. This classification is a specialized classification and not part of series. This classification may require a flexible work schedule in order to meet the needs of the department.

DUTIES AND RESPONSIBILITIES:

- Maintains safety, security and decorum in courtroom. Observes courtroom activities. Announces opening and closing of court. Advises and enforces courtroom rules of behavior and procedures. Monitors court agenda. Informs judge of general concerns and assists with court activities.
- Performs jury management duties by assisting in jury empanelling. Looks after jurors during the trial process, handles the needs of the jurors and notifies the court when a verdict is reached.
- Notifies Sheriff Deputy Law Enforcement of existing or potential security issues.
- Communicates and interacts with attorneys. Provides general information to the general public and answers questions of others.
- Serves as a liaison to the public, the bar, the bench, agencies and litigants. Answers general questions about court activity, guides courtroom participants to the proper places, and locates litigants and court cases.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:
High School diploma or G.E.D. AND three (3) years of relevant court, security equipment/operation, computer equipment and office/clerical experience, including one (1) year of experience in working with the public;

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 legal terminology related to court system.
- Legal and court terminology.
- Federal, State, Local and County laws, rules, regulations and guidelines relating to assigned court.

Skill in:
- Operating a variety of modern office equipment, including a computer.
- Both verbal and written communication.

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TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Court Bailiff

JOB CODE:	10046	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	10	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Ability to:

- Maintain proper order in a court setting.
- Understand and follow verbal and written instructions, laws, regulations, guidelines and policies.
- Perform in a stressful environment while maintaining a professional manner.
- Communicate in a tactful and courteous manner.
- Establish and maintain effective working relationships with departmental clientele, representatives of outside agencies, other County employees and officials, attorneys, judges, jurors and the general public.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

Physical requirements include the ability to lift/carry up to 10-25 pounds, extensive periods of sitting and standing 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

JOB TITLE: Court Reporter

JOB CODE:	24177	**FLSA STATUS:**	Exempt
PAY GRADE:	24	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Records, transcribes and maintains records of court proceedings. Furnishes transcripts of court proceedings to requesting parties. Provides equipment used in performing duties, including stenographic machine, computers, software and printers, along with necessary reference materials.

DISTINGUISHING CHARACTERISTICS:

This is a job classification within the Courts job family. This classification is distinguished in that incumbents must be certified by the State of Texas Court Reporters. This classification is a highly specialized classification and not part of a series. This classification is responsible for preparing transcripts of court proceedings. This classification may require a flexible work schedule in order to meet the needs of the department.

DUTIES AND RESPONSIBILITIES:

- Attends sessions of court and records all proceedings of evidence, objections, rulings, voir dire of jury duty and arguments. Records all objections to admissibility of evidence, court rulings and remarks of the objections and exceptions to the rulings.
- Makes full record of jury arguments and voir dire examinations when requested by attorney for any party to a case, together with all objections to such arguments, rulings and remarks of court.
- Documents files with courts exhibits and indexes, and files notes taken in courts. Preserves shorthand or machine notes taken in court for period required by law and prepares transcripts for appeals or other future legal proceedings.
- Prepares official transcripts of all evidence or court proceedings, subject to laws of the State, the rules and instructions of presiding judge of the court, for appeals or future court use. Certifies the accuracy of court transcripts. Responds to requests of official transcripts.
- May serve as a liaison to attorneys, judges, other County departments and staff, officials and general public. Provides information relating to court hearings and charges.
- May conduct depositions of witnesses. May receive, execute and return commissions. May make a certificate of proceedings in any County that is included in the judicial district of the court. May prepare jury charges in civil cases.
- May perform administrative support duties as assigned for administrative functions of the court.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:
Must pass two (2) proficiency tests consisting of 180 wpm literary, 200 wpm jury charge, and 225 wpm Q & A, depending on nature of dictation used, to become eligible for certification. Certification exam consists of two (2) sections, Part A and Part B. Part A requires a minimum passing grade of at least ninety-five (95%) percent accuracy on the certification exam and Part B requires a minimum passing grade of seventy-five (75%) percent.

Licenses, Registrations, Certifications, or Special Requirements:
Certification by the State of Texas Court Reporters.
Texas Certified Court Reporters are required to complete continuing education pursuant to the rules promulgated by the Texas Supreme Court.

Preferred:
Graduation from an accredited Court Reporting school.
Two (2) years of experience as a Certified Court Reporter.

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Court Reporter

JOB CODE:	24177	**FLSA STATUS:**	Exempt
PAY GRADE:	24	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Knowledge, Skills, and Abilities:

Knowledge of:

- Machine shorthand theory and minimum standards established for certification as a Certified Court Reporter.
- Texas law and court procedures, terminology, record keeping practices and procedures, and Court decorum.
- Federal, State, Local and County laws, rules, regulations and guidelines relating to court reporting services.
- Computer applications and hardware related to performance of the essential functions.

Skill in:

- Coordinating and prioritizing the work and activities of self.
- Both verbal and written communication.

Ability to:

- Apply correct English grammar and spelling, vocabulary, medical and legal terminology.
- Record, transcribe and maintain records of court proceedings.
- Listen attentively for long periods of time.
- Operate a stenotype machine to record and prepare accurate and complete official records.
- Perform in a stressful environment while maintaining a professional manner.
- Continue professional growth through continuing education.
- 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, extensive detailed record keepings by machine or shorthand, extensive periods of sitting, typing, writing, and listening to recordings 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

JOB TITLE: Pretrial Officer I

JOB CODE:	15331	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	15	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Interviews, investigates and evaluates clients incarcerated on criminal charges to determine their eligibility for personal bond and determines indigent status for court appointed attorney. Refers personal bond applicants to various agencies for treatment or assistance with alcohol, drug or personal problems. Makes recommendations to judges as to whether a client should be granted release from jail on personal recognizance bond and on motions to revoke personal bonds. Completes indigence forms to determine defendants' eligibility for court appointed legal representation.

DISTINGUISHING CHARACTERISTICS:

This is the first in a series of four pretrial-related job classifications within the Courts job family. This classification is distinguished from the Pretrial Officer II in that incumbents typically work under limited supervision and personal bond cases evaluated are of a routine nature and type and may initially perform duties in training together with a higher-level staff member. 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:

- Investigates and interviews incarcerated clients to determine if they are eligible for release from jail on personal recognizance bond. Recommends to the judge whether a client should be granted release on personal recognizance bond, and what terms or specific conditions should be required when granted. Refers clients released or due to be released on bond to agencies for assistance and/or treatment.
- Ensures indigence forms are completed to determine defendants' eligibility for court appointed attorney. Serves as an intermediary between judges and attorneys on questions concerning bond recommendations and court appointed attorney status.
- Informs and briefs police, jail personnel, family and friends of the incarcerated client, lawyers and others regarding bond recommendations. Serves as the personal bond representative at the County court jail call. Serves as the Pretrial Services representative at jail calls for selected Justices of the Peace and County Courts at Law. Compiles lists of defendants needing interviews and completes appropriate documentation.
- Completes follow-up investigations on denied bonds from previous shifts and/or personal bonds completed by attorneys. Completes follow-up on denied bonds which have secured jail release. Recommends to judges that bonds be revoked on subsequent arrest or problem clients, or when there is imminent danger to the community. Provides testimony in court, as required, on assigned cases.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:
Bachelor's degree in Criminal Justice 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:
Valid Texas Driver's License.

Preferred:
Texas Crime Information Center Certification.
National Crime Information Center Certification.
One (1) year of work experience in a directly related field.

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TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Pretrial Officer I

JOB CODE:	15331	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	15	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Knowledge, Skills, and Abilities:

Knowledge of:

- Policies, practices, procedures and legal terminology related to court system.
- Federal, State, Local and County applicable laws, rules, regulations, guidelines and applicable pretrial services standards and procedures.
- 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.
- Interviewing clients.
- Both verbal and written communication.

Ability to:

- Work efficiently both independently and as part of a team.
- Reason and make judgments and decisions.
- Work effectively and courteously under stressful circumstances.
- Deal effectively with mentally disturbed, hostile and aggressive individuals.
- Manage time well, 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 clientele, representatives of outside agencies, other County employees and officials, attorneys, judges and the general public.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

Physical requirements include the ability to lift/carry up to 10-25 pounds, visual acuity, speech and hearing, hand and eye coordination and manual dexterity necessary to operate a computer and office equipment. Subject to standing, sitting, walking, climbing stairs, bending, stooping, crouching, kneeling, pushing, pulling, reaching, twisting, balancing, repetitive motion, and squatting to perform the essential functions. Subject to contact with communicable diseases, radiation, hazardous waste, human fecal matter and foul odors. Subject to 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

JOB TITLE: Pretrial Officer II

JOB CODE:	16334	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	16	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Supervises and maintains contact with specialized caseload of clients released on bond and assists clients with meeting bond conditions. Decides on the type and frequency of contact and length of time a client must spend in the program. Interviews, investigates and evaluates clients incarcerated on criminal charges to determine their eligibility for personal bond and determines indigent status for court appointed attorney. Evaluates persons for alcohol/drug related offenses in order to assess and make recommendations on clients' needs for alcohol/drug counseling. Refers personal bond applicants to various agencies for treatment or assistance with alcohol, drug or personal problems. Makes recommendations to judges as to whether a client should be granted release from jail on personal recognizance bond and on motions to revoke personal bonds.

DISTINGUISHING CHARACTERISTICS:

This is the second in a series of four pretrial-related job classifications within the Courts job family. This classification is distinguished from the Pretrial Officer I in that incumbents typically work under minimal supervision and monitor specialized cases that range from routine to moderately complex nature and type. This classification also assists with personal bond interviews, investigations and evaluating clients incarcerated on criminal charges to determine their eligibility for personal bond. Personal bond cases evaluated are of routine to moderate complexity and type. 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:

- Oversees and maintains contact with specialized caseload of clients released on bond and assists clients with meeting bond conditions. Provides input as to the type and frequency of contact and length of time a client must spend in the program.
- Maintains records on clients placed on supervised bonds, including documentation of any communications with those clients and the collection of data on those cases. Submits monthly and annual reports on caseload activity.
- Investigates and interviews incarcerated clients to determine if they are eligible for release from jail on personal recognizance bond. Recommends to the judge whether a client should be granted release on personal recognizance bond, and what terms or specific conditions should be required when granted. Refers clients released or due to be released on bond to agencies for assistance or treatment.
- Ensures indigence forms are completed to determine defendants' eligibility for court appointed attorney. Serves as an intermediary between judges and attorneys on questions concerning bond recommendations and court appointed attorney status.
- Assesses the substance abuse, psychosocial and environmental status of clients through screening instruments, personal interviews, observations and other methods to determine educational/treatment needs. Administers various screening instruments. Develops treatment plans and recommends resources and services for clients. Coordinates referral of clients to clinical resources and other services and monitors clients' progress.
- Informs and briefs police, jail personnel, family and friends of the incarcerated client, lawyers and others regarding bond recommendations. Serves as the Pretrial Services representative at jail calls for selected Justices of the Peace and County Courts at Law. Compiles lists of defendants needing interviews and completes appropriate documentation.
- Prepares and presents legal documents and other reports to County Court-at-Law Judges, attorneys and the court system, as required. Proofreads legal reports. May serve as a liaison with Court system on issues related to case management.
- Recommends to judges that bonds be revoked on subsequent arrest or problem clients, or when there is imminent danger to the community. Provides testimony in court on assigned cases, as required.
- Performs other job-related duties as assigned.

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Pretrial Officer II

JOB CODE:	16334	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	16	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS:

Education and Experience:
Bachelor's degree in Criminal Justice or a directly related field AND two (2) years experience in Pretrial Services; OR,

Bachelor's degree in Criminal Justice or a directly related field AND six months to two year increasingly responsible experience in Pretrial Services;

Departmental consideration may be given to a PTO I with less than two (2) years experience when incumbent selection with two (2) years of Pretrial Services experience does not exist.

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:
Texas Crime Information Center certification.
National Crime Information Center certification.

Knowledge, Skills, and Abilities:
Knowledge of:
- Policies, practices, procedures and legal terminology related to court system.
- Federal, State, Local and County applicable laws, rules, regulations, guidelines and applicable pretrial services standards and procedures.
- 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.
- Interviewing clients.
- Both verbal and written communication.

Ability to:
- Work efficiently both independently and as part of a team.
- Reason and make judgments and decisions.
- Work effectively and courteously under stressful circumstances.
- Deal effectively with mentally disturbed, hostile and aggressive individuals.
- Manage time well, 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 clientele, representatives of outside agencies, other County employees and officials, attorneys, judges and the general public.

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Pretrial Officer II

JOB CODE:	16334	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	16	**LAST REVISED:**	10/01/09

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

Physical requirements include the ability to lift/carry up to 10-25 pounds, visual acuity, speech and hearing, hand and eye coordination and manual dexterity necessary to operate a computer and office equipment. Subject to standing, sitting, walking, climbing stairs, bending, stooping, crouching, kneeling, pushing, pulling, reaching, twisting, balancing, repetitive motion, and squatting to perform the essential functions. Subject to contact with communicable diseases, radiation, hazardous waste, human fecal matter and foul odors. Subject to 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

JOB TITLE: Pretrial Officer III

JOB CODE:	17337	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	17	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Interviews, investigates and evaluates clients incarcerated on criminal charges to determine their eligibility for personal bond and determines indigent status for court appointed attorney. Evaluates personal bond cases that are of a higher level and are more complex in nature and type. Evaluates persons for alcohol/drug related offenses in order to assess and make recommendations on clients' needs for alcohol/drug counseling. Refers personal bond applicants to various agencies for treatment or assistance with alcohol, drug or personal problems. Makes recommendations to judges as to whether a client should be granted release from jail on personal recognizance bond and on motions to revoke personal bonds.

DISTINGUISHING CHARACTERISTICS:

This is the third in a series of four pretrial-related job classifications within the Courts job family. This classification is distinguished from the Pretrial Officer II in that incumbents typically monitor specialized and personal bond cases that are of a higher-level complex nature and type. Works under minimal supervision and uses independent judgment on bond recommendations and other areas requiring decision. 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:

- Investigates and interviews incarcerated clients to determine if they are eligible for release from jail on personal recognizance bond. Makes independent, higher level recommendations to the judge whether a client should be granted release on personal recognizance bond, and what terms or specific conditions should be required when granted. Handles higher level cases for personal bond release.
- Oversees and maintains contact with specialized caseload of clients released on bond and assists clients with meeting bond conditions and assuring their appearance in court. Provides input as to the type and frequency of contact and length of time a client must spend in the program.
- Serves as an intermediary between judges and attorneys on questions concerning bond recommendations and higher level departmental issues. Refers clients released or due to be released on bond to agencies for assistance and/or treatment. Informs and briefs police, jail personnel, family and friends of the incarcerated client, lawyers and others regarding bond recommendations.
- Compiles lists of defendants needing interviews and completes appropriate documentation. Monitors and ensures granted personal bond applications and follow-up investigations on denied bonds from previous shifts comply with standard operating procedures. Maintains records on clients placed on supervised bonds, including documentation of any communications with those clients and the collection of data on those cases. Submits monthly and annual reports on caseload activity.
- Makes recommendations to judges on motions to revoke personal bonds. Recommends to judges that bonds be revoked on subsequent arrest or problem clients, or when there is imminent danger to the community. Serves as the Pretrial Services representative at jail calls for selected Justices of the Peace and County Courts at Law.
- Assesses the substance abuse, psychosocial and environmental status of clients through screening instruments, personal interviews, observations and other methods to determine educational/treatment needs. Administers various screening instruments. Develops treatment plans and recommends resources and services for clients. Coordinates referral of clients to clinical resources and other services and monitors clients' progress.
- Serves as a mentor and advisor to lower-level Pretrial Officers. Advises and makes recommendations on higher-level cases and bond investigations. Assists with case management responsibilities, provides direct supervision to defendants assigned to Pretrial Services' case management programs, as required. Presents legal documents to County Courts at Law and District Court Judges, as required. Assists with periodically revising and updating departmental policies, procedures and training documents. Provides testimony in court on assigned cases, as required.
- Performs other job-related duties as assigned.

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TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Pretrial Officer III

JOB CODE:	17337	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	17	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS:

Education and Experience:
Bachelor's degree in Criminal Justice or a directly related field AND three (3) years experience with Pretrial Services;

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:
Texas Crime Information Center certification.
National Crime Information Center certification.

Knowledge, Skills, and Abilities:
Knowledge of:
- Policies, practices, procedures and legal terminology related to court system.
- Federal, State, Local and County applicable laws, rules, regulations, guidelines and applicable pretrial services standards and procedures.
- 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.
- Interviewing clients.
- Both verbal and written communication.

Ability to:
- Work efficiently both independently and as part of a team.
- Reason and make judgments and decisions.
- Work effectively and courteously under stressful circumstances.
- Deal effectively with mentally disturbed, hostile and aggressive individuals.
- Manage time well, 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 clientele, representatives of outside agencies, other County employees and officials, attorneys, judges and the general public.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

Physical requirements include the ability to lift/carry up to 10-25 pounds, visual acuity, speech and hearing, hand and eye coordination and manual dexterity necessary to operate a computer and office equipment. Subject to standing, sitting, walking, climbing stairs, bending, stooping, crouching, kneeling, pushing, pulling, reaching, twisting, balancing, repetitive motion, and squatting to perform the essential functions. Subject to contact with communicable diseases, radiation, hazardous waste, human fecal matter and foul odors. Subject to 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

JOB TITLE: Pretrial Officer Senior

JOB CODE:	18336	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	18	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Interviews, investigates and evaluates clients incarcerated on criminal charges to determine their eligibility for personal bond and determines indigent status for court appointed attorney. Refers personal bond applicants to various agencies for treatment or assistance with alcohol, drug or personal problems. Makes recommendations to judges as to whether a client should be granted release from jail on personal recognizance bond and on motions to revoke personal bonds. Supervises and maintains contact with specialized caseload of clients released on bond and assists clients with meeting bond conditions. Supervises employees engaged in similar duties and may assist in duties related to day-to-day operations of the unit.

DISTINGUISHING CHARACTERISTICS:

This is the fourth in a series of four pretrial-related job classifications within the Courts job family. This classification is distinguished from the Pretrial Officer III in that incumbents function as a working lead over the activities of other pretrial positions, supervising, training, assigning and reviewing work in addition to the normal range of duties. Personal Bond cases evaluated are of the most complex nature and type. May function as a liaison between the department, the jail facility and the courts. 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:

- Functions as a working lead over other pretrial positions. Trains, schedules, assigns and reviews work of employees. Conducts caseload audits. May assist in revising and updating policies and procedures.
- Investigates and interviews incarcerated clients to determine if they are eligible for release from jail on personal recognizance bond. Recommends to the judge whether a client should be granted release on personal recognizance bond, and what terms or specific conditions should be required when granted. Handles higher level cases for personal bond release. Refers clients released or due to be released on bond to agencies for assistance and/or treatment.
- Ensures indigence forms are completed to determine defendant's eligibility for court appointed attorney. Serves as an intermediary between judges and attorneys on questions concerning bond recommendations and court appointed attorney status. May serve as liaison with jail facility and courts on higher level departmental issues.
- Informs and briefs police, jail personnel, family and friends of the incarcerated client, lawyers and others regarding bond recommendations. Serves as the Pretrial Services representative at jail calls for selected Justices of the Peace and County Courts at Law. Compiles lists of defendants needing interviews and completes appropriate documentation.
- Monitors and ensures granted personal bond applications and follow-up investigations on denied bonds from previous shifts comply with standard operating procedures. Oversees and maintains contact with specialized caseload of clients released on bond and assists clients with meeting bond conditions. Provides input as to the type and frequency of contact and length of time a client must spend in the program.
- Maintains records on clients placed on supervised bonds, including documentation of any communications with those clients and the collection of data on those cases. Submits monthly and annual reports on caseload activity. Recommends to judges that bonds be revoked on subsequent arrest or problem clients, or when there is imminent danger to the community. Provides testimony in court on assigned cases, as required.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:
Bachelor's degree in Criminal Justice or a directly related field AND three (3) to four (4) years experience with Pretrial Services;

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Pretrial Officer Senior

JOB CODE:	18336	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	18	**LAST REVISED:**	10/01/09

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:
Valid Texas Driver's License.

Preferred:
Texas Crime Information Center Certification.
National Crime Information Center Certification.

Knowledge, Skills, and Abilities:
Knowledge of:

- Supervisory principles, practices and techniques.
- Policies, practices, procedures and legal terminology related to court system.
- Federal, State, Local and County applicable laws, rules, regulations, guidelines and applicable pretrial services standards and procedures.
- 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:

- Training, supervising and reviewing the work of others.
- Problem-solving and decision-making.
- Interviewing clients.
- Both verbal and written communication.

Ability to:

- Work efficiently both independently and as part of a team.
- Reason and make judgments and decisions.
- Work effectively and courteously under stressful circumstances.
- Deal effectively with mentally disturbed, hostile and aggressive individuals.
- Manage time well, 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 clientele, representatives of outside agencies, other County employees and officials, attorneys, judges and the general public.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

Physical requirements include the ability to lift/carry up to 10-25 pounds, visual acuity, speech and hearing, hand and eye coordination and manual dexterity necessary to operate a computer and office equipment. Subject to standing, sitting, walking, climbing stairs, bending, stooping, crouching, kneeling, pushing, pulling, reaching, twisting, balancing, repetitive motion, and squatting to perform the essential functions. Subject to contact with communicable diseases, radiation, hazardous waste, human fecal matter and foul odors. Subject to 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

JOB TITLE: Substance Abuse Monitor

JOB CODE:	9142	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	09	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Administers pupillometer pre-screening tests for presence of drugs and/or alcohol, and monitors and performs tests on urine specimens submitted by clients placed on community supervision. Maintains statistical data and records related to testing.

DISTINGUISHING CHARACTERISTICS:

This is a job classification within the Courts job family. This classification is responsible for substance abuse monitoring of clients placed on community supervision. 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:

- Administers pupillometer pre-screening test for clients to detect possible presence of drugs or alcohol.
- Monitors and performs testing on urine specimens from clients.
- Runs negative controls daily to ensure accuracy of test. Maintains a sterile working environment.
- Maintains inventory of testing supplies, and orders testing supplies, as required.
- Fills out forms and data sheets. Maintains accurate daily records. Performs data entry related to testing and results. Maintains statistical data and records, and compiles reports.
- Handles confirmation-testing procedures with the appropriate staff.
- Contacts vendor to obtain information regarding medication cross-reactions.
- Fingerprints and/or photographs clients, as required.
- Assists in training staff in testing procedures.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:
One (1) year of experience in work requiring public contact;

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:
High School diploma or G.E.D.

Knowledge, Skills, and Abilities:
Knowledge of:

- Policies, practices, procedures and terminology of assigned function.
- Standard practices in area of assignment.
- Federal, State and Local program laws and requirements.
- Applicable health and safety practices and regulations.
- Office management principles and practices.
- 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

DRAFT

JOB TITLE: Substance Abuse Monitor

JOB CODE:	9142	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	09	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Skill in:

- Attention to detail.
- Operating a variety of substance abuse testing and office equipment, including a computer.
- Both verbal and written communication.

Ability to:

- Learn assigned tasks readily.
- Understand and follow verbal and written instructions and communicate effectively as needed to perform the job functions.
- Work independently and efficiently.
- Effectively deal with aggressive and/or hostile offenders.
- Maintain confidentiality.
- 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 10-25 pounds, visual acuity, speech and hearing, hand and eye coordination and manual dexterity necessary to operate a computer and office equipment. Subject to standing, sitting, walking, climbing stairs, bending, stooping, crouching, kneeling, pushing, pulling, reaching, twisting, balancing, repetitive motion, and squatting to perform the essential functions. Subject to contact with communicable diseases, radiation, hazardous waste, human fecal matter and foul odors. Subject to 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

JOB TITLE: Probation Officer Assistant

JOB CODE:	12143	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	12	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Interviews clients directly after sentencing in court for those who have been placed on community supervision and those residing out of Travis County (indirect clients) and prepares appropriate paperwork to transfer supervision of the case to the client's County of residence. Provides supervision to indirect clients who have been placed on community supervision by the courts, enforces conditions of community supervision, and monitors aspects of casework related to the conditions of community supervision. Provides supervision for individuals who have been placed on Pre-Trial Diversion by the County Attorney, assures their compliance with the orders as set forth by the County Attorney, and monitors all aspects related to the client's Orders of the County Attorney.

DISTINGUISHING CHARACTERISTICS:

This is the first in a series of five probation-related job classifications within the Courts job family. This classification provides supervision to indirect clients who have been placed on community supervision by the courts. Client caseload consists of indirect or Pre-Trial Diversion clients. Cases are staffed with higher-level community supervision staff.

DUTIES AND RESPONSIBILITIES:

- Provides supervision to indirect clients who have been placed on community supervision by the courts. Documents all contacts and all pertinent facts and events occurring in client's life, including issues of compliance and noncompliance. Documents collateral contacts, referrals, correspondence, and any and all other pertinent information. Responds to written or telephone contacts. Requests offense reports and urinalysis. Prepares requests to amend conditions of community supervision. Transfers cases to Probation Officer for violation reports and direct supervision.
- Conducts interviews with clients who have been placed on community supervision. Conducts orientation for newly probated clients. Explains conditions of community supervision as set forth by the courts. Makes appropriate court ordered referrals for the clients. Prepares file and sends to Probation Officer.
- Conducts interviews with clients who have been placed on community supervision, but who reside outside of Travis County. Explains the case transfer procedures and expectations to the client, prepares and sends the transfer packet to the appropriate receiving County/State.
- Conducts interviews with clients placed on Pre-Trial Diversion by the County Attorney. Explains conditions set forth by the County Attorney. Monitors client's progress and documents compliance or non-compliance and makes recommendations to the County Attorney accordingly. Assists with Community Service Restitution referrals and placement. Prepares legal documents for County Attorney's office.
- Ensures all money owed by client is collected and properly recorded.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:
Bachelor's degree in Criminal Justice or a directly related field.

Licenses, Registrations, Certifications, or Special Requirements:
None required.

Knowledge, Skills, and Abilities:
Knowledge of:

- Policies, practices, procedures and legal terminology related to court system.
- Federal, State, Local and County applicable laws, rules, regulations, guidelines and applicable community supervision services standards and procedures.
- Standard practices in area of assignment.
- Psychological concepts of good behavior, social adjustment and emotional stability.

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Probation Officer Assistant

JOB CODE:	12143	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	12	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Knowledge of: (Cont.)

- Casework techniques.
- Principles and procedures of record keeping and file 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:

- Problem-solving and decision-making.
- Interviewing clients.
- Both verbal and written communication.

Ability to:

- Conduct interviews and report results clearly, accurately and impartially.
- Work efficiently both independently and as part of a team.
- Reason and make judgments and decisions.
- Work effectively and courteously under stressful circumstances.
- Deal effectively with mentally disturbed, hostile and aggressive individuals.
- Manage time well, perform multiple tasks and organize diverse activities.
- Perform in a stressful environment while maintaining a professional manner.
- Document information, compile data 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, attorneys, judges and the general public.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

Physical requirements include the ability to lift/carry up to 10-25 pounds, visual acuity, speech and hearing, hand and eye coordination and manual dexterity necessary to operate a computer and office equipment. Subject to standing, sitting, walking, climbing stairs, bending, stooping, crouching, kneeling, pushing, pulling, reaching, twisting, balancing, repetitive motion, and squatting to perform the essential functions. Subject to contact with communicable diseases, radiation, hazardous waste, human fecal matter and foul odors. Subject to 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

JOB TITLE: Probation Officer I

JOB CODE:	14144	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	14	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Provides supervision to clients who have been placed on community supervision by the courts, enforces conditions of community supervision and monitors all aspects of casework related to the conditions of community supervision. Conducts initial and subsequent interviews with clients to assist in sentencing, explains conditions of community supervision, and assists clients in meeting terms of community supervision.

DISTINGUISHING CHARACTERISTICS:

This is second in a series of five probation-related job classifications within the Courts job family. This classification provides supervision to clients who have been placed on community supervision by the courts and may initially perform duties during training period together with a higher-level staff member. Cases must be staffed with a higher-level staff member for recommendations for appropriate action to be taken. 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 interviews with clients, investigates and examines information related to client's case, and prepares a report to facilitate the sentencing process.
- Conducts initial and subsequent interviews with clients, explaining conditions of community supervision as set forth by the courts. Develops supervision plans for clients and completes all required documents on newly probated clients.
- Interprets conditions of community supervision, monitors for compliance with conditions, and takes appropriate action for non-compliance.
- Maintains ongoing accurate level of supervision on all offenders.
- Monitors client's progress through regular interviews with client. Conducts field visits to client's home and other locations pertinent to client's case.
- Uses motivational interviewing techniques to assist in addressing criminogenic needs and to facilitate change in in behavior to reduce recidivism.
- Documents all contacts with clients and all pertinent facts and events occurring in client's life, including issues of compliance and noncompliance. Documents collateral contacts, referrals, correspondence, and any and all other pertinent information.
- Assists clients with various referrals, including, but not limited to, counseling, treatment and job referrals.
- Ensures all money owed by client, as set forth in the conditions of community supervision, is collected and properly recorded.
- Prepares legal documents and other reports for judges, attorneys and the court system, as required.
- Conducts urinalysis on clients, as required, for purposes of substance abuse monitoring. May administer other substance abuse screening and assessment tools.
- Provides testimony in court, as required.
- May transport clients.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:
Bachelor's degree in Criminal Justice or a directly related field. If Bachelor's degree is in unrelated field, must have one (1) year of graduate work in related field or one (1) year of experience in full-time casework, counseling or community group work.

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Probation Officer I

JOB CODE:	14144	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	14	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Licenses, Registrations, Certifications, or Special Requirements:
Valid Texas Driver's License.

Knowledge, Skills, and Abilities:

Knowledge of:

- Policies, practices, procedures and legal terminology related to court system.
- Federal, State, Local and County applicable laws, rules, regulations, guidelines and applicable community supervision services standards and procedures.
- Standard practices in area of assignment.
- Psychological concepts of good behavior, social adjustment and emotional stability.
- Casework 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:

- Problem-solving and decision-making.
- Interviewing clients.
- Both verbal and written communication.

Ability to:

- Conduct investigations and report results clearly, accurately and impartially.
- Work efficiently both independently and as part of a team.
- Reason and make judgments and decisions.
- Work effectively and courteously under stressful circumstances.
- Deal effectively with mentally disturbed, hostile and aggressive individuals.
- Manage time well, 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 clientele, representatives of outside agencies, other County employees and officials, attorneys, judges and the general public.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

Physical requirements include the ability to lift/carry up to 10-25 pounds, visual acuity, speech and hearing, hand and eye coordination and manual dexterity necessary to operate a computer and office equipment. Subject to standing, sitting, walking, climbing stairs, bending, stooping, crouching, kneeling, pushing, pulling, reaching, twisting, balancing, repetitive motion, and squatting to perform the essential functions. Subject to contact with communicable diseases, radiation, hazardous waste, human fecal matter and foul odors. Subject to 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

JOB TITLE: Probation Officer II

JOB CODE:	15145	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	15	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Provides supervision to clients who have been placed on community supervision by the courts, enforces conditions of community supervision and monitors all aspects of casework related to the conditions of community supervision. Conducts initial and subsequent interviews with clients to assist in sentencing, explains conditions of community supervision, and assists clients in meeting terms of community supervision.

DISTINGUISHING CHARACTERISTICS:

This is the third in a series of five probation-related job classifications within the Courts job family. This classification provides supervision to clients who have been placed on community supervision by the courts. This classification assists in the training process for lower level Probation Officers. 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 interviews with clients, investigates and examines information related to client's case, and prepares a report to facilitate the sentencing process.
- Conducts initial and subsequent interviews with clients, explaining conditions of community supervision as set forth by the courts. Develops supervision plans for clients and completes all required documents on newly probated clients.
- Interprets conditions of community supervision, monitors for compliance with conditions, and takes appropriate action for non-compliance.
- Maintains ongoing accurate level of supervision on all offenders.
- Monitors client's progress through regular interviews with client. Conducts field visits to client's home and other locations pertinent to client's case.
- Uses motivational interviewing techniques to assist in addressing criminogenic needs and to facilitate change in behavior to reduce recidivism.
- Documents all contacts with clients and all pertinent facts and events occurring in client's life, including issues of compliance and noncompliance. Documents collateral contacts, referrals, correspondence, and any and all other pertinent information.
- Assists clients with various referrals, including, but not limited to, counseling, treatment and job referrals.
- Ensures all money owed by client, as set forth in the conditions of community supervision, is collected and properly recorded.
- Prepares legal documents and other reports for judges, attorneys and the court system, as required.
- Conducts urinalysis on clients as required for purposes of substance abuse monitoring. May administer other substance abuse screening and assessment tools.
- Provides testimony in court, as required.
- May be assigned to present reports and provide court assistance on probation related matters.
- Assists in the training process for lower level Probation Officers. May supervise interns and volunteers assigned to the unit.
- May transport clients.
- Performs other job-related duties as assigned.

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TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Probation Officer II

JOB CODE:	15145	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	15	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS:

Education and Experience:
Bachelor's degree in Criminal Justice or a directly related field AND two (2) years of employment with Travis County Community Supervision and Corrections Department as a Probation Officer I and pass Probation Officer II testing.

Licenses, Registrations, Certifications, or Special Requirements:
Valid Texas Driver's License.

Knowledge, Skills, and Abilities:
Knowledge of:
- Policies, practices, procedures and legal terminology related to court system.
- Federal, State, Local and County applicable laws, rules, regulations, guidelines and applicable community supervision services standards and procedures.
- Standard practices in area of assignment.
- Psychological concepts of good behavior, social adjustment and emotional stability.
- Casework 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:
- Problem-solving and decision-making.
- Interviewing clients.
- Both verbal and written communication.

Ability to:
- Conduct investigations and report results clearly, accurately and impartially.
- Work efficiently both independently and as part of a team.
- Reason and make judgments and decisions.
- Work effectively and courteously under stressful circumstances.
- Deal effectively with mentally disturbed, hostile and aggressive individuals.
- Manage time well, 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 clientele, representatives of outside agencies, other County employees and officials, attorneys, judges and the general public.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

Physical requirements include the ability to lift/carry up to 10-25 pounds, visual acuity, speech and hearing, hand and eye coordination and manual dexterity necessary to operate a computer and office equipment. Subject to standing, sitting, walking, climbing stairs, bending, stooping, crouching, kneeling, pushing, pulling, reaching, twisting, balancing, repetitive motion, and squatting to perform the essential functions. Subject to contact with communicable diseases, radiation, hazardous waste, human fecal matter and foul odors. Subject to 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

JOB TITLE: Probation Officer Senior

JOB CODE:	16146	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	16	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Provides supervision to clients who have been placed on community supervision by the courts, enforces conditions of community supervision and monitors all aspects of casework related to the conditions of community supervision. Conducts initial and subsequent interviews with clients to assist in sentencing, explains conditions of community supervision, and assists clients in meeting terms of community supervision.

DISTINGUISHING CHARACTERISTICS:

This is the fourth in a series of five probation-related job classifications within the Courts job family. This classification provides supervision to clients who have been placed on community supervision by the courts. This classification typically functions as the more experienced officers in the unit who assist the Manager in overseeing the work of subordinate Probation Officers in addition to the normal range of duties. 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 interviews with clients, investigates and examines information related to client's case, and prepares a report to facilitate the sentencing process.
- Conducts initial and subsequent interviews with clients, explaining conditions of community supervision as set forth by the courts. Develops supervision plans for clients and completes all required documents on newly probated clients.
- Interprets conditions of community supervision, monitors for compliance with conditions, and takes appropriate action for non-compliance.
- Maintains ongoing accurate level of supervision on all offenders.
- Monitors client's progress through regular interviews with client. Conducts field visits to client's home and other locations pertinent to client's case.
- Uses motivational interviewing techniques to assist in addressing criminogenic needs and to facilitate change in behavior to reduce recidivism.
- Documents all contacts with clients and all pertinent facts and events occurring in client's life, including issues of compliance and noncompliance. Documents collateral contacts, referrals, correspondence, and any and all other pertinent information.
- Assists clients with various referrals, including, but not limited to, counseling, treatment and job referrals.
- Ensures all money owed by client, as set forth in the conditions of community supervision, is collected and properly recorded.
- Trains, assigns and reviews work of lower level Probation Officers and staffs cases for staff. May supervise interns and volunteers assigned to the unit.
- Prepares legal documents and other reports for judges, attorneys and the court system as needed. Proofs legal reports of Probation Officers. May serve as liaison with court system on higher level departmental issues.
- Conducts urinalysis on clients as needed for purposes of substance abuse monitoring. May administer other substance abuse screening and assessment tools.
- Provides testimony in court, as required.
- Conducts audits of cases relating to exit audits, performance evaluations and any special audits as requested by administration.
- Conducts supervisory hearings.
- Assists manager with administrative duties as needed for the day to day functioning of unit.
- Provides input into revising and updating policies and procedures.

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Probation Officer Senior

JOB CODE:	16146	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	16	**LAST REVISED:**	10/01/09

DUTIES AND RESPONSIBILITIES: (Cont.)

- Collects statistical data and prepares reports, as required.
- May transport clients.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:
Bachelor's degree in Criminal Justice or a directly related field AND three (3) years of employment as a Probation Officer with Travis County Community Supervision and Corrections Department;

Licenses, Registrations, Certifications, or Special Requirements:
Valid Texas Driver's License.

Knowledge, Skills, and Abilities:
Knowledge of:
- Supervisory principles, practices and techniques.
- Policies, practices, procedures and legal terminology related to court system.
- Federal, State, Local and County applicable laws, rules, regulations, guidelines and applicable community supervision services standards and procedures.
- Standard practices in area of assignment.
- Psychological concepts of good behavior, social adjustment and emotional stability.
- Casework 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:
- Training and reviewing the work of others.
- Problem-solving and decision-making.
- Interviewing clients.
- Both verbal and written communication.

Ability to:
- Conduct investigations and report results clearly, accurately and impartially.
- Work efficiently both independently and as part of a team.
- Reason and make judgments and decisions.
- Work effectively and courteously under stressful circumstances.
- Deal effectively with mentally disturbed, hostile and aggressive individuals.
- Manage time well, 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 clientele, representatives of outside agencies, other County employees and officials, attorneys, judges and the general public.

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Probation Officer Senior

JOB CODE:	16146	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	16	**LAST REVISED:**	10/01/09

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

Physical requirements include the ability to lift/carry up to 10-25 pounds, visual acuity, speech and hearing, hand and eye coordination and manual dexterity necessary to operate a computer and office equipment. Subject to standing, sitting, walking, climbing stairs, bending, stooping, crouching, kneeling, pushing, pulling, reaching, twisting, balancing, repetitive motion, and squatting to perform the essential functions. Subject to contact with communicable diseases, radiation, hazardous waste, human fecal matter and foul odors. Subject to 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

JOB TITLE: Probation Officer Lead

JOB CODE:	17147	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	17	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Provides daily supervision for employees assigned to a specialized section of the Community Supervision and Corrections Department (CSCD). Ensures work is performed in accordance with laws, policies and procedures. Approves leave and schedule adjustments, trains staff, and addresses personnel issues, referring to management when appropriate. Provides assistance and makes recommendations on client issues. May be assigned to supervise a small caseload of clients who have been placed on community supervision by the courts.

DISTINGUISHING CHARACTERISTICS:

This is the fifth in a series of five probation-related job classifications within the Courts job family. This classification oversees the daily operations of employees assigned to a specialized section of CSCD. This classification has supervisory authority, but does not have the full managerial authority of the Probation Case Work Manager. This classification provides assistance to staff and makes recommendations on client issues. 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:

- Plans, schedules, distributes and monitors workload of staff in assigned section. Ensures work is performed in accordance with laws, policies and procedures. Sets priorities on tasks. Oversees functions to ensure work is completed and objectives are met.
- Documents employee performance, maintains personnel records, addresses personnel issues and refers to the manager when action is necessary. Approves leave time for employees, maintains employee leave in tracking system, approves timesheets and adjusts work schedule accordingly.
- Prepares performance evaluations for employees of assigned section for management approval. Reviews the evaluation with the employee and with the manager present as deemed necessary by the manager. Conducts case audits.
- Proofs and approves legal and other community supervision documents generated by subordinate staff. Staffs cases, as required.
- Recommends changes in office policy and procedure, assists in updating policy and procedure manuals, and monitors for staff compliance with policy and procedure.
- Assists in developing staff meetings and other meeting agendas and presenting agenda at meetings, as required.
- Maintains databases, compiles statistics and prepares reports related to work performed.
- Completes all required case management functions for assigned caseload. Enforces conditions of community supervision and monitors all aspects of casework related to conditions of community supervision.
- May perform a variety of administrative functions, such as coordinating exterior movements, coordinating maintenance/repair of facility vehicles, approving clients for work release, and assists in completing reports or other assignments.
- May transport clients.
- 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 experience with Travis County Community Supervision and Corrections Department as a Probation Officer, including one (1) year as a Probation Officer Senior.

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Probation Officer Lead

JOB CODE:	17147	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	17	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Licenses, Registrations, Certifications, or Special Requirements:
Valid Texas Driver's License.

Knowledge, Skills, and Abilities:
Knowledge of:

- Supervisory principles, practices and techniques.
- Policies, practices, procedures and legal terminology related to court system.
- Federal, State, Local and County applicable laws, rules, regulations, guidelines and applicable community supervision services standards and procedures.
- Standard practices in area of assignment.
- Psychological concepts of good behavior, social adjustment and emotional stability.
- Casework 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:

- Supervising others, including team building.
- Problem-solving and decision-making.
- Training, supervising and reviewing the work of others.
- Interviewing clients.
- Both verbal and written communication.

Ability to:

- Conduct investigations and report results clearly, accurately and impartially.
- Work efficiently both independently and as part of a team.
- Reason and make judgments and decisions.
- Work effectively and courteously under stressful circumstances.
- Deal effectively with mentally disturbed, hostile and aggressive individuals.
- Manage time well, 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 clientele, representatives of outside agencies, other County employees and officials, attorneys, judges and the general public.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

Physical requirements include the ability to lift/carry up to 10-25 pounds, visual acuity, speech and hearing, hand and eye coordination and manual dexterity necessary to operate a computer and office equipment. Subject to standing, sitting, walking, climbing stairs, bending, stooping, crouching, kneeling, pushing, pulling, reaching, twisting, balancing, repetitive motion, and squatting to perform the essential functions. Subject to contact with communicable diseases, radiation, hazardous waste, human fecal matter and foul odors. Subject to 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

JOB TITLE: Juvenile Probation Officer Assistant

JOB CODE:	12386	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	12	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Assists in providing supervision and counseling to juvenile clients positioned at various stages within the juvenile justice system. Assists in supervising and monitoring all aspects of client's case related to conditions of probation, including visits with client's family and other significant contacts. Assists in conducting initial and subsequent interviews with clients to assist in sentencing, explains conditions of probation, and assists clients in meeting terms of probation. Documents client behavior for use within the juvenile justice system.

DISTINGUISHING CHARACTERISTICS:

This is the first in a series of five juvenile probation-related job classifications within the Courts job family. This classification assists in providing supervision to clients who are within various phases of the juvenile justice system. This classification performs duties of the most routine nature and type and typically performs duties in training together with a higher-level staff member. 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 in conducting investigations on the background of each case, which includes interviewing clients, their families and other significant contacts. Reviews documentation, such as police reports, court transcripts and criminal records and makes assessments regarding the nature of the individual's environmental, employment, financial or domestic difficulties as they apply to the case. Assists in making recommendations for sentencing and disposition of probationer and preparing probation plans.
- Assists in supervising and monitoring juveniles on probation through regular home, school and office visits and other needed contacts. Determines the needs of the client and family and assists in developing supervision plans for clients.
- Assures client's understanding of obligations with respect to conditions of the court's order and monitors compliance with the terms and conditions of probation. Addresses violations of court orders by taking appropriate action. Assists in coordinating case management with representatives of criminal justice and social service agencies.
- Assists clients with various referrals, including, but not limited to, counseling, treatment and job referrals. Verifies attendance and completion of alcohol, drug, mental health counseling and any other court ordered programs.
- Assists in preparing written assessments and recommendations to the court concerning alternative forms of sentencing, treatment, custody release, suspension of sentence, release into treatment facilities, out-of-custody probation supervision, and compliance and progress during probation.
- Maintains client files and records consistent with laws and policies.
- Transports clients to other facilities, as required.
- May assist in developing client placement plans, including completing placement applications, purchasing clothing, obtaining medical and psychological reports and maintaining contact with clients in placement.
- May assist in providing individual and crisis intervention counseling, as required.
- May conduct urinalysis, request and execute warrants, obtain consents and other required paperwork.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:
Associate's degree in Criminal Justice, Social or Behavioral Sciences or a directly related field AND one (1) year experience in social services, criminal justice or related field;

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Juvenile Probation Officer Assistant

JOB CODE:	12386	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	12	**LAST REVISED:**	10/01/09

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:
Valid Texas Driver's License.
Must be at least 21 years of age.
Certification as a Probation Officer or eligible for certification within six (6) months of date of hire, including successful completion of Cardio-pulmonary Resuscitation (CPR) Certification, First Aid and Handle with Care (state approved physical restraint technique).

Knowledge, Skills, and Abilities:
Knowledge of:

- Policies, practices, procedures and legal terminology related to court system.
- Federal, State, Local and County applicable laws, rules, regulations, guidelines and applicable juvenile justice system standards and procedures.
- Standard practices in area of assignment.
- Psychological concepts of good behavior, social adjustment and emotional stability.
- Standard counseling techniques.
- Safety and security techniques and standards.
- Physical restraint techniques to control aggressive behavior.
- Computer equipment to include word processing, spreadsheets, databases and a variety of software packages.

Skill in:

- Monitoring and responding to client behavior.
- Problem-solving and decision-making.
- Interviewing clients.
- Both verbal and written communication.

Ability to:

- Gather, analyze and evaluate facts to conduct investigations and report results clearly, accurately and impartially.
- Work efficiently both independently and as part of a team.
- Reason and make judgments and decisions.
- Work effectively and courteously under stressful circumstances.
- Deal effectively with mentally disturbed, hostile and aggressive individuals.
- Manage time well, perform multiple tasks and organize diverse activities.
- 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, representatives of the juvenile justice system and the general public.

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Juvenile Probation Officer Assistant

JOB CODE:	12386	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	12	**LAST REVISED:**	10/01/09

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

Physical requirements include the ability to lift/carry up to 50-100 pounds, visual acuity, speech and hearing, hand and eye coordination and manual dexterity necessary to operate a computer and basic office equipment. Subject to standing, sitting, walking, climbing stairs, bending, stooping, crouching, kneeling, pushing, pulling, reaching, twisting, balancing, repetitive motion, and squatting to perform the essential functions. Subject to contact with communicable diseases, radiation, hazardous waste, human fecal matter and foul odors. Subject to 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

JOB TITLE: Juvenile Probation Officer I

JOB CODE:	14387	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	14	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Provides supervision and counseling to juvenile clients positioned at various stages within the juvenile justice system. Supervises and monitors all aspects of client's case related to conditions of probation, including visits with client's family and other significant contacts. Conducts initial and subsequent interviews with clients to assist in sentencing, explains conditions of probation, and assists clients in meeting terms of probation. Documents client behavior for use within the juvenile justice system.

DISTINGUISHING CHARACTERISTICS:

This is the second in a series of five juvenile probation-related job classifications within the Courts job family. This classification provides supervision to clients who are within various phases of the juvenile justice system. Duties performed are of a routine to moderately complex nature and type and may initially perform duties in training together with a higher-level staff member. 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 investigations on the background of each case, which includes interviewing clients, their families and other significant contacts. Reviews documentation, such as police reports, court transcripts and criminal records and makes assessments regarding the nature of the individual's environmental, employment, financial or domestic difficulties as they apply to the case. Makes recommendations for sentencing and disposition of probationer and prepares probation plans.
- Supervises and monitors juveniles on probation through regular home, school and office visits and other needed contacts. Determines the needs of the client and family and develops supervision plans for clients.
- Assures client's understanding of obligations with respect to conditions of the court's order and monitors compliance with the terms and conditions of probation. Addresses violations of court orders by taking appropriate action. Coordinates case management with representatives of criminal justice and social service agencies.
- Provides individual and crisis intervention counseling, as required.
- Assists clients with various referrals, including, but not limited to, counseling, treatment and job referrals. Verifies attendance and completion of alcohol, drug, mental health counseling and any other court ordered programs.
- Prepares written assessments and recommendations to the court concerning alternative forms of sentencing, treatment, custody release, suspension of sentence, release into treatment facilities, out-of-custody probation supervision, and compliance and progress during probation.
- Develops client placement plans, including completing placement applications, purchasing clothing, obtaining medical and psychological reports and maintaining contact with clients in placement.
- Appears and testifies in court, conducts urinalysis, requests and executes warrants, obtains consents and other required paperwork.
- Maintains client files and records consistent with laws and policies.
- Transports clients to other facilities, as required.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:
Bachelor's degree in Criminal Justice, Social or Behavioral Sciences or a directly related field.

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Juvenile Probation Officer I

JOB CODE:	14387	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	14	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Licenses, Registrations, Certifications, or Special Requirements:
Valid Texas Driver's License.
Must be at least 21 years of age.
Certification as a Juvenile Probation Officer or eligible for certification within six (6) months of date of hire, including successful completion of Cardio-pulmonary Resuscitation (CPR) Certification, First Aid and Handle with Care (state approved physical restraint technique).

Knowledge, Skills, and Abilities:
Knowledge of:
- Policies, practices, procedures and legal terminology related to court system.
- Federal, State, Local and County applicable laws, rules, regulations, guidelines and applicable juvenile justice system standards and procedures.
- Standard practices in area of assignment.
- Psychological concepts of good behavior, social adjustment and emotional stability.
- Standard counseling techniques.
- Safety and security techniques and standards.
- Physical restraint techniques to control aggressive behavior.
- Computer equipment to include word processing, spreadsheets, databases and a variety of software packages.

Skill in:
- Monitoring and responding to client behavior.
- Problem-solving and decision-making.
- Interviewing clients.
- Both verbal and written communication.

Ability to:
- Gather, analyze and evaluate facts to conduct investigations and report results clearly, accurately and impartially.
- Work efficiently both independently and as part of a team.
- Reason and make judgments and decisions.
- Work effectively and courteously under stressful circumstances.
- Deal effectively with mentally disturbed, hostile and aggressive individuals.
- Manage time well, perform multiple tasks and organize diverse activities.
- Conduct investigations and report results clearly, accurately and impartially.
- 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, representatives of the juvenile justice system and the general public.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

Physical requirements include the ability to lift/carry up to 50-100 pounds, visual acuity, speech and hearing, hand and eye coordination and manual dexterity necessary to operate a computer and basic office equipment. Subject to standing, sitting, walking, climbing stairs, bending, stooping, crouching, kneeling, pushing, pulling, reaching, twisting, balancing, repetitive motion, and squatting to perform the essential functions. Subject to contact with communicable diseases, radiation, hazardous waste, human fecal matter and foul odors. Subject to 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

JOB TITLE: Juvenile Probation Officer II

JOB CODE:	15388	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	15	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Provides supervision and counseling to juvenile clients positioned at various stages within the juvenile justice system. Supervises and monitors all aspects of client's case related to conditions of probation, including visits with client's family and other significant contacts. Conducts initial and subsequent interviews with clients to assist in sentencing, explains conditions of probation, and assists clients in meeting terms of probation. Documents client behavior for use within the juvenile justice system.

DISTINGUISHING CHARACTERISTICS:

This is the third in a series of five juvenile probation-related job classifications within the Courts job family. This classification provides supervision to clients who are within various phases of the juvenile justice system. Duties performed are of more complex nature and type. 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 investigations on the background of each case, which includes interviewing clients, their families and other significant contacts. Reviews documentation such as police reports, court transcripts and criminal records and makes assessments regarding the nature of the individual's environmental, employment, financial or domestic difficulties as they apply to the case. Makes recommendations for sentencing and disposition of probationer and prepares probation plans.
- Supervises and monitors juveniles on probation through regular home, school and office visits and other needed contacts. Determines the needs of the client and family and develops supervision plans for clients.
- Assures client's understanding of obligations with respect to conditions of the court's order and monitors compliance with the terms and conditions of probation. Addresses violations of court orders by taking appropriate action. Coordinates case management with representatives of criminal justice and social service agencies.
- Provides individual and crisis intervention counseling, as required.
- Assists clients with various referrals, including, but not limited to, counseling, treatment and job referrals. Verifies attendance and completion of alcohol, drug, mental health counseling and any other court ordered programs.
- Prepares written assessments and recommendations to the court concerning alternative forms of sentencing, treatment, custody release, suspension of sentence, release into treatment facilities, out-of-custody probation supervision, and compliance and progress during probation.
- Develops client placement plans, including completing placement applications, purchasing clothing, obtaining medical and psychological reports, and maintaining contact with clients in placement.
- Appears and testifies in court, conducts urinalysis, requests and executes warrants, obtains consents and other required paperwork.
- Maintains client files and records consistent with laws and policies.
- Transports clients to other facilities, as required.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:
Bachelor's degree in Criminal Justice, Social or Behavioral Sciences or a directly related field AND two (2) years experience in social services, criminal justice or related field.

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Juvenile Probation Officer II

JOB CODE:	15388	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	15	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Licenses, Registrations, Certifications, or Special Requirements:
Valid Texas Driver's License.
Must be at least 21 years of age.
Certification as a Juvenile Probation Officer or eligible for certification within six (6) months of date of hire, including successful completion of Cardio-pulmonary Resuscitation (CPR) Certification, First Aid and Handle with Care (state approved physical restraint technique).

Knowledge, Skills, and Abilities:
Knowledge of:
- Policies, practices, procedures and legal terminology related to court system.
- Federal, State, Local and County applicable laws, rules, regulations, guidelines and applicable juvenile justice system standards and procedures.
- Standard practices in area of assignment.
- Psychological concepts of good behavior, social adjustment and emotional stability.
- Standard counseling techniques.
- Safety and security techniques and standards.
- Physical restraint techniques to control aggressive behavior.
- Computer equipment to include word processing, spreadsheets, databases and a variety of software packages.

Skill in:
- Monitoring and responding to client behavior.
- Problem-solving and decision-making.
- Interviewing clients.
- Both verbal and written communication.

Ability to:
- Gather, analyze and evaluate facts to conduct investigations and report results clearly, accurately and impartially.
- Work efficiently both independently and as part of a team.
- Reason and make judgments and decisions.
- Work effectively and courteously under stressful circumstances.
- Deal effectively with mentally disturbed, hostile and aggressive individuals.
- Manage time well, perform multiple tasks and organize diverse activities.
- Conduct investigations and report results clearly, accurately and impartially.
- 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, representatives of the juvenile justice system and the general public.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

Physical requirements include the ability to lift/carry up to 50-100 pounds, visual acuity, speech and hearing, hand and eye coordination and manual dexterity necessary to operate a computer and office equipment, standing, sitting, walking, climbing stairs, bending, stooping, crouching, kneeling, pushing, pulling, reaching, twisting, balancing, repetitive motion, squatting to perform the essential functions. Subject to contact with communicable diseases, radiation, hazardous waste, human fecal matter and foul odors. Subject to 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

JOB TITLE: Juvenile Probation Officer III

JOB CODE:	16389	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	16	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Provides supervision and counseling to juvenile clients positioned at various stages within the juvenile justice system. Supervises and monitors all aspects of client's case related to conditions of probation, including visits with client's family and other significant contacts. Conducts initial and subsequent interviews with clients to assist in sentencing, explains conditions of probation, and assists clients in meeting terms of probation. Documents client behavior for use within the juvenile justice system. May supervise specialized caseload of clients.

DISTINGUISHING CHARACTERISTICS:

This is the fourth in a series of five juvenile probation-related job classifications within the Courts job family. This classification provides supervision to clients who are within various phases of the juvenile justice system. This classification is distinguished from the Juvenile Probation Officer Lead in that incumbents do not have lead responsibilities. 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 investigations on the background of each case, which includes interviewing clients, their families and other significant contacts. Reviews documentation such as police reports, court transcripts and criminal records and makes assessments regarding the nature of the individual's environmental, employment, financial or domestic difficulties as they apply to the case. Makes recommendations for sentencing and disposition of probationer and prepares probation plans.
- Supervises and monitors juveniles on probation through regular home, school and office visits and other needed contacts. Determines the needs of the client and family and develops supervision plans for clients. May supervise specialized caseload of clients.
- Assures client's understanding of obligations with respect to conditions of the court's order and monitors compliance with the terms and conditions of probation. Addresses violations of court orders by taking appropriate action. Coordinates case management with representatives of criminal justice and social service agencies. May serve as liaison with court system on higher-level departmental issues.
- Provides individual and crisis intervention counseling, as required.
- Assists clients with various referrals, including, but not limited to, counseling, treatment and job referrals. Verifies attendance and completion of alcohol, drug, mental health counseling and any other court ordered programs.
- Prepares written assessments and recommendations to the court concerning alternative forms of sentencing, treatment, custody release, suspension of sentence, release into treatment facilities, out-of-custody probation supervision, and compliance and progress during probation.
- Develops client placement plans, including completing placement applications, purchasing clothing, obtaining medical and psychological reports, and maintaining contact with clients in placement.
- Appears and testifies in court, conducts urinalysis, requests and executes warrants, obtains consents and other required paperwork.
- Maintains client files and records consistent with laws and policies.
- Provides input into revising and updating policies and procedures.
- Transports clients to other facilities, as required.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:
Bachelor's degree in Criminal Justice, Social or Behavioral Sciences or a directly related field AND three (3) years experience in social services, criminal justice or related field.

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Juvenile Probation Officer III

JOB CODE:	16389	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	16	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Licenses, Registrations, Certifications, or Special Requirements:
Valid Texas Driver's License.
Must be at least 21 years of age.
Certification as a Juvenile Probation Officer or eligible for certification within six (6) months of date of hire, including successful completion of Cardio-pulmonary Resuscitation (CPR) Certification, First Aid and Handle with Care (state approved physical restraint techniques).

Knowledge, Skills, and Abilities:
Knowledge of:
- Supervisory principles, practices and techniques.
- Policies, practices, procedures and legal terminology related to court system.
- Federal, State, Local and County applicable laws, rules, regulations, guidelines and applicable juvenile justice system standards and procedures.
- Standard practices in area of assignment.
- Psychological concepts of good behavior, social adjustment and emotional stability.
- Standard counseling techniques.
- Safety and security techniques and standards.
- Physical restraint techniques to control aggressive behavior.
- Computer equipment to include word processing, spreadsheets, databases and a variety of software packages.

Skill in:
- Training, supervising and reviewing the work of others.
- Monitoring and responding to client behavior.
- Problem-solving and decision-making.
- Interviewing clients.
- Both verbal and written communication.

Ability to:
- Gather, analyze and evaluate facts to conduct investigations and report results clearly, accurately and impartially.
- Work efficiently both independently and as part of a team.
- Reason and make judgments and decisions.
- Work effectively and courteously under stressful circumstances.
- Deal effectively with mentally disturbed, hostile and aggressive individuals.
- Manage time well, perform multiple tasks and organize diverse activities.
- Conduct investigations and report results clearly, accurately and impartially.
- 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, representatives of the juvenile justice system and the general public.

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Juvenile Probation Officer III

JOB CODE:	16389	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	16	**LAST REVISED:**	10/01/09

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

Physical requirements include the ability to lift/carry up to 50-100 pounds, visual acuity, speech and hearing, hand and eye coordination and manual dexterity necessary to operate a computer and basic office equipment. Subject to standing, sitting, walking, climbing stairs, bending, stooping, crouching, kneeling, pushing, pulling, reaching, twisting, balancing, repetitive motion, and squatting to perform the essential functions. Subject to contact with communicable diseases, radiation, hazardous waste, human fecal matter and foul odors. Subject to 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

JOB TITLE: Juvenile Probation Officer Lead

JOB CODE:	17390	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	17	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Assists Casework Manager with administrative duties, including case computer audits, approve court reports, directive to apprehend requests, administrative hearings and staff cases. May serve as acting supervisor in the absence of the Casework Manager. Trains, assigns, schedules and reviews work of employees. Ensures procedures and decisions are consistent with regulations and policies. Supervises and counsels high risk adjudicated juveniles. May supervise specialized caseloads of clients.

DISTINGUISHING CHARACTERISTICS:

This is the fifth in a series of five juvenile probation-related job classifications within the Courts job family. This classification typically functions as a working lead over the activities of other juvenile probation positions in addition to the normal range of duties. This classification is distinguished from the Juvenile Probation Officer III in that incumbents typically have more responsibilities and duties performed are of the most complex nature and type. 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:

- Trains, assigns, schedules and reviews work of employees. Guides staff in assessment, planning and case supervision by consultation and case reviews. Assists the Casework Manager in auditing cases and supervising the unit. Reviews the results of periodic caseload audits to assure compliance with state laws, regulations, court rules, and division policies and procedures. May serve as acting supervisor in the absence of the Casework Manager. Maintains client files and records consistent with laws and policies.
- Conducts investigations on the background of each case, which includes interviewing clients, their families and other significant contacts. Reviews documentation, such as police reports, court transcripts and criminal records and makes assessments regarding the nature of the individual's environmental, employment, financial or domestic difficulties as they apply to the case. Makes recommendations for sentencing and disposition of probationer and prepares probation plans.
- Supervises and counsels high risk adjudicated juveniles, which may include certification and/or determinate sentence hearings, or juveniles whose conduct indicates a need for supervision. Supervises and monitors juveniles on probation through regular home, school and office visits and other needed contacts. Determines the needs of the client and family and develops supervision plans for clients. May supervise specialized caseload of clients.
- Assures client's understanding of obligations with respect to conditions of the court's order and monitors compliance with the terms and conditions of probation. Addresses violations of court orders by taking appropriate action. Coordinates case management with representatives of criminal justice and social service agencies. May serve as liaison on higher-level departmental issues.
- Provides individual and crisis intervention counseling as needed. Assists clients with various referrals, including, but not limited to, counseling, treatment and job referrals. Verifies attendance and completion of alcohol and drug testing mental health counseling and any other court ordered programs. Develops client placement plans, including completing placement applications, purchasing clothing, obtaining medical and psychological reports, and maintaining contact with clients in placement.
- Appears and testifies in court, conducts urinalysis, requests and executes warrants, serves summons or other court reports, obtains consents and other required paperwork. Prepares written assessments and recommendations to the court concerning alternative forms of sentencing, treatment, custody release, suspension of sentence, release into treatment facilities, out-of-custody probation supervision, and compliance and progress during probation. Prepares statistical reports and summaries related to work performed.
- Makes recommendations in revising and updating policies and procedures. Attends and participates in staff meetings and related activities. Participates in in-service training, continuing education, and researches to maintain and increase professional knowledge.
- Performs other job-related duties as assigned.

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Juvenile Probation Officer Lead

JOB CODE:	17390	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	17	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS:

Education and Experience:
Bachelor's degree in Criminal Justice, Social or Behavioral Sciences or a directly related field AND three (3) to four (4) years experience in social services, criminal justice or related field, including two (2) years experience as a Juvenile Probation Officer.

Licenses, Registrations, Certifications, or Special Requirements:
Valid Texas Driver's License.
Must be at least 21 years of age.
Certification as a Juvenile Probation Officer or eligible for certification within six (6) months of date of hire, including successful completion of Cardio-pulmonary Resuscitation (CPR) Certification, First Aid and Handle with Care (state approved physical restraint techniques).

Preferred:
Project, lead or supervisory experience.

Knowledge, Skills, and Abilities:
Knowledge of:
- Supervisory principles, practices and techniques.
- Policies, practices, procedures and legal terminology related to court system.
- Federal, State, Local and County applicable laws, rules, regulations, guidelines and applicable juvenile justice system standards and procedures.
- Standard practices in area of assignment.
- Psychological concepts of good behavior, social adjustment and emotional stability.
- Standard counseling techniques.
- Safety and security techniques and standards.
- Physical restraint techniques to control aggressive behavior.
- Computer equipment to include word processing, spreadsheets, databases and a variety of software packages.

Skill in:
- Training, supervising and reviewing the work of others.
- Monitoring and responding to client behavior.
- Problem-solving and decision-making.
- Interviewing clients.
- Both verbal and written communication.

Ability to:
- Gather, analyze and evaluate facts to conduct investigations and report results clearly, accurately and impartially.
- Work efficiently both independently and as part of a team.
- Reason and make judgments and decisions.
- Work effectively and courteously under stressful circumstances.
- Deal effectively with mentally disturbed, hostile and aggressive individuals.
- Manage time well, perform multiple tasks and organize diverse activities.
- 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, representatives of the juvenile justice system and the general public.

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Juvenile Probation Officer Lead

JOB CODE:	17390	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	17	**LAST REVISED:**	10/01/09

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

Physical requirements include the ability to lift/carry up to 50-100 pounds, visual acuity, speech and hearing, hand and eye coordination and manual dexterity necessary to operate a computer and basic office equipment. Subject to standing, sitting, walking, climbing stairs, bending, stooping, crouching, kneeling, pushing, pulling, reaching, twisting, balancing, repetitive motion, and squatting to perform the essential functions. Subject to contact with communicable diseases, radiation, hazardous waste, human fecal matter and foul odors. Subject to 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

JOB TITLE: Juvenile Detention Officer Assistant

JOB CODE:	11381	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	11	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Assists in providing direct supervision and maintaining security and control of detained juvenile clients in order to prevent harm and provide for their safety. Assists in counseling clients on an individual basis and facilitating cognitive skill groups to assist clients in developing appropriate coping skills and behavior. Assists in implementing appropriate programs for clients. Documents client behavior for use within the juvenile justice system.

DISTINGUISHING CHARACTERISTICS:

This is the first in a series of four juvenile detention-related job classifications within the Courts job family. This classification assists in providing direct supervision to clients who have been placed in the juvenile detention facility by the court system. This classification performs duties of a routine type and typically performs duties with a higher-level staff member available to assist or give direction. 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 in providing direct supervision of all client daily activities. Maintains accountability of all clients and equipment and ensures that the environment is safe, clean and secure.
- Ensures that clients are aware of and understand their responsibilities and appropriate behavior. Assists in implementing corrective discipline plans and programs, as required.
- Documents clients' behavior and enters into department computer information system.
- Monitors security and fire alarm systems, including closed circuit monitors.
- Maintains communication with facility posts.
- Maintains communication with other staff to ensure continuity of care.
- Assists in physically restraining aggressive clients using approved protocols, as required.
- Transports clients to other facilities, as required.
- May assist in providing individual and crisis intervention counseling, as required.
- May assist in facilitating cognitive skill groups and relaxation training for clients.
- May assist in investigating incidents involving clients.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:
High School diploma or G.E.D.;

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 be at least 21 years of age.
Certification as a Juvenile Detention Officer or eligible for certification within six (6) months of date of hire, including successful completion of Cardio-pulmonary Resuscitation (CPR) Certification, First Aid and Handle with Care (state approved physical restraint technique).

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Juvenile Detention Officer Assistant

JOB CODE:	11381	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	11	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Knowledge, Skills, and Abilities:

Knowledge of:

- Policies, practices, procedures and terminology related to court system.
- Federal, State, Local and County applicable laws, rules, regulations, guidelines and applicable juvenile justice system standards and procedures.
- Standard practices in area of assignment.
- Psychological concepts of good behavior, social adjustment and emotional stability.
- Standard counseling techniques.
- Safety and security techniques and standards.
- Physical restraint techniques to control aggressive behavior.
- First aid techniques.
- Computer equipment to include word processing, spreadsheets, databases and a variety of software packages.

Skill in:

- Monitoring and responding to client behavior.
- Problem-solving and decision-making.
- Interviewing clients.
- Both verbal and written communication.

Ability to:

- Work efficiently both independently and as part of a team.
- Reason and make judgments and decisions.
- Work effectively and courteously under stressful circumstances.
- Deal effectively with mentally disturbed, hostile and aggressive individuals.
- Manage time well, perform multiple tasks and organize diverse activities.
- Conduct investigations and report results clearly, accurately and impartially.
- 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, representatives of the juvenile justice system and the general public.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

Physical requirements include the ability to lift/carry up to 50-100 pounds, visual acuity, speech and hearing, hand and eye coordination and manual dexterity necessary to operate a computer and basic office equipment. Subject to standing, sitting, walking, climbing stairs, bending, stooping, crouching, kneeling, pushing, pulling, reaching, twisting, balancing, repetitive motion, and squatting to perform the essential functions. Subject to contact with communicable diseases, radiation, hazardous waste, human fecal matter and foul odors. Subject to stressful 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

JOB TITLE: Juvenile Detention Officer I

JOB CODE:	12382	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	12	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Provides direct supervision and maintains security and control of detained juvenile clients in order to prevent harm and provide for their safety. Counsels clients on an individual basis and facilitates cognitive skill groups to assist clients in developing appropriate coping skills and behavior. Implements appropriate programs for clients. Documents client behavior for use within the juvenile justice system.

DISTINGUISHING CHARACTERISTICS:

This is the second in a series of four juvenile detention-related job classifications within the Courts job family. This classification provides direct supervision to clients who have been placed in the juvenile detention facility by the court system. Duties performed are of a routine to moderately complex nature and type and may initially perform duties in training together with a higher-level staff member. 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 supervision of all client daily activities. Maintains accountability of all clients and equipment and ensures that the environment is safe, clean and secure.
- Ensures that clients are aware of and understand their responsibilities and appropriate behavior. Implements corrective discipline plans and programs, as required.
- Facilitates cognitive skill groups and relaxation training for clients.
- Provides individual and crisis intervention counseling, as required.
- Documents clients' behavior and enters into department computer information system.
- Monitors security and fire alarm systems, including closed circuit monitors.
- Maintains communication with facility posts.
- Maintains communication with other staff to ensure continuity of care.
- Physically restrains aggressive clients using approved protocols, as required.
- Transports clients to other facilities, as required.
- May assist in investigating incidents involving clients.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:
Associate's degree in Human Services or a directly related field AND one (1) year experience in direct client care, counseling, law enforcement, corrections or 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:
Valid Texas Driver's License.
Must be at least 21 years of age.
Certification as a Juvenile Detention Officer or eligible for certification within six (6) months of date of hire, including successful completion of Cardio-pulmonary Resuscitation (CPR) Certification, First Aid and Handle with Care (state approved physical restraint technique).

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Juvenile Detention Officer I

JOB CODE:	12382	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	12	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Knowledge, Skills, and Abilities:

Knowledge of:

- Policies, practices, procedures and legal terminology related to court system.
- Federal, State, Local and County applicable laws, rules, regulations, guidelines and applicable juvenile justice system standards and procedures.
- Standard practices in area of assignment.
- Psychological concepts of good behavior, social adjustment and emotional stability.
- Standard counseling techniques.
- Safety and security techniques and standards.
- Physical restraint techniques to control aggressive behavior.
- First aid techniques.
- Computer equipment to include word processing, spreadsheets, databases and a variety of software packages.

Skill in:

- Monitoring and responding to client behavior.
- Problem-solving and decision-making.
- Interviewing clients.
- Both verbal and written communication.

Ability to:

- Work efficiently both independently and as part of a team.
- Reason and make judgments and decisions.
- Work effectively and courteously under stressful circumstances.
- Deal effectively with mentally disturbed, hostile and aggressive individuals.
- Manage time well, perform multiple tasks, and organize diverse activities.
- Conduct investigations and report results clearly, accurately and impartially.
- 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, representatives of the juvenile justice system and the general public.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

Physical requirements include the ability to lift/carry up to 50-100 pounds, visual acuity, speech and hearing, hand and eye coordination and manual dexterity necessary to operate a computer and basic office equipment. Subject to standing, sitting, walking, climbing stairs, bending, stooping, crouching, kneeling, pushing, pulling, reaching, twisting, balancing, repetitive motion, and squatting to perform the essential functions. Subject to contact with communicable diseases, radiation, hazardous waste, human fecal matter and foul odors. Subject to stressful 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

JOB TITLE: Juvenile Detention Officer II

JOB CODE:	13383	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	13	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Provides direct supervision and maintains security and control of detained juvenile clients in order to prevent harm and provide for their safety. Counsels clients on an individual basis and facilitates cognitive skill groups to assist clients in developing appropriate coping skills and behavior. Implements appropriate programs for clients. Documents client behavior for use within the juvenile justice system.

DISTINGUISHING CHARACTERISTICS:

This is the third in a series of four juvenile detention-related job classifications within the Courts job family. This classification provides direct supervision to clients who have been placed in the juvenile detention facility by the court system. Duties performed are of more complex nature and type. 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 supervision of all client daily activities. Maintains accountability of all clients and equipment and ensures that the environment is safe, clean and secure.
- Ensures that clients are aware of and understand their responsibilities and appropriate behavior. Implements corrective discipline plans and programs, as required.
- Facilitates cognitive skill groups and relaxation training for clients.
- Provides individual and crisis intervention counseling, as required.
- Documents clients' behavior and enters into department computer information system.
- Monitors security and fire alarm systems, including closed circuit monitors.
- Maintains communication with facility posts.
- Maintains communication with other staff to ensure continuity of care.
- Physically restrains aggressive clients using approved protocols, as required.
- Transports clients to other facilities, as required.
- May assist in investigating incidents involving clients.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:
Associate's degree in Human Services or a directly related field or two (2) years of college education in Human Services or a directly related field AND two (2) years experience in direct client care, counseling, law enforcement, corrections or 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:
Valid Texas Driver's License.
Must be at least 21 years of age.
Certification as a Juvenile Detention Officer or eligible for certification within six (6) months of date of hire, including successful completion of Cardio-pulmonary Resuscitation (CPR) Certification, First Aid and Handle with Care (state approved physical restraint technique).

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TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Juvenile Detention Officer II

JOB CODE:	13383	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	13	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Knowledge, Skills, and Abilities:

Knowledge of:

- Policies, practices, procedures and legal terminology related to court system.
- Federal, State, Local and County applicable laws, rules, regulations, guidelines and applicable juvenile justice system standards and procedures.
- Standard practices in area of assignment.
- Psychological concepts of good behavior, social adjustment and emotional stability.
- Standard counseling techniques.
- Safety and security techniques and standards.
- Physical restraint techniques to control aggressive behavior.
- First aid techniques.
- Computer equipment to include word processing, spreadsheets, databases and a variety of software packages.

Skill in:

- Monitoring and responding to client behavior.
- Problem-solving and decision-making.
- Interviewing clients.
- Both verbal and written communication.

Ability to:

- Work efficiently both independently and as part of a team.
- Reason and make judgments and decisions.
- Work effectively and courteously under stressful circumstances.
- Deal effectively with mentally disturbed, hostile and aggressive individuals.
- Manage time well, perform multiple tasks and organize diverse activities.
- Conduct investigations and report results clearly, accurately and impartially.
- 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, representatives of the juvenile justice system and the general public.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

Physical requirements include the ability to lift/carry up to 50-100 pounds, visual acuity, speech and hearing, hand and eye coordination and manual dexterity necessary to operate a computer and basic office equipment. Subject to standing, sitting, walking, climbing stairs, bending, stooping, crouching, kneeling, pushing, pulling, reaching, twisting, balancing, repetitive motion, and squatting to perform the essential functions. Subject to contact with communicable diseases, radiation, hazardous waste, human fecal matter and foul odors. Subject to stressful 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

JOB TITLE: Juvenile Detention Officer III

JOB CODE:	14384	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	14	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Provides direct supervision and maintains security and control of detained juvenile clients in order to prevent harm and provide for their safety. Counsels clients on an individual basis and facilitates cognitive skill groups to assist clients in developing appropriate coping skills and behavior. Recommends and implements appropriate programs for clients. Documents client behavior for use within the juvenile justice system. Trains staff and functions as a working lead over other juvenile detention positions.

DISTINGUISHING CHARACTERISTICS:

This is the fourth in a series of four juvenile detention-related job classifications within the Courts job family. This classification provides direct supervision to clients who have been placed in the juvenile detention facility by the court system. Duties performed are of the most complex nature and type. This classification typically functions as a working lead over the activities of other juvenile detention positions in addition to the normal range of duties. 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 supervision of all client daily activities. Maintains accountability of all clients and equipment and ensures that the environment is safe, clean and secure.
- Ensures that clients are aware of and understand their responsibilities and appropriate behavior. Implements corrective discipline plans and programs, as required.
- Facilitates cognitive skill groups and relaxation training for clients.
- Provides individual and crisis intervention counseling, as required.
- Documents clients' behavior and enters into department computer information system.
- Functions as a working lead over other juvenile detention positions. Trains, assigns and reviews work of employees.
- Monitors security and fire alarm systems, including closed circuit monitors.
- Maintains communication with facility posts.
- Maintains communication with other staff to ensure continuity of care.
- Physically restrains aggressive clients using approved protocols, as required.
- Transports clients to other facilities, as required.
- May assist in investigating incidents involving clients.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:
Associate's degree in Human Services or a directly related field or two (2) years of college education in Human Services or a related field AND three (3) years experience in direct client care, counseling, law enforcement, corrections or 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.

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Juvenile Detention Officer III

JOB CODE:	14384	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	14	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Licenses, Registrations, Certifications, or Special Requirements:
Valid Texas Driver's License.
Must be at least 21 years of age.
Certification as a Juvenile Detention Officer or eligible for certification within six (6) months of date of hire, including successful completion of Cardio-pulmonary Resuscitation (CPR) Certification, First Aid and Handle with Care (state approved physical restraint technique).

Knowledge, Skills, and Abilities:
Knowledge of:
- Supervisory principles, practices and techniques.
- Policies, practices, procedures and legal terminology related to court system.
- Federal, State, Local and County applicable laws, rules, regulations, guidelines and applicable juvenile justice system standards and procedures.
- Standard practices in area of assignment.
- Psychological concepts of good behavior, social adjustment and emotional stability.
- Standard counseling techniques.
- Safety and security techniques and standards.
- Physical restraint techniques to control aggressive behavior.
- First aid techniques.
- Computer equipment to include word processing, spreadsheets, databases and a variety of software packages.

Skill in:
- Training, supervising and reviewing the work of others.
- Monitoring and responding to client behavior.
- Problem-solving and decision-making.
- Interviewing clients.
- Both verbal and written communication.

Ability to:
- Work efficiently both independently and as part of a team.
- Reason and make judgments and decisions.
- Work effectively and courteously under stressful circumstances.
- Deal effectively with mentally disturbed, hostile and aggressive individuals.
- Manage time well and perform multiple tasks, and organize diverse activities.
- Conduct investigations and report results clearly, accurately and impartially.
- 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, representatives of the juvenile justice system and the general public.

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Juvenile Detention Officer III

JOB CODE:	14384	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	14	**LAST REVISED:**	10/01/09

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

Physical requirements include the ability to lift/carry up to 50-100 pounds, visual acuity, speech and hearing, hand and eye coordination and manual dexterity necessary to operate a computer and basic office equipment. Subject to standing, sitting, walking, climbing stairs, bending, stooping, crouching, kneeling, pushing, pulling, reaching, twisting, balancing, repetitive motion, and squatting to perform the essential functions. Subject to contact with communicable diseases, radiation, hazardous waste, human fecal matter and foul odors. Subject to stressful 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

JOB TITLE: Juvenile Residential Treatment Officer Assistant

JOB CODE:	11507	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	11	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Assists in providing direct supervision and treatment intervention of juvenile clients assigned to a residential treatment program. Maintains security, control and guidance of detained juvenile clients in order to facilitate treatment, prevent harm and provide for their safety during all daily activities. Assists in implementing available treatment plans and corrective disciplinary strategies. Documents client behavior for use within the juvenile justice system.

DISTINGUISHING CHARACTERISTICS:

This is the first in a series of five juvenile residential treatment-related job classifications within the Courts job family. This classification assists in providing supervision to clients who have been placed in the juvenile residential facility by the court system. This classification performs duties of the most routine type and typically performs duties in training together with a higher-level staff member. 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 in providing direct supervision of all client daily activities. Maintains accountability of all clients and equipment and ensures that the environment is safe, clean and secure.
- Assists in assessing juveniles and implementing available treatment plans, corrective disciplinary strategies and effective treatment intervention programs. Ensures that clients are aware of and understand their responsibilities and appropriate behavior.
- Documents clients' behavior and enters into department computer information system.
- Ensures environment is safe and clean. Assists in maintaining order and discipline.
- Assists in physically restraining aggressive clients using approved protocols, as required.
- Transports clients to other facilities, as required.
- Maintains communication with other staff to ensure continuity of care.
- May assist in providing individual and crisis intervention counseling, as required.
- May assist in conducting cognitive skill groups and teamwork activities.
- May assist in investigating incidents involving clients.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:
High School diploma or G.E.D.;

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 be at least 21 years of age.
Certification as a Juvenile Detention Officer or eligible for certification within six (6) months of date of hire, including successful completion of Cardio-pulmonary Resuscitation (CPR) Certification, First Aid and Handle with Care (state approved physical restraint technique).

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Juvenile Residential Treatment Officer Assistant

JOB CODE:	11507	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	11	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Knowledge, Skills, and Abilities:

Knowledge of:

- Policies, practices, procedures and legal terminology related to court system.
- Federal, State, Local and County applicable laws, rules, regulations, guidelines and applicable juvenile justice system standards and procedures.
- Standard practices in area of assignment.
- Psychological concepts of good behavior, social adjustment and emotional stability.
- Standard counseling techniques.
- Safety and security techniques and standards.
- Physical restraint techniques to control aggressive behavior.
- First aid techniques.
- Computer equipment to include word processing, spreadsheets, databases and a variety of software packages.

Skill in:

- Monitoring and responding to client behavior.
- Problem-solving and decision-making.
- Interviewing clients.
- Both verbal and written communication.

Ability to:

- Work efficiently both independently and as part of a team.
- Reason and make judgments and decisions.
- Work effectively and courteously under stressful circumstances.
- Deal effectively with mentally disturbed, hostile and aggressive individuals.
- Manage time well and perform multiple tasks, and organize diverse activities.
- Conduct investigations and report results clearly, accurately and impartially.
- 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, representatives of the juvenile justice system and the general public.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

Physical requirements include the ability to lift/carry up to 50-100 pounds, visual acuity, speech and hearing, hand and eye coordination and manual dexterity necessary to operate a computer and basic office equipment. Subject to standing, sitting, walking, climbing stairs, bending, stooping, crouching, kneeling, pushing, pulling, reaching, twisting, balancing, repetitive motion, and squatting to perform the essential functions. Subject to contact with communicable diseases, radiation, hazardous waste, human fecal matter and foul odors. Subject to stressful 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

JOB TITLE: Juvenile Residential Treatment Officer I

JOB CODE:	12508	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	12	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Provides direct supervision and treatment intervention of juvenile clients assigned to a residential treatment program. Maintains security, control and guidance of detained juvenile clients in order to facilitate treatment, prevent harm and provide for their safety during all daily activities. Implements available treatment plans and corrective disciplinary strategies. Documents client behavior for use within the juvenile justice system.

DISTINGUISHING CHARACTERISTICS:

This is the second in a series of five juvenile residential treatment-related job classifications within the Courts job family. This classification provides supervision to clients who have been placed in the juvenile residential facility by the court system. Duties performed are of routine to moderately complex nature and type and may initially perform duties in training together with a higher-level staff member. 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 supervision of all client daily activities. Maintains accountability of all clients and equipment and ensures that the environment is safe, clean and secure.
- Assesses juveniles and implements available treatment plans, corrective disciplinary strategies and effective treatment intervention programs. Ensures that clients are aware of and understand their responsibilities and appropriate behavior.
- Conducts cognitive skill groups and teamwork activities. Models competency in direct care principles for less experienced staff.
- Documents clients' behavior and enters into department computer information system.
- Provides individual and crisis intervention counseling, as required.
- Ensures environment is safe and clean. Maintains order and discipline.
- Physically restrains aggressive clients using approved protocols, as required.
- Transports clients to other facilities, as required.
- Serves on committees and participates in special projects.
- Maintains communication with other staff to ensure continuity of care.
- May assist in investigating incidents involving clients.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:
Associate's degree in Human Services or a directly related field AND one (1) year experience in direct client care, counseling, law enforcement, corrections 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.

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Juvenile Residential Treatment Officer I

JOB CODE:	12508	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	12	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Licenses, Registrations, Certifications, or Special Requirements:
Valid Texas Driver's License.
Must be at least 21 years of age.
Certification as a Juvenile Detention Officer or eligible for certification within six (6) months of date of hire, including successful completion of Cardio-pulmonary Resuscitation (CPR) Certification, First Aid and Handle with Care (state approved physical restraint technique).

Knowledge, Skills, and Abilities:
Knowledge of:
- Policies, practices, procedures and legal terminology related to court system.
- Federal, State, Local and County applicable laws, rules, regulations, guidelines and applicable juvenile justice system standards and procedures.
- Standard practices in area of assignment.
- Psychological concepts of good behavior, social adjustment and emotional stability.
- Standard counseling techniques.
- Safety and security techniques and standards.
- Physical restraint techniques to control aggressive behavior.
- First aid techniques.
- Computer equipment to include word processing, spreadsheets, databases and a variety of software packages.

Skill in:
- Monitoring and responding to client behavior.
- Problem-solving and decision-making.
- Interviewing clients.
- Both verbal and written communication.

Ability to:
- Work efficiently both independently and as part of a team.
- Reason and make judgments and decisions.
- Work effectively and courteously under stressful circumstances.
- Deal effectively with mentally disturbed, hostile and aggressive individuals.
- Manage time well, perform multiple tasks and organize diverse activities.
- Conduct investigations and report results clearly, accurately and impartially.
- 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, representatives of the juvenile justice system and the general public.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:
Physical requirements include the ability to lift/carry up to 50-100 pounds, visual acuity, speech and hearing, hand and eye coordination and manual dexterity necessary to operate a computer and basic office equipment. Subject to standing, sitting, walking, climbing stairs, bending, stooping, crouching, kneeling, pushing, pulling, reaching, twisting, balancing, repetitive motion, and squatting to perform the essential functions. Subject to contact with communicable diseases, radiation, hazardous waste, human fecal matter and foul odors. Subject to stressful 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

JOB TITLE: Juvenile Residential Treatment Officer II

JOB CODE:	13509	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	13	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Provides direct supervision and treatment intervention of juvenile clients assigned to a residential treatment program. Maintains security, control and guidance of detained juvenile clients in order to facilitate treatment, prevent harm and provide for their safety during all daily activities. Implements available treatment plans and corrective disciplinary strategies. Documents client behavior for use within the juvenile justice system.

DISTINGUISHING CHARACTERISTICS:

This is the third in a series of five juvenile residential treatment-related job classifications within the Courts job family This classification provides supervision to clients who have been placed in the juvenile residential facility by the court system. Duties performed are of a more complex nature and type. 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 supervision of all client daily activities. Maintains accountability of all clients and equipment and ensures that the environment is safe, clean and secure.
- Assesses juveniles and implements available treatment plans, corrective disciplinary strategies and effective treatment intervention programs. Ensures that clients are aware of and understand their responsibilities and appropriate behavior.
- Conducts cognitive skill groups and teamwork activities. Models competency in direct care principles for less experienced staff.
- Documents clients' behavior and enters into department computer information system.
- Provides individual and crisis intervention counseling, as required.
- Ensures environment is safe and clean. Maintains order and discipline.
- Physically restrains aggressive clients using approved protocols, as required.
- Transports clients to other facilities, as required.
- Serves on committees and participates in special projects.
- Maintains communication with other staff to ensure continuity of care.
- May assist in investigating incidents involving clients.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:
Associate's degree in Human Services or a directly related field AND two (2) years experience in direct client care, counseling, law enforcement, corrections 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:
Valid Texas Driver's License.
Must be at least 21 years of age.
Certification as a Juvenile Detention Officer or eligible for certification within six (6) months of date of hire, including successful completion of Cardio-pulmonary Resuscitation (CPR) Certification, First Aid and Handle with Care (state approved physical restraint technique).

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Juvenile Residential Treatment Officer II

JOB CODE:	13509	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	13	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Knowledge, Skills, and Abilities:

Knowledge of:

- Policies, practices, procedures and legal terminology related to court system.
- Federal, State, Local and County applicable laws, rules, regulations, guidelines and applicable juvenile justice system standards and procedures.
- Standard practices in area of assignment.
- Psychological concepts of good behavior, social adjustment and emotional stability.
- Standard counseling techniques.
- Safety and security techniques and standards.
- Physical restraint techniques to control aggressive behavior.
- First aid techniques.
- Computer equipment to include word processing, spreadsheets, databases and a variety of software packages.

Skill in:

- Monitoring and responding to client behavior.
- Problem-solving and decision-making.
- Interviewing clients.
- Both verbal and written communication.

Ability to:

- Work efficiently both independently and as part of a team.
- Reason and make judgments and decisions.
- Work effectively and courteously under stressful circumstances.
- Deal effectively with mentally disturbed, hostile and aggressive individuals.
- Manage time well, perform multiple tasks and organize diverse activities.
- Conduct investigations and report results clearly, accurately and impartially.
- 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, representatives of the juvenile justice system and the general public.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

Physical requirements include the ability to lift/carry up to 50-100 pounds, visual acuity, speech and hearing, hand and eye coordination and manual dexterity necessary to operate a computer and basic office equipment. Subject to standing, sitting, walking, climbing stairs, bending, stooping, crouching, kneeling, pushing, pulling, reaching, twisting, balancing, repetitive motion, and squatting to perform the essential functions. Subject to contact with communicable diseases, radiation, hazardous waste, human fecal matter and foul odors. Subject to stressful 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

JOB TITLE: Juvenile Residential Treatment Officer III

JOB CODE:	14510	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	14	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Provides direct supervision and treatment intervention of juvenile clients assigned to a residential treatment program. Maintains security, control and guidance of detained juvenile clients in order to facilitate treatment, prevent harm and provide for their safety during all daily activities. Assists in recommending and implementing available treatment plans and corrective disciplinary strategies. Documents client behavior for use within the juvenile justice system. Assists in training staff.

DISTINGUISHING CHARACTERISTICS:

This is the fourth in a series of five juvenile residential treatment-related job classifications within the Courts job family. This classification provides supervision to clients who have been placed in the juvenile residential facility by the court system. Duties performed are of a complex nature and type. This classification assists in recommending available treatment plans and training other juvenile residential treatment positions in addition to the normal range of duties. 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 supervision of all client daily activities. Maintains accountability of all clients and equipment and ensures that the environment is safe, clean and secure.
- Assesses juveniles, assists in developing treatment plans and implements available treatment plans, corrective disciplinary strategies and effective treatment intervention programs. Ensures that clients are aware of and understand their responsibilities and appropriate behavior.
- Conducts cognitive skill groups and teamwork activities. Models competency in direct care principles for less experienced staff.
- Documents clients' behavior and enters into department computer information system. Develops strategies for case management.
- Assists in training other juvenile residential treatment employees.
- Provides individual and crisis intervention counseling, as required.
- Ensures environment is safe and clean. Maintains order and discipline.
- Physically restrains aggressive clients using approved protocols, as required.
- Transports clients to other facilities, as required.
- Serves on committees and participates in special projects.
- Maintains communication with other staff to ensure continuity of care.
- Assists in investigating incidents involving clients.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:

Associate's degree in Human Services or a directly related field AND three (3) years experience in direct client care, counseling, law enforcement, corrections 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.

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TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Juvenile Residential Treatment Officer III

JOB CODE:	14510	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	14	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Licenses, Registrations, Certifications, or Special Requirements:
Valid Texas Driver's License.
Must be at least 21 years of age.
Certification as a Juvenile Detention Officer or eligible for certification within six (6) months of date of hire, including successful completion of Cardio-pulmonary Resuscitation (CPR) Certification, First Aid and Handle with Care (state approved physical restraint technique).

Knowledge, Skills, and Abilities:
Knowledge of:
- Policies, practices, procedures and legal terminology related to court system.
- Federal, State, Local and County applicable laws, rules, regulations, guidelines and applicable juvenile justice system standards and procedures.
- Standard practices in area of assignment.
- Psychological concepts of good behavior, social adjustment and emotional stability.
- Standard counseling techniques.
- Safety and security techniques and standards.
- Physical restraint techniques to control aggressive behavior.
- First aid techniques.
- Computer equipment to include word processing, spreadsheets, databases and a variety of software packages.

Skill in:
- Training of others.
- Monitoring and responding to client behavior.
- Problem-solving and decision-making.
- Interviewing clients.
- Both verbal and written communication.

Ability to:
- Work efficiently both independently and as part of a team.
- Reason and make judgments and decisions.
- Work effectively and courteously under stressful circumstances.
- Deal effectively with mentally disturbed, hostile and aggressive individuals.
- Manage time well, perform multiple tasks and organize diverse activities.
- Conduct investigations and report results clearly, accurately and impartially.
- 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, representatives of the juvenile justice system and the general public.

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Juvenile Residential Treatment Officer III

JOB CODE:	14510	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	14	**LAST REVISED:**	10/01/09

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

Physical requirements include the ability to lift/carry up to 50-100 pounds, visual acuity, speech and hearing, hand and eye coordination and manual dexterity necessary to operate a computer and basic office equipment. Subject to standing, sitting, walking, climbing stairs, bending, stooping, crouching, kneeling, pushing, pulling, reaching, twisting, balancing, repetitive motion, and squatting to perform the essential functions. Subject to contact with communicable diseases, radiation, hazardous waste, human fecal matter and foul odors. Subject to stressful 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

JOB TITLE: Juvenile Residential Treatment Officer Senior

JOB CODE:	15511	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	15	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Provides direct supervision and treatment intervention of juvenile clients assigned to a residential treatment program. Maintains security, control and guidance of detained juvenile clients in order to facilitate treatment, prevent harm and provide for their safety during all daily activities. Recommends and implements available treatment plans and corrective disciplinary strategies. Documents client behavior for use within the juvenile justice system. Trains staff and functions as a working lead over other juvenile detention positions.

DISTINGUISHING CHARACTERISTICS:

This is the fifth in a series of five juvenile residential treatment-related job classifications within the Courts job family. This classification provides supervision to clients who have been placed in the juvenile residential facility by the court system. Duties performed are of the most complex nature and type. This classification typically functions as a working lead over the activities of other juvenile residential treatment positions in addition to the normal range of duties. 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 supervision of all client daily activities. Maintains accountability of all clients and equipment and ensures that the environment is safe, clean and secure.
- Assesses juveniles, develops and implements available treatment plans, corrective disciplinary strategies and effective treatment intervention programs. Ensures that clients are aware of and understand their responsibilities and appropriate behavior.
- Conducts cognitive skill groups and teamwork activities. Models competency in direct care principles for less experienced staff.
- Documents clients' behavior and enters into department computer information system. Develops strategies for case management.
- Functions as a working lead over other juvenile residential positions. Trains, assigns and reviews work of employees.
- Provides individual and crisis intervention counseling, as required.
- Ensures environment is safe and clean. Maintains order and discipline.
- Physically restrains aggressive clients using approved protocols, as required.
- Transports clients to other facilities, as required.
- Serves on committees and participates in special projects.
- Maintains communication with other staff to ensure continuity of care.
- Assists in investigating incidents involving clients.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:

Bachelor's degree in Criminal Justice, Social or Behavioral Sciences or a directly related field AND three (3) years experience in social services, criminal justice 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.

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Juvenile Residential Treatment Officer Senior

JOB CODE:	15511	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	15	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Licenses, Registrations, Certifications, or Special Requirements:
Valid Texas Driver's License.
Must be at least 21 years of age.
Certification as a Juvenile Probation Officer and Detention Officer or eligible for certification within six (6) months of date of hire, including successful completion of Cardio-pulmonary Resuscitation (CPR) Certification, First Aid and Handle with Care (state approved physical restraint technique).

Knowledge, Skills, and Abilities:
Knowledge of:
- Supervisory principles, practices and techniques.
- Policies, practices, procedures and legal terminology related to court system.
- Federal, State, Local and County applicable laws, rules, regulations, guidelines and applicable juvenile justice system standards and procedures.
- Standard practices in area of assignment.
- Psychological concepts of good behavior, social adjustment and emotional stability.
- Standard counseling techniques.
- Safety and security techniques and standards.
- Physical restraint techniques to control aggressive behavior.
- First aid techniques.
- Computer equipment to include word processing, spreadsheets, databases and a variety of software packages.

Skill in:
- Training, supervising and reviewing the work of others.
- Monitoring and responding to client behavior.
- Problem-solving and decision-making.
- Interviewing clients.
- Both verbal and written communication.

Ability to:
- Work efficiently both independently and as part of a team.
- Reason and make judgments and decisions.
- Work effectively and courteously under stressful circumstances.
- Deal effectively with mentally disturbed, hostile and aggressive individuals.
- Manage time well, perform multiple tasks and organize diverse activities.
- Conduct investigations and report results clearly, accurately and impartially.
- 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, representatives of the juvenile justice system and the general public.

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Juvenile Residential Treatment Officer Senior

JOB CODE:	15511	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	15	**LAST REVISED:**	10/01/09

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

Physical requirements include the ability to lift/carry up to 50-100 pounds, visual acuity, speech and hearing, hand and eye coordination and manual dexterity necessary to operate a computer and basic office equipment. Subject to standing, sitting, walking, climbing stairs, bending, stooping, crouching, kneeling, pushing, pulling, reaching, twisting, balancing, repetitive motion, and squatting to perform the essential functions. Subject to contact with communicable diseases, radiation, hazardous waste, human fecal matter and foul odors. Subject to stressful 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

JOB TITLE: Enforcement Officer I

JOB CODE:	14756	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	14	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Performs child support and visitation related functions. Provides customer service to the general public concerning child support and visitation enforcement, Attorney General inquiries, court order interpretations and other general information. Attends court proceedings and negotiates agreed settlements with parties using mediation techniques.

DISTINGUISHING CHARACTERISTICS:

This is the first in a series of three enforcement-related job classifications within the Courts job family. This classification performs child support and visitation related functions. Duties performed are of routine to moderately complex nature and type and may initially perform duties in training together with a higher-level staff member. This classification may require a flexible work schedule in order to meet the needs of the department.

DUTIES AND RESPONSIBILITIES:

- Provides customer service to the general public concerning child support and visitation enforcement, fee questions, Attorney General and other inquiries, court order interpretations and other general information.
- Prepares cases for prosecution and referral to attorney. Attends court to assist attorneys in all phases of the disposition of a pending case. Negotiates agreed settlements with parties using mediation techniques. Recommends course of action to attorney if no agreement possible. Testifies at trial, as required.
- Processes requests for enforcement of child support court orders. Researches case files, database of court activity and order history. Reviews court order for enforceability. Performs audit on account to determine child support arrears.
- Conducts investigations to locate absent parents.
- Monitors cases for compliance.
- Serves as community supervision officer of defendants placed on probation by the District Courts.
- May assist with the training of staff.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:
Bachelor's degree in Criminal Justice, Social or Behavioral Sciences or a directly related field AND one (1) year of increasingly responsible experience in a Child Support Program, Family Law, family counseling, children and family programs, investigations 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:
Valid Texas Driver's License.

Knowledge, Skills, and Abilities:
Knowledge of:
- Texas Family Code.
- Conciliation and mediation concepts.
- Policies, practices, procedures and legal terminology related to court system.

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Enforcement Officer I

JOB CODE:	14756	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	14	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Knowledge of: (Cont.)

- Federal, State, Local and County applicable laws, rules, regulations and guidelines.
- Psychological concepts of good behavior, social adjustment and emotional stability.
- Local social services, organizations and programs and the resources available.
- 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:

- Assessing the medical, psychosocial and environmental status of clients.
- Negotiating, interviewing and investigating practices and techniques.
- Application of casework principles.
- Problem-solving and decision-making.
- Both verbal and written communication.

Ability to:

- Accurately assess the present and future needs of a child, to present that child's case and advocate their best interests in court as well as out of court for as long as the case is in the court system.
- Research, compile, analyze, interpret and prepare a variety of reports and maintain legal concepts.
- Perform in a stressful environment while maintaining a professional manner.
- Manage time well, perform multiple tasks and organize diverse activities.
- Establish and maintain effective working relationships with departmental clientele, representatives of outside agencies, other County employees and officials, attorneys, children, judges and the general public.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

Physical requirements include the ability to lift/carry up to 10-50 pounds, visual acuity, speech and hearing, hand and eye coordination and manual dexterity necessary to operate a computer and basic office equipment. Subject to standing, sitting, walking, climbing stairs, bending, stooping, crouching, kneeling, pushing, pulling, reaching, twisting, balancing, repetitive motion, and squatting to perform the essential functions. Subject to client and customer contact.

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: Enforcement Officer II

JOB CODE:	15757	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	15	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Performs child support and visitation related functions. Provides customer service to the general public concerning child support and visitation enforcement, Attorney General inquiries, court order interpretations and other general information. Attends court proceedings and negotiates agreed settlements with parties using mediation techniques.

DISTINGUISHING CHARACTERISTICS:

This is the second in a series of three enforcement-related job classifications within the Courts job family. This classification performs child support and visitation related functions. Duties performed are of routine to moderately complex nature and type and may initially perform duties in training together with a higher-level staff member. This classification may require a flexible work schedule in order to meet the needs of the department.

DUTIES AND RESPONSIBILITIES:

- Provides customer service to the general public concerning child support and visitation enforcement, fee questions, Attorney General and other inquiries, court order interpretations and other general information.
- Prepares cases for prosecution and referral to attorney. Attends court to assist attorneys in all phases of the disposition of a pending case. Negotiates agreed settlements with parties using mediation techniques. Recommends course of action to attorney if no agreement possible. Testifies at trial, as required.
- Processes requests for enforcement of child support court orders. Researches case files, database of court activity and order history. Reviews court order for enforceability. Performs audit on account to determine child support arrears.
- Conducts investigations to locate absent parents.
- Monitors cases for compliance.
- Serves as community supervision officer of defendants placed on probation by the District Courts.
- May assist with the training of staff.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:
Bachelor's degree in Criminal Justice, Social or Behavioral Sciences or a directly related field AND two (2) years of increasingly responsible experience in a Child Support Program, Family Law, family counseling, children and family programs, investigations or 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.

Licenses, Registrations, Certifications, or Special Requirements:
Valid Texas Driver's License.

Knowledge, Skills, and Abilities:
Knowledge of:
- Texas Family Code.
- Conciliation and mediation concepts.
- Policies, practices, procedures, and legal terminology related to court system.

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Enforcement Officer II

JOB CODE:	15757	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	15	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Knowledge of: (Cont.)

- Federal, State, Local and County applicable laws, rules, regulations and guidelines.
- Psychological concepts of good behavior, social adjustment and emotional stability.
- Local social services, organizations and programs and the resources available.
- 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:

- Assessing the medical, psychosocial and environmental status of clients.
- Negotiating, interviewing and investigating practices and techniques.
- Application of casework principles.
- Problem-solving and decision-making.
- Both verbal and written communication.

Ability to:

- Accurately assess the present and future needs of a child, to present that child's case and advocate their best interests in court as well as out of court for as long as the case is in the court system.
- Research, compile, analyze, interpret and prepare a variety of reports and maintain legal concepts.
- Perform in a stressful environment while maintaining a professional manner.
- Manage time well, perform multiple tasks and organize diverse activities.
- Establish and maintain effective working relationships with departmental clientele, representatives of outside agencies, other County employees and officials, attorneys, children, judges and the general public.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

Physical requirements include the ability to lift/carry up to 10-50 pounds, visual acuity, speech and hearing, hand and eye coordination and manual dexterity necessary to operate a computer and basic office equipment. Subject to standing, sitting, walking, climbing stairs, bending, stooping, crouching, kneeling, pushing, pulling, reaching, twisting, balancing, repetitive motion, and squatting to perform the essential functions. Subject to client and customer contact.

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: Enforcement Officer Senior

JOB CODE:	17758	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	17	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Performs child support and visitation related functions. Provides customer service to the general public concerning child support and visitation enforcement, Attorney General inquiries, court order interpretations and other general information. Attends court proceedings and negotiates agreed settlements with parties using mediation techniques. Trains staff and functions as a working lead over other Enforcement Officer positions.

DISTINGUISHING CHARACTERISTICS:

This is the third in a series of three enforcement-related job classifications within the Courts job family. This classification performs child support and visitation related functions. Duties performed are of a more complex nature and type. This classification typically functions as a working lead over the activities of other Enforcement Officer positions in addition to the normal range of duties. This classification may require a flexible work schedule in order to meet the needs of the department.

DUTIES AND RESPONSIBILITIES:

- Provides customer service to the general public concerning child support and visitation enforcement, fee questions, Attorney General and other inquiries, court order interpretations and other general information.
- Prepares cases for prosecution and referral to attorney. Attends court to assist attorneys in all phases of the disposition of a pending case. Negotiates agreed settlements with parties using mediation techniques. Recommends course of action to attorney if no agreement possible. Testifies at trial, as required.
- Processes requests for enforcement of child support court orders. Researches case files, database of court activity and order history. Reviews court order for enforceability. Performs audit on account to determine child support arrears.
- Functions as a working lead over other Enforcement Officer positions. Trains, assigns and reviews work of employees.
- Conducts investigations to locate absent parents.
- Monitors cases for compliance.
- Serves as community supervision officer of defendants placed on probation by the District Courts.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:
Bachelor's degree in Criminal Justice, Social or Behavioral Sciences or a directly related field AND three (3) years of increasingly responsible experience in a Child Support Program, Family Law, family counseling, children and family programs, investigations or 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.

Licenses, Registrations, Certifications, or Special Requirements:
Valid Texas Driver's License.

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Enforcement Officer Senior

JOB CODE:	17758	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	17	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Knowledge, Skills, and Abilities:

Knowledge of:

- Texas Family Code.
- Supervisory principles, practices and techniques.
- Conciliation and mediation concepts.
- Policies, practices, procedures, and legal terminology related to court system.
- Federal, State, Local and County applicable laws, rules, regulations and guidelines.
- Psychological concepts of good behavior, social adjustment and emotional stability.
- Local social services, organizations and programs and the resources available.
- 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:

- Training, supervising and reviewing the work of others.
- Assessing the medical, psychosocial and environmental status of clients.
- Negotiating, interviewing and investigating practices and techniques.
- Application of casework principles.
- Problem-solving and decision-making.
- Both verbal and written communication.

Ability to:

- Accurately assess the present and future needs of a child, to present that child's case and advocate their best interests in court as well as out of court for as long as the case is in the court system.
- Research, compile, analyze, interpret and prepare a variety of reports and maintain legal concepts.
- Perform in a stressful environment while maintaining a professional manner.
- Manage time well, perform multiple tasks and organize diverse activities.
- Establish and maintain effective working relationships with departmental clientele, representatives of outside agencies, other County employees and officials, attorneys, children, judges and the general public.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

Physical requirements include the ability to lift/carry up to 10-50 pounds, visual acuity, speech and hearing, hand and eye coordination and manual dexterity necessary to operate a computer and basic office equipment. Subject to standing, sitting, walking, climbing stairs, bending, stooping, crouching, kneeling, pushing, pulling, reaching, twisting, balancing, repetitive motion, and squatting to perform the essential functions. Subject to client and customer contact.

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: Guardian Ad Litem I

JOB CODE:	16744	**FLSA STATUS:**	Exempt
PAY GRADE:	16	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Investigates and protects the best interest of the children for whom the District Court appoints a Guardian Ad Litem. Appointments may occur by individual Court order or by the Local Rules of Civil Procedure in the following types of cases: terminations, adoptions, divorces, modifications, protective orders, suits affecting the parent-child relationship, habeas corpus, paternity and other similar cases involving the care and custody of children.

DISTINGUISHING CHARACTERISTICS:

This is the first in a series of three guardian-related job classifications within the Courts job family. This classification investigates and protects the best interest of the children for whom the District Court appoints a Guardian Ad Litem. Duties performed are initially of a minimally complex nature and type within the scope of Guardian Ad Litem duties and then advance to a more complex level of Guardian duties. This classification may require a flexible work schedule in order to meet the needs of the department.

DUTIES AND RESPONSIBILITIES:

- Conducts forensic interviews and assessments of parents. Reviews legal documents and other forms of written or tangible items of evidence to be submitted by litigants at time of trial.
- Assesses and advocates the best interest of the child for who appointed in all aspects of the case, including all legal proceedings. Attends and participates in court hearing, depositions, mediations and any other activities associated with a Family Law matter to which a Guardian Ad Litem has been assigned. Appointments continue until the case is no longer active in the Court system or the Guardian is otherwise relieved by the Court.
- Interviews the children and each individual that the Guardian considers likely to have significant knowledge of the children's history and condition. Observes the children interacting at each home and at school and with any other individuals involved in the case in order to form an opinion for the Court in answering questions of conservatorship.
- Requests and reviews school, medical and psychological records on parents and children. Recommends appropriate therapeutic intervention where indicated.
- Monitors participation and progress in recommended or court-ordered parent education or counseling.
- Conducts and writes social studies for non-agency adoptions and other reports as directed by Court order.
- Sets hearings when necessary to report to the Court, to request the appointment of an Attorney Ad Litem for the children, or to request dismissal from a case. Files necessary motions, with the assistance of attorneys.
- Ensures that all required documentation is submitted prior to hearing of uncontested adoption or termination cases. Sets disputed matters for pre-trial. Provides written reports to the Court in adoptions, termination of parental rights suits and any other suit affecting the parent-child relationship. Monitors compliance with Court orders prior to final hearing.
- Maintains contact with Attorneys to facilitate investigation and settlement of cases. Participates in mediation and promotes out-of-court resolution of issues whenever possible and in the children's best interest.
- Attends all legal proceedings and provides recommendations and expert testimony to the Court.
- Provides public information on divorce, mental health, child development and co-parenting topics to groups and individuals.
- Provides immediate service on an on-call basis as Duty Guardian to the Court. Assists parents and/or attorneys who walk in with request for Guardian appointment or other divorce-related issues. Refers litigants to appropriate community resources, including facilitation of drug testing.
- Maintains case files and computer records on each case.
- May assist in providing training of staff and may present department and general public training activities.
- Performs other job-related duties as assigned.

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Guardian Ad Litem I

JOB CODE:	16744	**FLSA STATUS:**	Exempt
PAY GRADE:	16	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS:

Education and Experience:
Master's degree in one of the Social or Behavioral Sciences, Social Work, Sociology, Psychology, Counseling or Education AND two (2) years of increasingly responsible experience in casework with children, family counseling or mediation;

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:
Licensed Professional Counselor (LPC); OR,
Licensed Social Worker (LSW); OR,
Licensed Marriage and Family Therapist.

Knowledge, Skills, and Abilities:
Knowledge of:
- Family law and the District Court system.
- Conciliation and mediation concepts.
- Policies, practices, procedures, and legal terminology related to court system.
- Federal, State, Local and County applicable laws, rules, regulations and guidelines.
- Psychological concepts of good behavior, social adjustment and emotional stability.
- Local social services, organizations and programs and the resources available.
- 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:
- Assessing the medical, psychosocial and environmental status of clients.
- Negotiating, interviewing and investigating practices and techniques.
- Application of casework principles.
- Problem-solving and decision-making.
- Both verbal and written communication.

Ability to:
- Accurately assess the present and future needs of a child, to present that child's case and advocate their best interests in court as well as out of court for as long as the case is in the court system.
- Evaluate psychological and other professional reports.
- Research, compile, analyze, interpret and prepare a variety of reports and maintain legal concepts.
- 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, attorneys, children, judges and the general public.

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Guardian Ad Litem I

JOB CODE:	16744	**FLSA STATUS:**	Exempt
PAY GRADE:	16	**LAST REVISED:**	10/01/09

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

Physical requirements include the ability to lift/carry up to 10-50 pounds, visual acuity, speech and hearing, hand and eye coordination and manual dexterity necessary to operate a computer and basic office equipment. Subject to standing, sitting, walking, climbing stairs, bending, stooping, crouching, kneeling, pushing, pulling, reaching, twisting, balancing, repetitive motion, and squatting to perform the essential functions. Subject to client and customer contact.

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: Guardian Ad Litem II

JOB CODE:	17775	**FLSA STATUS:**	Exempt
PAY GRADE:	17	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Investigates and protects the best interest of the children for whom the District Court appoints a Guardian Ad Litem. Appointments may occur by individual Court order or by the Local Rules of Civil Procedure in the following types of cases: terminations, adoptions, divorces, modifications, protective orders, suits affecting the parent-child relationship, habeas corpus, paternity and other similar cases involving the care and custody of children.

DISTINGUISHING CHARACTERISTICS:

This is the second in a series of three guardian-related job classifications within the Courts job family. This classification investigates and protects the best interest of the children for whom the District Court appoints a Guardian Ad Litem. Duties performed are initially of a moderately complex nature and type within the scope of Guardian Ad Litem duties and then advance to the fully functioning complex level of Guardian duties. This classification may require a flexible work schedule in order to meet the needs of the department.

DUTIES AND RESPONSIBILITIES:

- Conducts forensic interviews and assessments of parents. Reviews legal documents and other forms of written or tangible items of evidence to be submitted by litigants at time of trial.
- Assesses and advocates the best interest of the child for who appointed in all aspects of the case, including all legal proceedings. Attends and participates in court hearing, depositions, mediations and any other activities associated with a Family Law matter to which a Guardian Ad Litem has been assigned. Appointments continue until the case is no longer active in the Court system or the Guardian is otherwise relieved by the Court.
- Interviews the children and each individual that the Guardian considers likely to have significant knowledge of the children's history and condition. Observes the children interacting at each home and at school and with any other individuals involved in the case in order to form an opinion for the Court in answering questions of conservatorship.
- Requests and reviews school, medical and psychological records on parents and children. Recommends appropriate therapeutic intervention where indicated.
- Monitors participation and progress in recommended or court-ordered parent education or counseling.
- Conducts and writes social studies for non-agency adoptions and other reports as directed by Court order.
- Sets hearings when necessary to report to the Court, to request the appointment of an Attorney Ad Litem for the children, or to request dismissal from a case. Files necessary motions, with the assistance of attorneys.
- Ensures that all required documentation is submitted prior to hearing of uncontested adoption or termination cases. Sets disputed matters for pre-trial. Provides written reports to the Court in adoptions, termination of parental rights suits and any other suit affecting the parent-child relationship. Monitors compliance with Court orders prior to final hearing.
- Maintains contact with Attorneys to facilitate investigation and settlement of cases. Participates in mediation and promotes out-of-court resolution of issues whenever possible and in the children's best interest.
- Attends all legal proceedings and provides recommendations and expert testimony to the Court.
- Provides public information on divorce, mental health, child development and co-parenting topics to groups and individuals.
- Provides immediate service on an on-call basis as Duty Guardian to the Court. Assists parents and/or attorneys who walk in with request for Guardian appointment or other divorce-related issues. Refers litigants to appropriate community resources, including facilitation of drug testing.
- Maintains case files and computer records on each case.
- May assist in providing training of staff and may present department and general public training activities.
- Performs other job-related duties as assigned.

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Guardian Ad Litem II

JOB CODE:	17775	**FLSA STATUS:**	Exempt
PAY GRADE:	17	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS:

Education and Experience:
Master's degree in one of the Social or Behavioral Sciences, Social Work, Sociology, Psychology, Counseling or Education AND three (3) years of increasingly responsible experience in casework with children, family counseling or mediation;

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:
Licensed Professional Counselor (LPC); OR,
Licensed Social Worker (LSW); OR,
Licensed Marriage and Family Therapist.

Knowledge, Skills, and Abilities:
Knowledge of:
- Family law and the District Court system.
- Conciliation and mediation concepts.
- Policies, practices, procedures, and legal terminology related to court system.
- Federal, State, Local and County applicable laws, rules, regulations and guidelines.
- Psychological concepts of good behavior, social adjustment and emotional stability.
- Local social services, organizations and programs and the resources available.
- 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:
- Assessing the medical, psychosocial and environmental status of clients.
- Negotiating, interviewing and investigating practices and techniques.
- Application of casework principles.
- Problem-solving and decision-making.
- Both verbal and written communication.

Ability to:
- Accurately assess the present and future needs of a child, to present that child's case and advocate their best interests in court as well as out of court for as long as the case is in the court system.
- Evaluate psychological and other professional reports.
- Research, compile, analyze, interpret and prepare a variety of reports and maintain legal concepts.
- Perform in a stressful environment while maintaining a professional manner.
- Manage time well, perform multiple tasks and organize diverse activities.
- Establish and maintain effective working relationships with departmental clientele, representatives of outside agencies, other County employees and officials, attorneys, children, judges and the general public.

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Guardian Ad Litem II

JOB CODE:	17775	**FLSA STATUS:**	Exempt
PAY GRADE:	17	**LAST REVISED:**	10/01/09

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

Physical requirements include the ability to lift/carry up to 10-50 pounds, visual acuity, speech and hearing, hand and eye coordination and manual dexterity necessary to operate a computer and basic office equipment. Subject to standing, sitting, walking, climbing stairs, bending, stooping, crouching, kneeling, pushing, pulling, reaching, twisting, balancing, repetitive motion, and squatting to perform the essential functions. Subject to client and customer contact.

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: Guardian Ad Litem Senior

JOB CODE:	18776	**FLSA STATUS:**	Exempt
PAY GRADE:	18	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Investigates and protects the best interest of the children for whom the District Court appoints a Guardian Ad Litem. Appointments may occur by individual Court order or by the Local Rules of Civil Procedure in the following types of cases: terminations, adoptions, divorces, modifications, protective orders, suits affecting the parent-child relationship, habeas corpus, paternity and other similar cases involving the care and custody of children. Trains staff and functions as a working lead over other Guardian Ad Litem positions.

DISTINGUISHING CHARACTERISTICS:

This is the third in a series of three guardian-related job classifications within the Courts job family. This classification investigates and protects the best interest of the children for whom the District Court appoints a Guardian Ad Litem. Duties performed are of a more complex nature and type. This classification typically functions as a working lead over the activities of other Guardian Ad Litem positions in addition to the normal range of duties. This classification may require a flexible work schedule in order to meet the needs of the department.

DUTIES AND RESPONSIBILITIES:

- Conducts forensic interviews and assessments of parents. Reviews legal documents and other forms of written or tangible items of evidence to be submitted by litigants at time of trial.
- Assesses and advocates the best interest of the child for whom appointed in all aspects of the case, including all legal proceedings. Attends and participates in court hearing, depositions, mediations and any other activities associated with a Family Law matter to which a Guardian Ad Litem has been assigned. Appointments continue until the case is no longer active in the Court system or the Guardian is otherwise relieved by the Court.
- Interviews the children and each individual that the Guardian considers likely to have significant knowledge of the children's history and condition. Observes the children interacting at each home and at school and with any other individuals involved in the case in order to form an opinion for the Court in answering questions of conservatorship.
- Requests and reviews school, medical and psychological records on parents and children. Recommends appropriate therapeutic intervention where indicated.
- Monitors participation and progress in recommended or court-ordered parent education or counseling.
- Conducts and writes social studies for non-agency adoptions and other reports as directed by Court order.
- Functions as a working lead over other Guardian Ad Litem positions. Trains, assigns and reviews work of employees. May serve as liaison with Court system on higher-level departmental issues.
- Sets hearings when necessary to report to the Court, to request the appointment of an Attorney Ad Litem for the children, or to request dismissal from a case. Files necessary motions, with the assistance of attorneys.
- Ensures that all required documentation is submitted prior to hearing of uncontested adoption or termination cases. Sets disputed matters for pretrial. Provides written reports to the Court in adoptions, termination of parental rights suits and any other suit affecting the parent-child relationship. Monitors compliance with Court orders prior to final hearing.
- Maintains contact with Attorneys to facilitate investigation and settlement of cases. Participates in mediation and promotes out-of-court resolution of issues whenever possible and in the children's best interest.
- Attends all legal proceedings and provides recommendations and expert testimony to the Court.
- Provides public information on divorce, mental health, child development and co-parenting topics to groups and individuals.
- Provides immediate service on an on-call basis as Duty Guardian to the Court. Assists parents and/or attorneys who walk in with request for Guardian appointment or other divorce-related issues. Refers litigants to appropriate community resources, including facilitation of drug testing.
- Maintains case files and computer records on each case.

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Guardian Ad Litem Senior

JOB CODE:	18776	**FLSA STATUS:**	Exempt
PAY GRADE:	18	**LAST REVISED:**	10/01/09

DUTIES AND RESPONSIBILITIES: (Cont.)

- Reviews Guardian casework and recommends appropriate action.
- May present department and general public training activities.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:
Master's degree in one of the Social or Behavioral Sciences, Social Work, Sociology, Psychology, Counseling or Education AND four (4) years of increasingly responsible experience in casework with children, family counseling or mediation;

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:
Licensed Professional Counselor (LPC); OR,
Licensed Social Worker (LSW); OR,
Licensed Marriage and Family Therapist.

Knowledge, Skills, and Abilities:
Knowledge of:
- Family law and the District Court system.
- Conciliation and mediation concepts.
- Supervisory principles, practices and techniques.
- Policies, practices, procedures, and legal terminology related to court system.
- Federal, State, Local and County applicable laws, rules, regulations and guidelines.
- Psychological concepts of good behavior, social adjustment and emotional stability.
- Local social services, organizations and programs and the resources available.
- 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:
- Training, supervising and reviewing the work of others.
- Assessing the medical, psychosocial and environmental status of clients.
- Negotiating, interviewing and investigating practices and techniques.
- Application of casework principles.
- Problem-solving and decision-making.
- Both verbal and written communication.

Ability to:
- Accurately assess the present and future needs of a child, to present that child's case and advocate their best interests in court as well as out of court for as long as the case is in the court system.
- Evaluate psychological and other professional reports.
- Research, compile, analyze, interpret and prepare a variety of reports and maintain legal concepts.
- Perform in a stressful environment while maintaining a professional manner.
- Manage time well, perform multiple tasks and organize diverse activities.
- Establish and maintain effective working relationships with departmental clientele, representatives of outside agencies, other County employees and officials, attorneys, children, judges and the general public.

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Guardian Ad Litem Senior

JOB CODE:	18776	**FLSA STATUS:**	Exempt
PAY GRADE:	18	**LAST REVISED:**	10/01/09

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

Physical requirements include the ability to lift/carry up to 10-50 pounds, visual acuity, speech and hearing, hand and eye coordination and manual dexterity necessary to operate a computer and basic office equipment. Subject to standing, sitting, walking, climbing stairs, bending, stooping, crouching, kneeling, pushing, pulling, reaching, twisting, balancing, repetitive motion, and squatting to perform the essential functions. Subject to client and customer contact.

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: Accounting Clerk

JOB CODE:	11002	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	11	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Under close supervision, performs clerical accounting functions in accordance with standard policies and procedures. Reconciles accounting spreadsheets and bank accounts, posts information to general or subsidiary ledgers, processes payments and cash receipts, and prepares accounting reports. May carry out clerical accounting functions related to the collection of delinquent tax accounts or court fine and fee accounts to bring into compliance with the various property tax or criminal justice system laws, requirements and regulations.

DISTINGUISHING CHARACTERISTICS:

This is the first in a series of a two clerical and paraprofessional accounting-related job classifications within the Finance job family. Incumbents typically perform routine clerical and administrative accounting functions that require application of basic standard bookkeeping and accounting theories, principles and techniques, and require the appropriate skill levels including basic skill levels in computer, analytical and communication skills. This classification typically performs duties at a department or office level. This classification may require a flexible work schedule in order to meet the needs of the department.

DUTIES AND RESPONSIBILITIES:

- Receives, processes and records cash, check or fund payments. Verifies amount received is correct, issues receipt and enters and records transactions into accounting system. Computes charges and refunds. Identifies delinquent accounts and insufficient payments. Responds to accounting inquiries and prepares and issues related correspondence.
- Establishes and maintains a variety of accounts, including posting receipts, disbursements and other accounting transactions to appropriate ledgers and journals. Verifies receipts and/or cash register tapes to checks and cash received, identifies errors, and makes necessary corrections. Reconciles account ledgers and ensures that accounts balance.
- Prepares deposits to send to bank. Executes wire transfer slips or prepares deposits for submission to County Treasurer. Verifies completion of funds transactions to appropriate entity. Processes checks returned for insufficient funds for collection and makes necessary adjustments to accounting records.
- Receives, processes and verifies purchase orders for payment of bills. Processes and reviews invoices for payment. May prepare purchase order or check to vendor, call vendors for quotes, enter requisitions, and receive items into the financial system.
- Reconciles simple bank statements, ledger balances and other accounting transactions. Refers problem transactions to higher level staff for assistance and problem resolution. Maintains a filing system of canceled checks, bank statements and other documentation. May monitor funds or line item budget balances and expenditures to ensure budget does not exceed budgeted line items.
- Prepares periodic financial reports reflecting receipts, disbursements, ledger balances and other accounting transactions. Collects, analyzes and summarizes accounting information. Produces various spreadsheets and reports using established or other formats.
- May specialize in collection of delinquent court fines and fees, including receiving payments, determining appropriate accounts to apply payment, posting monies to accounts and tracking in automated system, communicating basic information to clients, preparing and sending collections correspondence, and compiling daily collections reports for supervisory review. May also include interviewing and communicating with defendants regarding financial status, calculating fees and investigating, evaluating and verifying applications for extension of time for payment of fines and/or court costs. May negotiate and grant or deny an application based on defendant's financial resources.
- May determine a payment schedule if an extension of time for payment is granted, distribute applications for extension of time for payment, establish and maintain a system for reviewing delinquency, monitor delinquent accounts, contact defendants regarding delinquent accounts and process for non-compliance. May issue and mail notices on delinquent accounts.

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Accounting Clerk

JOB CODE:	11002	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	11	**LAST REVISED:**	10/01/09

DUTIES AND RESPONSIBILITIES: (Cont.)

- May prepare reports on delinquent accounts and other relevant information and submit for review and required action. May request that warrants be prepared based on court orders.
- May process and/or audit payroll, travel, or other administrative accounting transactions.
- May prepare and process Treasurer warrant funds. May process funds for State agencies and disbursements for outside jurisdictions.
- Maintains accounting controls and financial security by following policies and procedures and internal controls.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:
High School diploma or G.E.D. AND two (2) years of relevant bookkeeping/accounting 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:
- Policies, practices, procedures and terminology of assigned function.
- Federal, State, Local and County applicable laws, rules, regulations and guidelines.
- Generally Accepted Accounting Principles (GAAP) and standardized financial practices.
- Manual and automated systems relating to assigned function.
- Modern office practices, procedures and methods.
- 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.
- Entering and reconciling financial data and reporting and monitoring ledger balances.
- Both verbal and written communication.

Ability to:
- Process financial transactions.
- Follow standardized accounting policies and procedures.
- Establish and maintain effective working relationships with departmental clientele, representatives of outside agencies and providers, other County employees and officials, and the general public.

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Accounting Clerk

JOB CODE:	11002	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	11	**LAST REVISED:**	10/01/09

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, sitting, walking, climbing, crawling, bending, stooping, crouching, kneeling, pushing, pulling, reaching, twisting, balancing, repetitive motion, and 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: Accountant Associate

JOB CODE:	13003	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	13	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Under close supervision, performs paraprofessional accounting functions in accordance with standard policies and procedures. Records, analyzes, processes and reconciles accounting spreadsheets, bank accounts, general and subsidiary ledgers, cash receipts, grants, fixed assets, pooled cash, purchase orders, payroll, travel and other general accounting transactions. Prepares accounting reports.

DISTINGUISHING CHARACTERISTICS:

This is the second in a series of a two clerical and paraprofessional accounting-related job classifications within the Finance job family. Incumbents typically perform routine paraprofessional accounting functions that require application of basic standard accounting theories, principles and techniques, and require the appropriate skill levels including basic skill levels in computer, analytical and communication skills. Duties require a minimal degree of initiative and independent judgment. This classification typically performs duties at a department or office level. This classification may require a flexible work schedule in order to meet the needs of the department.

DUTIES AND RESPONSIBILITIES:

- Receives, records, processes and analyzes cash receipts, grants, fixed assets, pooled cash, purchase orders, payroll, travel and other general accounting transactions. Reviews and verifies accuracy of transactions and information, resolves discrepancies, obtains required authorizations and processes or prepares and submits transactions for further processing.
- Reconciles and maintains bank statements, ledger balances and other accounting transactions. Verifies account entries and reconciliation work completed by others. Monitors accounts and line item budget balances and expenditures to ensure that transactions are within budget. Refers problem transactions to higher level staff for assistance and problem resolution. Maintains information and creates and monitors electronic files and/or accounting documents.
- Prepares periodic financial reports by collecting, analyzing, and summarizing account information and trends. Produces various spreadsheets and reports using established or other formats. Submits reports to appropriate staff for review and further action.
- Assists department staff and other clients by providing procedural/financial information and/or other information and guidance with automated or manual systems. Provides assistance with and verifies required documents are completed, reviews for accuracy and submits to appropriate staff for further processing, as required. Instructs staff in entering information into accounting system, as required.
- Maintains accounting controls and financial security by following policies and procedures and internal controls.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:
Associate's degree in Accounting, Finance or a directly related field AND two (2) years of increasingly responsible relevant paraprofessional bookkeeping and accounting 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.

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Accountant Associate

JOB CODE:	13003	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	13	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Knowledge, Skills, and Abilities:

Knowledge of:

- Policies, practices, procedures and terminology of assigned function.
- Federal, State, Local and County applicable laws, rules, regulations and guidelines.
- Generally Accepted Accounting Principles (GAAP) and standardized financial practices.
- Manual and automated systems relating to assigned function.
- Modern office practices, procedures and methods.
- 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.
- Entering and reconciling financial data and reporting and monitoring ledger balances.
- Completing financial reports.
- Both verbal and written communication.

Ability to:

- Process financial transactions.
- Prepare accurate financial reports and statements.
- Follow standardized accounting policies and procedures.
- 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 10-15 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, sitting, walking, climbing, crawling, bending, stooping, crouching, kneeling, pushing, pulling, reaching, twisting, balancing, repetitive motion, and 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: Accountant

JOB CODE:	16005	**FLSA STATUS:**	Exempt
PAY GRADE:	16	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Under moderate supervision, performs professional accounting services using standardized methods and procedures in accordance with Generally Accepted Accounting Principles (GAAP) and County policies. Work involves preparing financial statements, schedules and reports, completing journal entries, maintaining ledgers, reconciling and verifying accounts, and monitoring revenue and expense accounts. Interprets and analyzes accounting data and financial reports and recommends action. May carry out accounting functions related to the collection of delinquent tax accounts or court fine and fee accounts to bring into compliance with the various property tax or criminal justice system laws, requirements and regulations.

DISTINGUISHING CHARACTERISTICS:

This is the first in a series of three professional accounting-related job classifications within the Finance job family. Incumbents typically perform routine professional financial accounting duties that require the application of standard accounting theories, principles and techniques, and require the appropriate skill levels including basic skill levels in computer, analytical and communication skills. This classification is distinguished from the Accountant Senior classification in that incumbents usually consult with higher level accounting staff for advice and assistance and are not typically responsible for the more complex accounting functions. Duties require some degree of initiative and independent judgment. This classification typically performs duties at a department or office level. This classification may require a flexible work schedule in order to meet the needs of the department.

DUTIES AND RESPONSIBILITIES:

- Prepares monthly, quarterly and annual financial statements, schedules and reports including completion of accounting entries and reconciliation of accounts and statements. Develops or assists in developing non-standard reports and statements, such as detailed cost and financial analysis, forecasts, trend analysis and projections. Participates in or completes special accounting studies. Monitors revenue and expenses for assigned accounts.
- Completes journal entries, maintains ledgers and prepares cost accounting information. Verifies accounts and reconciles and analyzes entries, transactions, ledgers and reports. Maintains filing system of accounting data, such as canceled checks, bank statements and other documentation.
- Interprets and analyzes accounting data and financial reports and recommends action. Assists in developing and implementing accounting systems and procedures for department. Assists in drafting financial policies and procedures. May assist in budget preparation and maintenance.
- Monitors compliance with Generally Accepted Accounting Principles (GAAP). Maintains accounting controls and financial security by following policies and procedures and internal controls.
- Assists department staff and other clients by providing procedural/financial information and/or other information and guidance with automated or manual systems. Provides assistance with and verifies required documents are completed, reviews for accuracy and submits to appropriate staff for further processing, as required. Instructs staff, in entering information into accounting system, as required.
- May train or assist in training, reviewing the work of, and providing technical assistance to lower level accounting staff making ledger entries, completing reconciliations and trial balances, maintaining payroll, purchasing or travel records and completing other accounting and bookkeeping work.
- May perform specialized accounting functions, such as grant accounting, accounting related to a collections program, or other types of accounting functions.
- May assist in establishing and maintaining a system for reviewing delinquency of tax accounts or court fine and fee accounts.
- Performs other job-related duties as assigned.

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Accountant

JOB CODE:	16005	**FLSA STATUS:**	Exempt
PAY GRADE:	16	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS:

Education and Experience:
Bachelor's degree in Accounting, Finance or a directly related field AND two (2) years of increasingly responsible relevant professional level accounting or financial analysis experience. Master's degree in Accounting, Finance or a directly related field may substitute for the two (2) years required experience.

Licenses, Registrations, Certifications, or Special Requirements:
None required.

Preferred:
Valid Texas Driver's License.

Knowledge, Skills, and Abilities:
Knowledge of:
- Policies, practices, procedures and terminology of assigned function.
- Federal, State, Local and County applicable laws, rules, regulations and guidelines.
- Generally Accepted Accounting Principles (GAAP) and standardized financial practices.
- Manual and automated systems relating to assigned function.
- Modern office practices, procedures and methods.
- 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.
- Entering and reconciling financial data and reporting and monitoring fund and ledger balances.
- Completing professional financial reports.
- Both verbal and written communication.

Ability to:
- Analyze, calculate, consolidate, reconcile and interpret accounting data and identify errors.
- Develop and maintain financial spreadsheets, accounts and ledgers.
- Prepare accurate financial statements.
- 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 10-15 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, sitting, walking, climbing, crawling, bending, stooping, crouching, kneeling, pushing, pulling, reaching, twisting, balancing, repetitive motion, and 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: Accountant Senior

JOB CODE:	18006	**FLSA STATUS:**	Exempt
PAY GRADE:	18	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Under limited supervision, performs a wide range of professional accounting and advisory services using standard and specialized methods and procedures in accordance with Generally Accepted Accounting Principles (GAAP) and County policies. Work involves preparing detailed financial statements, schedules and reports, completing journal entries, maintaining ledgers, reconciling and verifying accounts, and monitoring revenue and expense accounts. Interprets and analyzes a wide variety of accounting data and financial reports and recommends action.

DISTINGUISHING CHARACTERISTICS:

This is the second in a series of three professional accounting-related job classifications within the Finance job family. Incumbents typically perform moderately complex professional financial accounting duties that require the application of standard accounting theories, principles and techniques, and require the appropriate skill levels including intermediate skill levels in computer, analytical and communication skills. Incumbents work relatively independently and exercise professional judgment within assigned function. This classification is distinguished from the Accountant Lead classification in that incumbents typically are not responsible for the more complex accounting functions and do not have formal authority for leading or supervising lower level staff. Duties require a moderate degree of initiative and independent judgment. This classification typically performs duties at a department or office level. This classification may require a flexible work schedule in order to meet the needs of the department.

DUTIES AND RESPONSIBILITIES:

- Prepares monthly, quarterly and annual financial statements, schedules and reports, including completion of accounting entries and reconciliation of accounts and statements. Develops non-standard reports and statements, such as detailed cost and financial analysis, forecasts, trend analysis and projections. Completes a variety of special accounting studies. Monitors revenue and expenses for assigned accounts.
- Completes intricate journal entries, maintains ledgers and prepares cost accounting information. Verifies accounts and reconciles and analyzes entries, transactions, ledgers and reports. Maintains filing system of accounting data, such as canceled checks, bank statements and other documentation.
- Interprets and analyzes a wide variety of accounting data and financial reports and recommends action. Identifies informational needs of management and revises or refines account structures or data accordingly. Participates in developing and implementing a variety of accounting systems and procedures for department. Drafts standard and specialized financial policies and procedures. May assist in budget preparation and maintenance.
- Monitors compliance with Generally Accepted Accounting Principles (GAAP). Maintains accounting controls and financial security by following policies and procedures and internal controls. Decides proper handling of financial transactions and approves transactions within designated limits.
- Assists department staff and other clients by providing procedural/financial information and/or other information and guidance with automated or manual systems. Provides solutions to problems presented by lower level staff and recommends changes to accounting system, methods or procedures.
- Trains or assists in training, reviewing the work of, and providing technical assistance to lower level accounting staff making ledger entries, completing reconciliations and trial balances, maintaining payroll, purchasing or travel records and completing other accounting and bookkeeping work.
- May perform specialized accounting functions, such as grant accounting, accounting related to a collections program, or other types of accounting functions.
- Performs other job-related duties as assigned.

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Accountant Senior

JOB CODE:	18006	**FLSA STATUS:**	Exempt
PAY GRADE:	18	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS:

Education and Experience:
Bachelor's degree in Accounting, Finance or a directly related field AND four (4) years of increasingly responsible relevant professional level accounting or financial analysis experience. Master's degree in Accounting, Finance or a directly related field may substitute for two (2) years of the required experience.

Licenses, Registrations, Certifications, or Special Requirements:
None required.

Preferred:
Valid Texas Driver's License.

Knowledge, Skills, and Abilities:
Knowledge of:
- Policies, practices, procedures and terminology of assigned function.
- Federal, State, Local and County applicable laws, rules, regulations and guidelines.
- Generally Accepted Accounting Principles (GAAP) and standardized financial practices.
- Manual and automated systems relating to assigned function.
- Modern office practices, procedures and methods.
- 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.
- Entering and reconciling financial data and reporting and monitoring fund and ledger balances.
- Completing professional financial reports.
- Both verbal and written communication.

Ability to:
- Analyze, calculate, consolidate, reconcile and interpret accounting data and identify errors.
- Develop and maintain financial spreadsheets, accounts and ledgers.
- Prepare accurate financial statements.
- 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 10-15 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, sitting, walking, climbing, crawling, bending, stooping, crouching, kneeling, pushing, pulling, reaching, twisting, balancing, repetitive motion, and 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: Accountant Lead

JOB CODE:	20007	**FLSA STATUS:**	Exempt
PAY GRADE:	20	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Under general direction, performs a wide range of professional accounting and advisory services using standard and specialized methods and procedures in accordance with Generally Accepted Accounting Principles (GAAP) and County policies. Work involves preparing detailed financial statements, schedules and reports, completing specialized journal entries, maintaining ledgers, reconciling and verifying accounts, and monitoring revenue and expense accounts. Functions as a lead worker over lower level accounting and other staff and provides technical advice and assistance to staff.

DISTINGUISHING CHARACTERISTICS:

This is the third in a series of three professional accounting-related job classifications within the Finance job family. Incumbents typically perform complex professional financial accounting duties that require the application of standard accounting theories, principles and techniques, and require the appropriate skill levels including intermediate to advanced skill levels in computer, analytical and communication skills. Incumbents work independently and exercise professional judgment in solving intermediate to advanced technical problems within assigned function. This classification is distinguished from the other accounting job classifications in that incumbents typically lead or supervise staff and make recommendations for accounting systems and policy changes to management. Duties require a substantial degree of initiative and independent judgment. This classification typically performs duties at a department or office level. This classification may require a flexible work schedule in order to meet the needs of the department.

DUTIES AND RESPONSIBILITIES:

- Leads or supervises activities of subordinate accounting and/or other staff. Plans, directs, organizes and schedules the activities of an accounting function or accounting functional areas. Assigns work, trains or facilitates training, provides technical expertise and assistance to staff, and provides input into and may evaluate subordinate performance. Reviews the work of assigned staff.
- Prepares or leads preparation of monthly, quarterly and annual financial statements, schedules and reports including completion of accounting entries and reconciliation of accounts and statements. Develops non-standard reports and statements, such as detailed cost and financial analysis, forecasts, trend analysis and projections. Completes a variety of special accounting studies. Monitors revenue and expenses for assigned accounts.
- Oversees the completion of journal entries, the maintenance of ledgers and the preparation of cost accounting information. Verifies accounts and reconciles and analyzes entries, transactions, ledgers and reports. Leads the maintenance of filing systems of accounting data, such as canceled checks, bank statements and other documentation.
- Interprets and analyzes a wide variety of accounting data and financial reports and recommends alternatives and action to be taken. Identifies informational needs of management and leads the revision or refinement of account structures or data accordingly. Participates in developing and implementing a variety of accounting systems and procedures for department. Drafts standard and specialized financial policies and procedures. Assists in budget preparation and maintenance.
- Monitors compliance with Generally Accepted Accounting Principles (GAAP) for assigned accounting area and ensures staff performs duties accordingly. Maintains accounting controls and financial security by following policies and procedures and internal controls and recommends improvements to reinforce and strengthen controls. Decides proper handling of financial transactions and approves transactions within designated limits.
- Leads the assistance of department staff and other clients by providing procedural/financial information and/or other information and guidance with automated or manual systems. Provides solutions to problems presented by management and staff, recommends changes to accounting system, methods or procedures, and implements approved changes.
- Performs other job-related duties as assigned.

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Accountant Lead

JOB CODE:	20007	**FLSA STATUS:**	Exempt
PAY GRADE:	20	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS:

Education and Experience:
Bachelor's degree in Accounting, Finance or a directly related field AND six (6) years of increasingly responsible relevant professional level accounting or financial analysis experience. Master's degree in Accounting, Finance or a directly related field may substitute for two (2) years of the required experience.

Licenses, Registrations, Certifications, or Special Requirements:
None required.

Preferred:
Lead or supervisory experience.
Valid Texas Driver's License.

Knowledge, Skills, and Abilities:
Knowledge of:
- Policies, practices, procedures and terminology of assigned function.
- Federal, State, Local and County applicable laws, rules, regulations and guidelines.
- Generally Accepted Accounting Principles (GAAP) and standardized financial practices.
- Manual and automated systems relating to assigned function.
- Modern office practices, procedures and methods.
- 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:
- Leading projects and related staff.
- Problem-solving and decision-making.
- Entering and reconciling financial data and reporting and monitoring fund and ledger balances.
- Completing professional financial reports.
- Both verbal and written communication.

Ability to:
- Analyze, calculate, consolidate, reconcile and interpret accounting data and identify errors.
- Develop and maintain financial spreadsheets, accounts and ledgers.
- Prepare accurate financial statements.
- 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, sitting, walking, climbing, crawling, bending, stooping, crouching, kneeling, pushing, pulling, reaching, twisting, balancing, repetitive motion, and 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: Financial Analyst

JOB CODE:	17008	**FLSA STATUS:**	Exempt
PAY GRADE:	17	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Under moderate supervision, performs professional financial duties using standardized methods and procedures in accordance with Generally Accepted Accounting Principles (GAAP) and Federal, State and Local laws and policies. Collects, analyzes, researches, documents, interprets, audits and reports financial data. Prepares financial statements and standardized reports for activities, such as financial reporting, budgeting, revenue estimation, grants, purchasing, contracts, payroll, and other accounting transactions.

DISTINGUISHING CHARACTERISTICS:

This is the first in a series of four professional financial analyst-related job classifications within the Finance job family. Incumbents typically perform a range of routine to moderately complex professional financial analysis duties that require the application of standard financial theories, principles and techniques, and require the appropriate skill levels including basic to intermediate skill levels in computer, analytical and communication skills. This classification is distinguished from the Financial Analyst Senior class in that incumbents usually consult with higher level Financial staff for advice and assistance and are not typically responsible for the more complex financial analysis functions. Duties require a moderate degree of initiative and independent judgment. This classification typically performs duties at a department or office level. This classification may require a flexible work schedule in order to meet the needs of the department.

DUTIES AND RESPONSIBILITIES:

- Prepares financial reports by preparing periodic internal and external financial documents, supporting schedules and financial reports. Researches, compiles, monitors and summarizes financial information and data and reports on financial condition.
- Conducts financial analysis by monitoring, reviewing and analyzing current and historical financial and budget information. Analyzes trends, prepares financial forecasts, summarizes and interprets the results of financial analysis and provides possible alternatives for consideration. Informs higher level staff and management of the financial condition of the department.
- Prepares budget reports by researching, compiling, monitoring and summarizing current and historical budget information and data. Monitors or assists in monitoring the departmental budget and reports on budget variances. Prepares budget transfers, as required. Participates in preparing annual departmental budget submission.
- Prepares, processes and maintains all financial transactions and documents for departmental activities, such as financial reporting, budget, grants, purchasing, contracts, payroll, and other financial transactions. Maintains accounting ledgers, documents and accounts and reviews, verifies and reconciles accounting transactions.
- Assists in or develops and maintains computer spreadsheet models, databases and queries. Designs and maintains spreadsheets and databases to support departmental financial operations. Conducts project and division specific financial analysis. Prepares, updates and maintains monthly financial activity reports, spreadsheets and ledgers. Maintains financial data and records.
- Responds to financial inquiries from departmental management and staff, other County fiscal representatives and the public. Provides technical assistance to departmental staff in developing and maintaining grants, proposals, contracts, payroll, and other operations having financial implications.
- Assists in developing strategic and tactical financial plans. May assist in the development and implementation of departmental financial policies, procedures and strategies.
- Performs other job-related duties as assigned.

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Financial Analyst

JOB CODE:	17008	**FLSA STATUS:**	Exempt
PAY GRADE:	17	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS:

Education and Experience:
Bachelor's degree in Finance, Accounting or a directly related field AND three (3) years of increasingly responsible professional level financial analysis or accounting experience. Master's degree in Accounting, Finance or a directly related field may substitute for two (2) years of the required experience.

Licenses, Registrations, Certifications, or Special Requirements:
None required.

Preferred:
Valid Texas Driver's License.

Knowledge, Skills, and Abilities:
Knowledge of:
- Policies, practices, procedures and terminology of assigned function.
- Federal, State, Local and County applicable laws, rules, regulations and guidelines.
- Generally Accepted Accounting Principles (GAAP) and standardized financial, accounting and auditing practices.
- Budget planning, development, preparation, and monitoring.
- Manual and automated systems relating to assigned function.
- Modern office practices, procedures and methods.
- 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.
- Developing financial spreadsheets and financial trend analysis.
- Completing professional financial reports.
- Planning and evaluating financial processes.
- Developing financial policies and procedures.
- Both verbal and written communication, including presentations.

Ability to:
- Work independently.
- Manage time well, perform multiple tasks and organize diverse activities.
- Analyze, calculate, forecast and interpret financial data and identify and correct errors.
- 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, sitting, walking, climbing, crawling, bending, stooping, crouching, kneeling, pushing, pulling, reaching, twisting, balancing, repetitive motion, and 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: Financial Analyst Senior

JOB CODE:	19010	**FLSA STATUS:**	Exempt
PAY GRADE:	19	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Under limited supervision, performs professional financial duties using standardized methods and procedures in accordance with Generally Accepted Accounting Principles (GAAP) and Federal, State and Local laws and policies. Collects, analyzes, researches, documents, interprets, audits and reports financial data. Prepares financial statements and standardized and special reports for activities, such as financial reporting, budgeting, revenue estimation, grants, purchasing, contracts, payroll, and other accounting transactions.

DISTINGUISHING CHARACTERISTICS:

This is the second in a series of four professional financial analyst-related job classifications within the Finance job family. Incumbents typically perform a range of complex professional financial analysis duties that require the application of standard financial theories, principles and techniques, and require the appropriate skill levels including intermediate skill levels in computer, analytical and communication skills. This classification is distinguished from the Financial Analyst Lead class in that incumbents typically are not responsible for the most complex financial analysis functions and do not have formal authority for leading or supervising lower level staff. Duties require a substantial degree of initiative and independent judgment. This classification typically performs duties at a department or office level. This classification may require a flexible work schedule in order to meet the needs of the department.

DUTIES AND RESPONSIBILITIES:

- Prepares specialized financial reports by preparing periodic internal and external financial documents, supporting schedules and financial reports. Researches, compiles, monitors and summarizes financial information and data and reports on financial condition.
- Conducts financial analysis by monitoring, reviewing and analyzing current and historical financial and budget information. Analyzes trends, prepares financial forecasts, summarizes and interprets the results of financial analysis and provides possible alternatives for consideration. Informs management of the financial condition of the department.
- Prepares budget reports by researching, compiling, monitoring and summarizing current and historical budget information and data. Monitors the departmental budget and reports on budget variances. Prepares budget transfers, as required. Participates in preparing annual departmental budget submission.
- Prepares, processes and maintains all financial transactions and documents for departmental activities, such as financial reporting, budget, grants, purchasing, contracts, payroll, and other financial transactions. Maintains accounting ledgers, documents and accounts and reviews, verifies and reconciles accounting transactions.
- Develops and maintains computer spreadsheet models, databases and queries. Designs and maintains spreadsheets and databases to support standard and specialized departmental financial operations. Conducts project and division specific financial analysis. Prepares, updates and maintains monthly financial activity reports, spreadsheets and ledgers. Maintains financial data and records.
- Responds to financial inquiries from departmental management and staff, other County fiscal representatives and the public. Provides technical assistance to departmental staff in developing and maintaining grants, proposals, contracts, payroll, and other operations having financial implications.
- Assists in and develops strategic and tactical financial plans. Develops, recommends and implements departmental financial policies, procedures and strategies.
- Performs other job-related duties as assigned.

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Financial Analyst Senior

JOB CODE:	19010	**FLSA STATUS:**	Exempt
PAY GRADE:	19	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS:

Education and Experience:
Bachelor's degree in Finance, Accounting or a directly related field AND five (5) years of increasingly responsible professional level financial analysis or accounting experience. Master's degree in Accounting, Finance or a directly related field may substitute for two (2) years of the required experience.

Licenses, Registrations, Certifications, or Special Requirements:
None required.

Preferred:
Valid Texas Driver's License.

Knowledge, Skills, and Abilities:
Knowledge of:
- Policies, practices, procedures and terminology of assigned function.
- Federal, State, Local and County applicable laws, rules, regulations and guidelines.
- Generally Accepted Accounting Principles (GAAP) and standardized financial, accounting and auditing practices.
- Budget planning, development, preparation, and monitoring.
- Manual and automated systems relating to assigned function.
- Modern office practices, procedures and methods.
- 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.
- Developing financial spreadsheets and financial trend analysis.
- Completing professional financial reports.
- Planning and evaluating financial processes.
- Developing financial policies and procedures.
- Both verbal and written communication, including presentations.

Ability to:
- Work independently.
- Manage time well, perform multiple tasks and organize diverse activities.
- Analyze, calculate, forecast and interpret financial data and identify and correct errors.
- 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, sitting, walking, climbing, crawling, bending, stooping, crouching, kneeling, pushing, pulling, reaching, twisting, balancing, repetitive motion, and 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: Financial Analyst Lead

JOB CODE:	22013	**FLSA STATUS:**	Exempt
PAY GRADE:	22	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Under general direction, performs a wide range of professional financial and budgetary analysis using standardized methods and procedures in accordance with Generally Accepted Accounting Principles (GAAP) and Federal, State and Local laws and policies. Oversees collection of, analyzes, researches, documents, interprets, audits and reports financial data. Prepares financial statements and standardized and special reports for activities, such as financial reporting, budgeting, revenue estimation, grants, purchasing, contracts, payroll, and other accounting transactions. Functions as a lead worker over lower level financial and other staff and provides technical advice and assistance to staff.

DISTINGUISHING CHARACTERISTICS:

This is the third in a series of four professional financial analyst-related job classifications within the Finance job family. Incumbents typically perform a wide range of highly complex professional financial analysis duties that require the application of standard financial theories, principles and techniques, and require the appropriate skill levels including intermediate to advanced skill levels in computer, analytical and communication skills. This classification is distinguished from the other financial analyst job classifications in that incumbents are typically responsible for the most complex financial analysis functions and lead or supervise lower level financial or other staff. Duties require an extensive degree of initiative and independent judgment. This classification typically performs duties at a department or office level. This classification may require a flexible work schedule in order to meet the needs of the department.

DUTIES AND RESPONSIBILITIES:

- Leads or supervises activities of subordinate financial and/or other staff. Plans, directs, organizes and schedules the activities of a financial function or functional areas. Assigns work, trains or facilitates training, provides technical expertise and assistance to staff, and provides input into and may evaluate subordinate performance. Reviews the work of assigned staff.
- Prepares specialized financial reports by preparing periodic internal and external financial documents, supporting schedules and financial reports. Researches, compiles, monitors and summarizes financial information and data and reports on financial condition for higher level management.
- Conducts and/or leads the conduct of financial analysis by monitoring, reviewing and analyzing current and historical financial and budget information. Analyzes trends, prepares financial forecasts, summarizes and interprets the results of financial analysis, provides possible alternatives for consideration and makes recommendations for optimal strategies and actions.
- Prepares budget reports by researching, compiling, monitoring and summarizing current and historical budget information and data. Monitors the budget and reports on budget variances. Prepares budget transfers, as required. Participates in preparing annual budget submission.
- Oversees the preparation, processing and maintenance of all financial transactions and documents activities, such as financial reporting, budget, revenue estimation, grants, purchasing, contracts, payroll, and other financial transactions. Maintains accounting ledgers, documents and accounts, and reviews, verifies and reconciles accounting transactions.
- Develops and maintains computer spreadsheet models, databases and queries. Designs and maintains spreadsheets and databases to support standard and specialized financial operations. Conducts project and division specific financial analysis. Prepares, updates and maintains monthly financial activity reports, spreadsheets and ledgers. Maintains financial data and records.
- Responds to financial inquiries from management and staff, other County fiscal representatives and the public. Provides technical assistance to staff in developing and maintaining grants, proposals, contracts, payroll, and other operations having financial implications.
- Develops strategic and tactical financial plans. Develops, recommends and implements financial policies, procedures and strategies.
- Performs other job-related duties as assigned.

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Financial Analyst Lead

JOB CODE:	22013	**FLSA STATUS:**	Exempt
PAY GRADE:	22	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS:

Education and Experience:
Bachelor's degree in Finance, Accounting or a directly related field AND seven (7) years of increasingly responsible professional level financial analysis or accounting experience. Master's degree in Finance, Accounting or a directly related field may substitute for two (2) years of the required experience.

Licenses, Registrations, Certifications, or Special Requirements:
None required.

Preferred:
Lead or supervisory experience.
Valid Texas Driver's License.

Knowledge, Skills, and Abilities:
Knowledge of:
- Management and supervisory principles, practices and techniques.
- Policies, practices, procedures and terminology of assigned function.
- Federal, State, Local and County applicable laws, rules, regulations and guidelines.
- Generally Accepted Accounting Principles (GAAP) and standardized financial, accounting and auditing practices.
- Budget planning, development, preparation and monitoring.
- Manual and automated systems relating to assigned function.
- Modern office practices, procedures and methods.
- 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:
- Leading staff, allocating resources and evaluating programs.
- Problem-solving and decision-making.
- Developing financial spreadsheets and financial trend analysis.
- Completing and reviewing professional financial reports.
- Planning and evaluating financial processes.
- Developing financial policies and procedures.
- Both verbal and written communication, including presentations.

Ability to:
- Lead, motivate, train, develop and evaluate staff.
- Work independently.
- Manage time well, perform multiple tasks and organize diverse activities.
- Set priorities and schedule tasks.
- Analyze, calculate, forecast and interpret financial data and identify and correct errors.
- 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, sitting, walking, climbing, crawling, bending, stooping, crouching, kneeling, pushing, pulling, reaching, twisting, balancing, repetitive motion, and 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: Financial Manager

JOB CODE:	24014	**FLSA STATUS:**	Exempt
PAY GRADE:	24	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Under general direction, plans, directs and manages the financial operations of a department, including managing the staff and functions in accordance with Generally Accepted Accounting Principles (GAAP) and Federal, State and Local laws and policies. Plans, directs, implements and evaluates the preparation and distribution of periodic financial statements, budgets, forecasts and trends analysis, revenue and expenditure projections, and other financial activities. Oversees grant development and reporting, contracts and purchasing, and accounting functions.

DISTINGUISHING CHARACTERISTICS:

This is the fourth in a series of four professional financial analyst-related job classifications within the Finance job family. Incumbent typically performs a wide range of highly complex duties that requires the application of standard financial theories, principles and techniques, and requires the appropriate skill levels including advanced skill levels in computer, analytical and communication skills. This classification performs highly complex work planning, directing and managing the financial staff and operations of a department. Incumbents in this class have a broad scope of operational and staff responsibility and manage all aspects of the departments financial reporting, budgeting, financial trend analysis and all other financial activities. This classification is distinguished from other financial job classifications in that incumbents typically have authority for hiring, training, developing and evaluating other financial and/or accounting staff, in addition to managing the everyday operational aspects of a financial division. Duties require the highest degree of initiative and independent judgment. This classification typically performs duties at a department or office level. This classification may require a flexible work schedule in order to meet the needs of the department.

DUTIES AND RESPONSIBILITIES:

- Plans, directs, implements and evaluates all operational aspects of finance, accounting, financial reporting and budgeting for a department. Oversees and directs preparation of, reviews, and evaluates financial reports and information. May also direct activities related to departmental payroll, purchasing or other functions.
- Manages all aspects of staffing related to the department's financial positions. Maintains responsibility for hiring, training, developing, performance evaluation and disciplinary actions of the financial staff. Monitors and confirms activities are consistent with financial and other goals and objectives. Seeks and creates opportunities for improved performance, learning and development of staff and identifies and addresses problems or conflicts.
- Conducts strategic financial planning. Forecasts future staffing, technology, and other needs and makes recommendations. Researches new financial processes, develops financial policies and procedures to meet changing needs.
- Conducts specialized financial analysis and reports for the department. Analyzes historical revenue and expenditure trends and forecasts future trends. Prepares and presents recommendations to other high level management, including the department head, the Commissioners Court and external organizations.
- Oversees and develops annual departmental budget submission. Monitors expenditures and revenues and directs preparation of budget transfers, as required.
- Serves as primary financial resource for departmental management and staff. Represents the department before Commissioners Court, other departments, staff, external organizations and the public and responds to financial inquiries. Provides technical information, presents solutions to financial problems and shares information to remain abreast of laws, regulations, trends and developments.
- Performs other job-related duties as assigned.

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Financial Manager

JOB CODE:	24014	**FLSA STATUS:**	Exempt
PAY GRADE:	24	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS:

Education and Experience:
Bachelor's degree in Finance, Accounting or a directly related field AND eight (8) years of increasingly responsible professional level financial analysis or accounting experience, including two (2) years of supervisory or management experience. Master's degree in Finance, Accounting or a directly related field may substitute for two (2) years of the required experience.

Licenses, Registrations, Certifications, or Special Requirements:
None required.

Preferred:
Certified Public Accountant (CPA), Chartered Financial Analyst (CFA) or other relevant certification.
Valid Texas Driver's License.

Knowledge, Skills, and Abilities:
Knowledge of:
- Management and supervisory principles, practices and techniques.
- Policies, practices, procedures and terminology of assigned function.
- Federal, State, Local and County applicable laws, rules, regulations and guidelines.
- Generally Accepted Accounting Principles (GAAP) and standardized financial, accounting and auditing practices.
- Budget planning, development, preparation and monitoring.
- Manual and automated systems relating to assigned function.
- Modern office practices, procedures and methods.
- 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 staff, allocating resources and evaluating programs.
- Problem-solving and decision-making.
- Developing financial spreadsheets and financial trend analysis.
- Reviewing and completing professional financial reports.
- Long range planning and evaluating financial processes.
- Developing financial policies and procedures.
- Both verbal and written communication, including presentations.

Ability to:
- Direct, motivate, train, develop and evaluate staff.
- Work independently.
- Manage time well, perform multiple tasks and organize diverse activities.
- Set priorities and manage the program operations.
- Analyze, calculate, forecast and interpret financial data and identify and resolve errors.
- Establish and maintain effective working relationships with County employees and officials, representatives of outside agencies, and the general public.

400

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Financial Manager

JOB CODE:	24014	**FLSA STATUS:**	Exempt
PAY GRADE:	24	**LAST REVISED:**	10/01/09

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, sitting, walking, climbing, crawling, bending, stooping, crouching, kneeling, pushing, pulling, reaching, twisting, balancing, repetitive motion, and 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.

401

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Corporations Administrator

JOB CODE:	22015	**FLSA STATUS:**	Exempt
PAY GRADE:	22	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Under general direction, provides staff support for Travis County Corporations. Provides leadership in implementing affordable housing programs and related activities, such as issuance of private activity bonds for multifamily developers in Travis County, issuance of mortgage revenue bonds to assist low and moderate income families in the purchase of their first home, managing HOME programs to provide down payment and closing cost assistance to low and moderate home income buyers, completes compliance audits of apartment complexes to verify adherence to affordable housing rental restrictions, and prepares agenda items to enable the Corporations Board to make decisions in a timely manner. Serves as fully trained back-up in the management of the County's investment portfolio.

DISTINGUISHING CHARACTERISTICS:

This is a job classification within the Finance job family. Incumbents typically perform a wide range of highly complex professional financial analysis duties that require the application of standard financial theories, principles and techniques, and require the appropriate skill levels including intermediate to advanced skill levels in computer, analytical and communication skills. Incumbents typically perform a range of highly complex duties providing leadership and facilitating the implementation of affordable housing programs and related activities. This classification initiates, coordinates and/or completes housing and investment transactions that may result in the most severe consequences without supervision. This classification typically performs duties for various departments with countywide responsibility. This classification may require a flexible work schedule in order to meet the needs of the department.

DUTIES AND RESPONSIBILITIES:

- Assists in the issuance and management of private activity bonds programs. Interacts with the public, mortgage lenders, attorneys, developers, County officials, and others involved in the affordable housing industry regarding the Travis County Housing Finance Corporation's programs. Serves as staff support with the Corporations attorney and financial advisor to recommend approval or disapproval of affordable housing and healthcare related private activity bonds. Reviews the feasibility and appropriateness of affordable housing programs initiated by the Housing Authority of Travis County. Prepares reports for the Commissioners Court and Housing Authority staff on their programs. Reviews the progress of originations of the lease-to-own housing program.
- Prepares and analyzes daily cash position to determine the availability of funds for investment opportunities and invests in TexPool or Texas Daily.
- Reports findings and recommendations to the Board of Directors of the Travis County Corporations on such issues as compliance and grant audits, proposed affordable housing initiatives, annual budgets, approval of invoices, collections of fees and new policies. Prepares work papers for outside auditors.
- Serves as backup in the management of Travis County's investment portfolio to maintain security of funds, sufficient liquidity and maximize return, within Policy and State Law. Assists in the review of the Travis County Investment Policy and Procedures, the evaluation of broker/dealers, and the preparation of the Quarterly Reports.
- Purchases securities in accordance with the Travis County Investment Policy and Procedures. Prepares weekly securities purchased and portfolio statistics reports for Commissioners Court approval. Prepares Pooled Bond cash flow work papers. Prepares monthly investment report and assists with other cash management duties, as required.
- Prepares minutes and agenda requests for the County Corporations. Maintains corporate bank, accounting, and financial records. Maintains and updates the corporate conduit debt outstanding report.
- Prepares monthly account analysis reports comparing actual bank fees and earnings credits with the depository bank contract. Reports findings to bank officers and County officials. Helps prepare the depository bank request for proposal (RFP) and assists in managing the bank depository relationship.
- Manages HOME grants to provide down payment assistance to low and moderate income home buyers. Ensures the grant is administered in compliance with rules and regulations of the Texas Department of Housing and Urban Affairs. Communicates with real estate agents, mortgage lenders, home buyers, and other governmental entities about grant opportunities.
- Performs other job-related duties as assigned.

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Corporations Administrator

JOB CODE:	22015	**FLSA STATUS:**	Exempt
PAY GRADE:	22	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS:

Education and Experience:
Bachelor's degree in Finance, Economics, Accounting, Business or a directly related field AND seven (7) years of high level financial management, including investment experience. Master's degree in Finance, Economics, Accounting, Business or a directly related field may substitute for two (2) years of the required experience.

Licenses, Registrations, Certifications, or Special Requirements:
Must qualify for surety bond.

Preferred:
Proficiency with Bloomberg Financial Reporting Service.
Experience in County government.
Certified Public Accountant (CPA).
Valid Texas Driver's License.

Knowledge, Skills, and Abilities:
Knowledge of:
- Federal, State, Local and County applicable laws, rules, regulations and guidelines.
- Principles and practices of accounting, finance and fixed income securities markets.
- Securities allowed under the Texas Public Funds Investment Act (PFIA).
- Security options and their financial impact.
- Multi-family and single family bond financing, housing finance corporations under Federal and State laws.
- Banking services.
- Modern office practices, procedures and methods.
- 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 financial analysis and interpretation of financial data.
- Both verbal and written communication, including presentations.

Ability to:
- Analyze, consolidate and interpret financial records in a clear concise form, including financial cash flow forecasting models.
- Work within a diverse organization.
- Work independently and efficiently.
- Manage time well, perform multiple tasks and organize diverse activities.
- Establish and maintain effective working relationships with County employees and officials, other government entity staff, representatives of outside agencies, 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, sitting, walking, climbing, crawling, bending, stooping, crouching, kneeling, pushing, pulling, reaching, twisting, balancing, repetitive motion, and 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: Investment Manager

JOB CODE:	23016	**FLSA STATUS:**	Exempt
PAY GRADE:	23	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Under general direction, manages Travis County's investment portfolio and the portfolio of the Travis County Health District to maintain security of funds, sufficient liquidity and maximize investment income. Invests in securities allowed by the Public Funds Investment Act (PFIA) and the Travis County Investment Policy. Monitors market trends, analyzes the yield curve, compares spreads between yields of different securities, and considers the timing of the County's cash needs to maximize interest income. Serves as part of a team that manages the day-to-day cash management, investment decision-making, and operations support to the County's public corporations.

DISTINGUISHING CHARACTERISTICS:

This is a job classification within the Finance job family. Incumbents typically perform a wide range of highly complex professional financial analysis duties that require the application of standard financial theories, principles and techniques, and require the appropriate skill levels including intermediate to advanced skill levels in computer, analytical and communication skills. Incumbents typically perform a range of highly complex duties initiating and completing investment transactions that may result in the most severe consequences without supervision. This classification typically performs duties for various departments with countywide responsibility. This classification may require a flexible work schedule in order to meet the needs of the department.

DUTIES AND RESPONSIBILITIES:

- Makes independent investment decisions for Travis County funds, purchasing investment portfolios, purchasing Treasury Notes, Agency Notes, Agency Discount Notes and Commercial Paper in two different portfolios. Supervises the decisions for a third portfolio.
- Prepares and monitors investment strategies based on market information, such as economic data, rate trends and Federal Reserve decisions, and develops investment procedures to minimize risk and enhance yield.
- Prepares and updates Operating Cash Flow Forecast, prepares and uses daily historical records of the Operating Account and information from other County departments to establish revenue and expense estimates for future years, in order to anticipate expenditure needs and guide investment decisions.
- Recommends investment policy decisions to enhance safety and yield and recommends appropriate changes, such as compliance with State and other laws. Implements approved changes. Reviews the performance of approved broker/dealers and evaluates applications of the new broker/dealers at least annually. Recommends new list to Commissioners Court for approval.
- Prepares the Quarterly Investment Report by the Texas Public Funds Investment Act (PFIA) and Travis County Policy, as required. Certifies compliance of the Travis County portfolio with the Act and with County Policy.
- Manages the investment portfolio of the Travis County Health District (TCHD), including all related investment, monitoring, and policy and procedure related functions.
- Prepares the depository bank Request for Application (RFA) and Bank Depository Contract in conjunction with County legal staff. Manages the County Bank Depository relationship, including compliance with the bank services contract, relationship with Bank, and new services and problems for various County departments. Manages the Depository Bank budget for the entire County.
- Functions as a technical expert on task forces and committees. Prepares reports and analyzes issues, as required.
- Provides support to the Travis County Corporations, including overseeing incoming cash, assisting in Corporation Board presentations, and reviewing agenda items.
- Performs other job-related duties as assigned.

404

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Investment Manager

JOB CODE:	23016	**FLSA STATUS:**	Exempt
PAY GRADE:	23	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS:

Education and Experience:
Bachelor's degree in Finance, Economics, Accounting, Business or a directly related field AND seven (7) years of high level financial management experience, including the investment of a multi-million dollar portfolio. Experience must include the independent authority to make decisions and at least two (2) years of training in selecting and evaluating fixed income securities. Master's degree in Finance, Economics, Accounting, Business or a directly related field may substitute for two (2) years of the required experience.

Licenses, Registrations, Certifications, or Special Requirements:
Must qualify for surety bond.
Proficiency with Bloomberg Financial Reporting Service.

Preferred:
Experience in County government.
Certified Public Accountant (CPA).
Valid Texas Driver's License.

Knowledge, Skills, and Abilities:
Knowledge of:
- Federal, State, Local and County applicable laws, rules, regulations and guidelines.
- Principles and practices of accounting, finance and fixed income securities markets.
- Securities allowed under the Texas Public Funds Investment Act (PFIA).
- Security options and their financial impact.
- Multi-family and single family bond financing, housing finance corporations under Federal and State laws.
- Banking services.
- Computer systems.
- Investment reporting systems and standardized financial/accounting software.
- Modern office practices, procedures and methods.
- Business letter writing, grammar and punctuation, and report preparation.

Skill in:
- Problem-solving and decision-making.
- Conducting financial analysis and interpretation of financial data.
- Both verbal and written communication, including public presentations.

Ability to:
- Analyze, consolidate and interpret financial records in a clear concise form, including financial cash flow forecasting models.
- Work within a diverse organization.
- Work independently and efficiently.
- Manage time well, perform multiple tasks and organize diverse activities.
- Establish and maintain effective working relationships with County employees and officials, other government entity staff, representatives of outside agencies, 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, sitting, walking, climbing, crawling, bending, stooping, crouching, kneeling, pushing, pulling, reaching, twisting, balancing, repetitive motion, and 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: Probate Auditor

JOB CODE:	19017	**FLSA STATUS:**	Exempt
PAY GRADE:	19	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Under general direction, audits all inventories and accounts filed by estates, personal representatives and guardians to ensure compliance with the Texas Probate Code. Monitors the caseload for probate and guardianships to ensure Probate Court compliance. Maintains related statistical data, records and reports.

DISTINGUISHING CHARACTERISTICS:

This is a job classification within the Finance job family. Incumbents typically perform a range of complex professional financial duties that require the application of standard financial theories, principles and techniques, and require the appropriate skill levels including intermediate skill levels in computer, analytical and communication skills. Incumbents perform complex work auditing probate records and accounts, conducting research and preparing related statistics and reports. Duties require a substantial degree of initiative and independent judgment. This classification typically performs duties at a department or office level. This classification may require a flexible work schedule in order to meet the needs of the department.

DUTIES AND RESPONSIBILITIES:

- Audits Annual and Final Accounts to ensure compliance with Court instruction and the Texas Probate Code. Reviews bank statements, receipts, cancelled checks, and any additional information required by law for a complete audit of each Annual and Final Account. Reviews accounts for missing documents and writes letters or makes phone calls to request missing documents before auditing. Verifies and balances all accounts, noting questions raised and cash balance discrepancies on audit sheet. Ensures bond limit is sufficient to cover the estate.
- Inputs audit and account results into computer for future reference. Changes status of automated records to indicate next time period court review is required. Develops accounting systems and procedures to support Court's auditing procedures.
- Contacts attorneys to correct remaining problems in Annual and Final Accounts. Discusses problem accountings with Probate Judge and/or Associate Judge. Discusses with judges issues such as appointment of Attorneys Ad litem and case settings for Compliance or Show Cause hearing. Sends out monthly reminders for case settings and works with attorneys to resolve problems prior to court date. Attends required court hearings. Updates database to reflect the next action.
- Develops and maintains databases to generate reports, conducts analysis, and responds to requests for information. Designs, customizes and implements methods of retrieving data for use by Court staff. Assists in analyzing departmental methods of data usage to identify opportunities for improving databases. Trains and provides technical assistance to staff related to databases.
- Reviews bonds and miscellaneous applications such as motions to release funds from the Court Registry and applications for safekeeping, commissions, closing an estate, and attorney fees pertaining to the accounting. Discusses with judges any proposed actions on these applications. Updates databases to reflect actions required by the Court.
- Collects and prepares monthly case-activity statistics used to generate reports for Court staff. Updates database with statistical information.
- Serves as departmental liaison and represents the department's interests and works with County representatives and technology providers to implement automated systems.
- Supports the technical needs of the department. Coordinates with ITS staff to facilitate computer problems and issues. Provides backup for computer problems.
- Performs other job-related duties as assigned.

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Probate Auditor

JOB CODE:	19017	**FLSA STATUS:**	Exempt
PAY GRADE:	19	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS:

Education and Experience:
Bachelor's degree in Accounting, Finance or a directly related field AND four (4) years of increasingly responsible relevant professional level accounting, financial and/or legal assistant experience, including data analysis and case management related duties. Master's degree in Accounting, Finance or a directly related field may substitute for two (2) years of the required experience.

Licenses, Registrations, Certifications, or Special Requirements:
None required.

Preferred:
Completion of Texas College of Probate Judges (TCPJ) course work.
Valid Texas Driver's License.

Knowledge, Skills, and Abilities:
Knowledge of:
- Policies, practices, procedures and terminology of assigned function.
- Federal, State, Local and County applicable laws, rules, regulations and guidelines.
- Generally Accepted Accounting Principles (GAAP) and standardized financial practices.
- Manual and automated systems relating to assigned function.
- Modern office practices, procedures and methods.
- Various types of investment vehicles and commonly used legal terminology.
- Business English, letter writing, grammar and punctuation, and report preparation.

Skill in:
- Problem-solving and decision-making.
- Completing professional financial reports.
- Both verbal and written communication.

Ability to:
- Evaluate statutorily required financial records.
- Collect necessary data and prepare analytical reports.
- Read, interpret and understand legal instruments.
- 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 10-15 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, sitting, walking, climbing, crawling, bending, stooping, crouching, kneeling, pushing, pulling, reaching, twisting, balancing, repetitive motion, and 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: Tax Analyst

JOB CODE:	12019	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	12	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Under moderate supervision, performs tax research toward identifying, analyzing and resolving problem tax accounts and returning them to normal processing stream. Work involves applying various research techniques and utilizing an array of tax research tools.

DISTINGUISHING CHARACTERISTICS:

This is the first in a series of four tax-related job classifications specific to the County tax collection functions within the Finance job family. Incumbents typically perform routine financial duties that require the application of standard financial theories, principles and techniques, and require the appropriate skill levels including basic skill levels in computer, analytical and communication skills. Incumbents perform routine tax research for purposes of resolving problem tax accounts and returning them to the regular processing flow. Duties require some degree of initiative and independent judgment. This classification typically performs duties at a department or office level. This classification may require a flexible work schedule in order to meet the needs of the department.

DUTIES AND RESPONSIBILITIES:

- Interacts with clients, agents, or other interested parties to respond to questions or problems. Researches tax questions, provides appropriate response and communicates problem resolution to client in person, on the phone or in writing.
- Reviews problem accounts to determine source of problem. Researches tax files and other documentation. Consults relevant laws and regulations, as required. Analyzes research data and provides results and recommendations to management and clients as appropriate.
- Communicates with the appraisal district, attorneys, business owners, staff and others, to obtain information and resolve account problems, as required. Coordinates activities among concerned parties and clients, including mortgage companies to maintain record database on all tax escrowed loans.
- Prepares and revises tax and legal forms based on research, regulations and communications with clients. Updates tax records and generates proper documentation. Maintains and updates files, including suspense files. Maintains and retains records in accordance with laws, regulations and policies.
- Assists with general tax research projects, large tax cases, special projects, and payment posting requiring follow-up correspondence. Summarizes and provides results of research to management and staff.
- Gathers, prepares and analyzes support documentation for tax refunds. Organizes documentation and files for review, action and file maintenance.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:
Associate's degree in Accounting, Finance or a directly related field AND one (1) year of experience in tax research 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.

Licenses, Registrations, Certifications, or Special Requirements:
None required.

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TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Tax Analyst

JOB CODE:	12019	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	12	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Preferred:
Valid Texas Driver's License.

Knowledge, Skills, and Abilities:
Knowledge of:
- Policies, practices, procedures and terminology of assigned function.
- Federal, State, Local and County applicable laws, rules, regulations and guidelines.
- Tax codes and laws, including Texas Property Tax Code, and standard tax accounting practices.
- Manual and automated systems relating to assigned function.
- Modern office practices, procedures and methods.
- 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.
- Both verbal and written communication.

Ability to:
- Work independently.
- Conduct systematic research to resolve problems.
- Follow standardized policies and procedures.
- 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, sitting, walking, climbing, crawling, bending, stooping, crouching, kneeling, pushing, pulling, reaching, twisting, balancing, repetitive motion, and 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.

409

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Tax Compliance Officer

JOB CODE:	13020	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	13	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Under moderate supervision, performs research to identify, analyze and resolve problems with individual delinquent tax accounts or court fine and fee accounts applying a variety of collection methods and procedures. Responsible for bringing delinquent taxpayer or criminal defendant accounts into compliance with the various property tax or criminal justice system laws, requirements and regulations through implementation of an aggressive collection program.

DISTINGUISHING CHARACTERISTICS:

This is the second in a series of four tax-related job classifications specific to the County tax collection functions within the Finance job family. Incumbents typically perform routine financial duties that require the application of standard financial theories, principles and techniques, and require the appropriate skill levels including basic skill levels in computer, analytical and communication skills. Incumbents perform routine research and analysis to resolve and collect delinquent accounts and bring them into compliance with the regulations. This classification is distinguished from the Tax Compliance Officer Lead in that incumbents usually consult with higher level technical staff for advice and assistance and are not typically responsible for reviewing the work of lower level technical tax staff. Duties require a moderate degree of initiative and independent judgment. This classification typically performs duties at a department or office level. This classification may require a flexible work schedule in order to meet the needs of the department.

DUTIES AND RESPONSIBILITIES:

- Negotiates payment arrangements and grants extension to property owners who owe delinquent taxes. Communicates with taxpayers in person and on the telephone for collection of taxes, resolution of complaints or problems and explanation of discrepancies. Provides information regarding tax laws and procedures. Informs taxpayers of rights, remedies and responsibilities, available exemptions and payment options. Maintains accurate file of delinquent accounts with payment arrangements.
- Establishes collection priorities based on laws, regulations, requirements and departmental policies and procedures. Keeps management informed as to business and economic conditions in assigned area.
- Initiates the filing of lawsuits and requests the investigation of seizures to collect delinquent taxes. Conducts research of historical data, court records, state records, County deed records and other relevant information to obtain proper service of legal documents prior to the filing of delinquent tax lawsuits. Investigates and analyzes tax accounts upon the taxpayer's failure to meet requirements. Determines appropriate legal action to be taken when partial payment agreements are breached. Evaluates problem accounts and determines appropriate action for resolution.
- Certifies the issuance of tax certificates after researching and analyzing tax appraisal records indicating current tax status. Researches tax roll to determine eligibility of prospective tax sale bidders and issues appropriate certificate.
- Selects delinquent properties to be sold at auction by evaluating current judgments of properties in various taxing jurisdictions within the County. Performs visual inspection of properties to be sold. Calculates and verifies all fees due for litigation and foreclosure. Attends tax sale, registers eligible bidders and collects highest bid. Assures the correct collection and payment process of tax amounts, court costs, various outside vendor fees, excess proceeds and other costs and fees.
- Determines appropriate tax accounts to apply payments received by analyzing a variety of documentation and conducting computer searches. Posts monies to accounts and sends related underpayment or refund correspondence, as required.
- Allocates court costs and fees to affected parties in paid court cases. Interviews and communicates with defendants regarding financial status. Calculates and verifies fees and investigates, evaluates and verifies applications for extension of time for payment of fines and/or court costs. Negotiates and grants or denies an application based on defendant's financial resources. Adjusts fees, as required. Requests refunds when applicable.

410

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Tax Compliance Officer

JOB CODE:	13020	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	13	**LAST REVISED:**	10/01/09

DUTIES AND RESPONSIBILITIES: (Cont.)

- Determines payment schedule if an extension of time for payment is granted. Distributes applications for extension of time for payment. Establishes and maintains a system for reviewing delinquency. Monitors delinquent accounts, contacts defendants regarding delinquent accounts and processes for non-compliance. Issues and mails notices on delinquent accounts.
- Prepares reports on delinquent accounts and other relevant information and submits for review and required action. Requests that warrants be prepared based on court orders.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:
Associate's degree in Accounting, Finance or a directly related field AND two (2) years of increasingly responsible experience in collections 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.

Licenses, Registrations, Certifications, or Special Requirements:
None required.

Preferred:
Valid Texas Driver's License.

Knowledge, Skills, and Abilities:
Knowledge of:
- Policies, practices, procedures and terminology of assigned function.
- Federal, State, Local and County applicable laws, rules, regulations and guidelines.
- Standard accounting and collections practices relating to assigned function.
- Manual and automated systems relating to assigned function.
- Modern office practices, procedures and methods.
- 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.
- Manual and automated research techniques.
- Developing payment agreements.
- Both verbal and written communication.

Ability to:
- Work independently.
- Conduct systematic research to resolve problems.
- Follow standardized collections policies and procedures.
- Establish and maintain effective working relationships with departmental clientele, representatives of outside agencies and providers, other County employees and officials, and the general public.

411

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Tax Compliance Officer

JOB CODE:	13020	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	13	**LAST REVISED:**	10/01/09

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, sitting, walking, climbing, crawling, bending, stooping, crouching, kneeling, pushing, pulling, reaching, twisting, balancing, repetitive motion, and 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.

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TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Tax Compliance Officer Lead

JOB CODE:	14021	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	14	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Under limited supervision, functions as a project leader to implement an aggressive collection program to bring delinquent tax accounts or court fine and fee accounts into compliance with the various property tax or criminal justice system laws, requirements and regulations. Monitors subordinates who perform research to identify, analyze and resolve problems with individual tax or criminal defendant accounts applying a variety of collection methods and procedures.

DISTINGUISHING CHARACTERISTICS:

This is the third in a series of four tax-related job classifications specific to the County tax collection functions within the Finance job family. Incumbents typically perform routine financial duties that require the application of standard financial theories, principles and techniques, and require the appropriate skill levels including basic skill levels in computer, analytical and communication skills. Incumbents perform routine work leading subordinates performing research and analysis to resolve and collect delinquent accounts and bring them into compliance with the regulations. This classification is distinguished from the Tax Compliance Officer in that incumbents lead, monitor, review and provide technical advice to Tax Compliance Officers. Duties require a substantial degree of initiative and independent judgment. This classification typically performs duties at a department or office level. This classification may require a flexible work schedule in order to meet the needs of the department.

DUTIES AND RESPONSIBILITIES:

- Oversees the collection of delinquent tax and court fine and fee accounts. Assigns accounts to staff, establishes individual subordinate's collection priorities and monitors an array of collection activities, including the initiating of legal action against delinquent taxpayers and defendants and the processing of filing legal documents. Assures that staff remain within the laws and the guidelines established by management.
- Communicates with taxpayers and other agencies for collection of taxes, negotiation of payment agreements, resolution of complaints or problems and explanation of discrepancies. Testifies in court cases regarding delinquent taxes.
- Audits accounts determined to be non-collectible. Reviews the entire process of selling foreclosed properties, including deciding which properties to sell, the calculation of minimum bids and the distribution of the proceeds.
- Interviews and communicates with defendants regarding financial status. Calculates fees and investigates, evaluates and verifies applications for extension of time for payment of fines and/or court costs. Negotiates and grants or denies an application based on defendant's financial resources.
- Reconciles and prepares reports to disburse defendant's court cost and fee payments to governmental agencies, law enforcement agencies and private vendors. Reviews invoices from attorney ad litems and submits invoices to be paid.
- Develops procedures and trains employees. Identifies and informs management of changes in environment and evaluates current processes to offer solutions to meet needed changes. Assists subordinate compliance officer staff with issues concerning tax or court fine and fee liabilities.
- Leads staff responsible for posting and processing current payments to the system. Oversees the processing of payments through a remittance operating device and the downloading of files to post payments to the system.
- Adjusts the tax roll according to court order. Files liens and recommends the approval or rejection of transfers of tax liens to lenders.
- Performs other job-related duties as assigned.

413

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Tax Compliance Officer Lead

JOB CODE:	14021	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	14	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS:

Education and Experience:
Associate's degree in Accounting, Finance or a directly related field AND three (3) years of increasingly responsible experience in collections or other directly related experience, including project lead 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:
- Policies, practices, procedures and terminology of assigned function.
- Federal, State, Local and County applicable laws, rules, regulations and guidelines.
- Standard accounting and collections practices relating to assigned function.
- Manual and automated systems relating to assigned function.
- Modern office practices, procedures and methods.
- 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:
- Leading projects and related staff.
- Problem-solving and decision-making.
- Manual and automated research techniques.
- Developing payment agreements.
- Both verbal and written communication.

Ability to:
- Work independently.
- Conduct systematic research to resolve problems.
- Follow standardized collections policies and procedures.
- 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, sitting, walking, climbing, crawling, bending, stooping, crouching, kneeling, pushing, pulling, reaching, twisting, balancing, repetitive motion, and 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.

414

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Tax Supervisor

JOB CODE:	18024	**FLSA STATUS:**	Exempt
PAY GRADE:	18	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Under general direction, supervises the operational activities and staff of a tax work unit. Responsible for staff utilization, productivity, performance evaluation, operational procedures, and accomplishment of all work unit objectives. Assists in managing the assessment and collection of local property taxes and court fines and fees, the registering and titling of motor vehicles, the registering of voters, and the distribution of information for the department.

DISTINGUISHING CHARACTERISTICS:

This is the fourth in a series of four tax-related job classifications specific to the County tax collection functions within the Finance job family. Incumbents typically perform complex financial duties that require the application of standard financial theories, principles and techniques, and require the appropriate skill levels including intermediate skill levels in computer, analytical and communication skills. Incumbents perform complex work supervising the work of subordinates in a work unit performing tax-related processing, collections and other similar functions. Incumbents plan, schedule, train, monitor and evaluate the work of staff and exercise professional judgment in solving technical problems within assigned function. Duties require a substantial degree of initiative and independent judgment. This classification typically performs duties at a department or office level. This classification may require a flexible work schedule in order to meet the needs of the department.

DUTIES AND RESPONSIBILITIES:

- Plans, schedules, organizes and coordinates the work operating plan in conjunction with higher level management. Develops, evaluates and monitors unit operating procedures and recommends and implements revisions, as required. Interviews and makes hiring recommendations. Coordinates the disciplining of unit staff.
- Supervises unit staff. Delegates and schedules assignments, monitors and evaluates job performance, coordinates priorities and authorizes staff leave requests. Provides and facilitates employee training and development, creating curriculum, materials, written policies and procedures and other technical information and products. Conducts formal classes, including professional accreditation courses related to the functions of the department.
- Manages unit staff participating in the collection of tax revenue and/or court fines and fees, including delinquent billing and collections processes. Administers the creation, correction and maintenance of tax rolls. Oversees delinquent billing and collection, including initiating legal action, as required. Manages motor vehicle registration and titling. Supervises the assessment and collection of court costs, fines and fees. Delivers training to assist in the registering of County voters. Disseminates tax and court fine and fees related information to the public.
- Serves as a liaison with other taxing entities and with Federal, State and Local governmental agencies, including judicial and law enforcement entities and staff. Coordinates the exchange of client-related information among entities toward facilitating the collection of taxes and fees. Shares information to remain abreast of laws, regulations, trends and developments.
- Coordinates research regarding irregular property tax, motor vehicles and defendant customer issues. Analyzes the results of the research and recommends appropriate operational methods and procedures assuring compliance with laws.
- Adheres to court orders by reviewing and analyzing each order. Determines outcome and develops the process to carry out the order. Delegates and monitors the actions taken to revise the tax roll. Transfers the vehicle's title and registers the vehicle or assesses court costs, fines and fees.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:
Bachelor's degree in Accounting, Finance or a directly related field AND four (4) years of increasingly responsible relevant professional level tax, accounting or financial analysis experience, including two (2) years of lead or supervisory experience. Master's degree in Accounting, Finance or a directly related field may substitute for two (2) years of the required experience.

415

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Tax Supervisor

JOB CODE:	18024	**FLSA STATUS:**	Exempt
PAY GRADE:	18	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Licenses, Registrations, Certifications, or Special Requirements:
None required.

Preferred:
Experience in providing direct service to the public.
State accreditation as a Registered Texas Assessor/Collector.
Valid Texas Driver's License.

Knowledge, Skills, and Abilities:
Knowledge of:
- Standard management and supervision practices and techniques.
- Policies, practices, procedures and terminology of assigned function.
- Federal, State, Local and County applicable laws, rules, regulations and guidelines.
- Standard accounting practices relating to assigned function.
- Budget planning and preparation.
- Manual and automated systems relating to assigned function.
- Modern office practices, procedures and methods.
- 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 staff, allocating resources and evaluating programs.
- Leading projects and related staff.
- Problem-solving and decision-making.
- Developing payment agreements.
- Both verbal and written communication.

Ability to:
- Train and supervise employees.
- Work independently.
- Manage time well, perform multiple tasks and organize diverse activities.
- Set priorities, coordinate and schedule tasks or events in a logical manner.
- Identify a problem and its causes.
- Identify and choose appropriate solutions from a variety of alternate choices.
- 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, sitting, walking, climbing, crawling, bending, stooping, crouching, kneeling, pushing, pulling, reaching, twisting, balancing, repetitive motion, and 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.

416

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Forensic Analyst

JOB CODE:	19034	**FLSA STATUS:**	Exempt
PAY GRADE:	19	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Under general supervision, performs professional forensic accounting analysis in support of white-collar criminal prosecution cases. Work involves independently gathering and analyzing financial data and records, verifying the accuracy of financial records, conducting investigative research and presenting results in the form of written reports and/or verbal presentations in preparation for trial. Conducts forensic analysis to determine whether or not an offense has occurred, the methodology used to commit the offense, and the total financial loss to the victim.

DISTINGUISHING CHARACTERISTICS:

This is the first in a series of two professional forensic analyst-related job classifications within the Finance job family. Incumbents typically perform a range of complex professional financial analysis duties that require the application of standard financial theories, principles and techniques, and require the appropriate skill levels including intermediate skill levels in computer, analytical and communication skills. Incumbents typically perform analysis of complex financial data and investigative research to prepare reports and presentations to be used in support of white-collar criminal prosecution cases. This classification is distinguished from the Forensic Analyst Senior in that incumbents are typically not responsible for analyzing the most advanced data without the assistance of higher level staff and do not have formal authority for leading or supervising other forensic staff. Duties require a substantial degree of initiative and independent judgment. This classification typically performs duties at a department or office level. This classification may require a flexible work schedule in order to meet the needs of the department.

DUTIES AND RESPONSIBILITIES:

- Analyzes allegations and identifies key issues, actual and potential suspects and the type of evidence needed to prove the allegations. Sets relevant objectives and completes forensic accounting analysis within the confines of prosecutorial time limitations. Reviews, evaluates and analyzes voluminous, financial records of individuals and businesses, including restructuring partial or missing information. Analyzes computer records and other information stored in an electronic medium. Sets out leads that may be beneficial to case disposition.
- Participates in the interviewing of witnesses, victims and suspects to gather testimonial evidence required to support the forensic accounting analysis. Prepares necessary information to support subpoenas or search warrants. Assists in the service or execution and the seizure or gathering of the relevant information sought.
- Prepares verbal and written reports, summarizing the significant facts and results of analysis, using various formats, for use by investigative and legal personnel in preparation for trial. Works with prosecutors in the preparation of clear and concise testimony and trial exhibits.
- Provides sworn testimony as a subject-matter expert before the Grand Jury, trial jury or other legal entity, regarding the information obtained, chain of custody of evidence, and conclusions of work and analysis completed. Addresses questions related to the procedures used in the analysis.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:
Bachelor's degree in Finance, Accounting or a directly related field AND five (5) years of increasingly responsible professional level financial analysis, accounting, auditing or related experience. Master's degree in Finance, Accounting or a directly related field may substitute for two (2) years of the required experience.

Licenses, Registrations, Certifications, or Special Requirements:
None required.

Preferred:
Certified Public Accountant (CPA), Certified Fraud Examiner (CFE), Certified Internal Auditor (CIA), or other relevant certification.
Valid Texas Driver's License.

417

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Forensic Analyst

JOB CODE:	19034	**FLSA STATUS:**	Exempt
PAY GRADE:	19	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Knowledge, Skills, and Abilities:

Knowledge of:

- Policies, practices, procedures and terminology of assigned function.
- Federal, State, Local and County applicable laws, rules, regulations and guidelines.
- Generally Accepted Accounting Principles (GAAP) and standardized financial practices.
- Manual and automated systems relating to assigned function.
- Modern office practices, procedures and methods.
- 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.
- Forensic analyzing, auditing and investigating of financial data and records.
- Interviewing and interrogating techniques in order to elicit relevant information concerning financial crimes.
- Reviewing and developing financial spreadsheets.
- Both verbal and written communication, including presentations.

Ability to:

- Interpret financial data and identify fraudulent activities.
- Organize information into presentations.
- Prepare exhibits, graphs and/or flowcharts.
- 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 10-15 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, sitting, walking, climbing, crawling, bending, stooping, crouching, kneeling, pushing, pulling, reaching, twisting, balancing, repetitive motion, and 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.

418

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Forensic Analyst Senior

JOB CODE:	21035	**FLSA STATUS:**	Exempt
PAY GRADE:	21	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Under minimal direction, performs professional forensic accounting analysis in support of white-collar criminal prosecution cases. Work involves independently gathering and analyzing complex financial data and records, verifying the accuracy of financial records, conducting investigative research and presenting results in the form of written reports and/or verbal presentations in preparation for trial. Directs and conducts forensic analysis to determine whether or not an offense has occurred, the methodology used to commit the offense, and the total financial loss to the victim.

DISTINGUISHING CHARACTERISTICS:

This is the second in a series of two professional forensic analyst-related job classifications within the Finance job family. Incumbents typically perform a range of complex to highly complex professional financial analysis duties that require the application of standard financial theories, principles and techniques, and require the appropriate skill levels including intermediate to advanced skill levels in computer, analytical and communication skills. Incumbents typically perform analysis of complex to highly complex financial data and investigative research to prepare reports and presentations to be used in support of white-collar criminal prosecution cases. This classification is distinguished from the Forensic Analyst in that incumbents independently analyze the most advanced data and lead or supervise lower level staff in forensic analysis. Duties require an extensive degree of initiative and independent judgment. This classification typically performs duties at a department or office level. This classification may require a flexible work schedule in order to meet the needs of the department.

DUTIES AND RESPONSIBILITIES:

- Analyzes allegations, determines the nature of the scheme(s) and identifies key issues, actual and potential suspects and the type of evidence needed to prove the allegations. Sets relevant objectives and completes forensic accounting analysis within the confines of prosecutorial time limitations. Reviews, evaluates and analyzes voluminous, financial records of individuals and businesses, including restructuring partial or missing information. Analyzes computer records and other information stored in an electronic medium. Sets out leads that may be beneficial to case disposition.
- Coordinates, organizes and directs investigations with other prosecutorial team members and others to gather testimonial evidence required to support the forensic accounting analysis. Oversees the work of other forensic analysts. Prepares necessary information to support subpoenas or search warrants. Assists in the service or execution and the seizure or gathering of the relevant information sought.
- Prepares verbal presentations and written reports of the forensic analysis, summarizing the significant findings using various formats, for use by investigative and legal personnel in preparation for trial. Works with prosecutors in the preparation of clear and concise testimony and trial exhibits.
- Provides sworn testimony as a subject-matter expert before the Grand Jury, trial jury or other legal entity, regarding the information obtained, chain of custody of evidence, and conclusions of work and analysis completed. Addresses questions related to the procedures used in the analysis.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:
Bachelor's degree in Finance, Accounting or a directly related field AND six (6) years of increasingly responsible professional level financial analysis, accounting, auditing or related experience. Master's degree in Finance, Accounting, or a directly related field may substitute for two (2) years of the required experience.

Licenses, Registrations, Certifications, or Special Requirements:
Certified Public Accountant (CPA), Certified Internal Auditor (CIA) or other relevant certification.

MINIMUM REQUIREMENTS: (Cont.)

Preferred:

419

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Forensic Analyst Senior

JOB CODE:	21035	**FLSA STATUS:**	Exempt
PAY GRADE:	21	**LAST REVISED:**	10/01/09

Valid Texas Driver's License.

Knowledge, Skills, and Abilities:

Knowledge of:

- Policies, practices, procedures and terminology of assigned function.
- Federal, State, Local and County applicable laws, rules, regulations and guidelines.
- Generally Accepted Accounting Principles (GAAP) and standardized financial practices.
- Management and supervision practices and techniques.
- Manual and automated systems relating to assigned function.
- Modern office practices, procedures and methods.
- 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:

- Leading projects and related staff.
- Problem-solving and decision-making.
- Forensic analyzing, auditing and investigating of financial data and records.
- Interviewing and interrogating techniques in order to elicit relevant information concerning financial crimes.
- Reviewing and developing financial spreadsheets.
- Both verbal and written communication, including presentations.

Ability to:

- Train and supervise employees.
- Set priorities and coordinate and schedule tasks in a logical manner.
- Interpret financial data and identify fraudulent activities.
- Organize information into presentations.
- Prepare exhibits, graphs and/or flowcharts.
- 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 10-15 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, sitting, walking, climbing, crawling, bending, stooping, crouching, kneeling, pushing, pulling, reaching, twisting, balancing, repetitive motion, and 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.

420

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Budget Analyst I

JOB CODE:	16036	**FLSA STATUS:**	Exempt
PAY GRADE:	16	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Provides planning, budget, fiscal and policy analysis made directly and in public to the Commissioners Court working in cooperation with a more senior analyst. Works under close supervision with some latitude for independent judgment and action. Coordinates budget development, evaluation, and execution. Analyzes budget requests and develops funding recommendations throughout the budget process. Conducts visible and sometimes controversial fiscal and programmatic research on a wide variety of topics. Required to publicly defend analytic conclusions to Elected and Appointed Officials. Provides analysis and recommendations on the development of County strategic plans and special analytic projects. Conducts economic and programmatic research and makes recommendations on County finances and projects, as required.

DISTINGUISHING CHARACTERISTICS:

This is the first in a series of four budget analyst-related job classifications within the Finance job family. Incumbents typically perform a range of routine professional financial and budget analysis duties that require the application of standard financial theories, principles and techniques, and require the appropriate skill levels including basic skill levels in computer, analytical and communication skills. Incumbents typically perform routine budget work that may result in the least severe consequences without supervision. Incumbents typically perform moderately complex budget work that may result in moderate consequences with supervision. Works in cooperation with a more senior analyst. This classification typically performs duties for various departments with countywide responsibility. This classification may require a flexible work schedule in order to meet the needs of the department.

DUTIES AND RESPONSIBILITIES:

- Coordinates every phase of planning and development of the Adopted Budget for assigned departments. Conducts budget reviews and prepares analysis of departmental budget requests. Performs such reviews and analysis, independently, as a member of work teams, and under supervision of a more senior analyst. Presents findings directly to Commissioners Court in a public forum and defends conclusions reached with Elected and Appointed Officials.
- Works during the year with respective departments to develop budgets consistent with the departments' relevant strategic plans and available County resources. Determines the effectiveness of performance measures and identifies measures that best reflect departmental operations. Monitors the execution of departmental budgets, analyzes departmental expenditure patterns for anomalies, evaluates financial plans, interprets budget variances, and acts as liaison with County departments concerning budgetary and program matters.
- Conducts independent departmental, programmatic, and functional evaluations, research, and analysis and presents findings and recommendations to Commissioners Court for improvement, including departmental reorganizations, new programs and management analysis. Functions as a member of interdepartmental problem solving teams to address priority County issues with broad organizational impact. Prepares economic, social and programmatic research on countywide trends and finances for evaluation of present and future components of County services.
- Performs periodic revenue and expenditure forecasts, cost-effectiveness analysis, and other financial studies. Performs cost comparisons and cost/benefit analysis. Develops forecasts to facilitate short and long term financial needs. Develops evaluative and statistical methods to appraise operating results. Analyzes and interprets fiscal variances. Evaluates data from national, state and local resources to assist in the planning and evaluation process.
- Assists County departments in the development of strategic plans, including establishing goals, objectives and performance measures and the assessment of internal and external environments.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:

Bachelor's degree in Public Administration, Business Administration, Finance or a directly related field AND three (3) years experience in the area of budget analysis and management, public administration and/or local governmental finance. Experience with strategic planning, development of outcome measures, and financial forecasts. Master's degree in Public Administration, Business Administration, Finance or a directly related field may substitute for two (2) years of the required experience.

421

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Budget Analyst I

JOB CODE:	16036	**FLSA STATUS:**	Exempt
PAY GRADE:	16	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Licenses, Registrations, Certifications, or Special Requirements:
None required.

Preferred:
Valid Texas Driver's License.

Knowledge, Skills, and Abilities:
The knowledge, skills and abilities outlined below should be appropriate for an entry-level individual, reflecting basic knowledge, good skills and the ability to perform the functions outlined.

Knowledge of:
- Federal, State, Local and County applicable laws, rules, regulations and guidelines.
- Principles of public administration and budgeting.
- Program evaluation.
- Financial principles and practices.
- State and local issues.
- Organization and management principles.
- Manual and automated systems relating to 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.
- Public policy research.
- Statistical methods.
- Financial analysis.
- Strategic planning.
- Analytical methods.
- Both verbal and written communication, including public presentations.

Ability to:
- Speak and write effectively.
- Work with both the large and small details.
- Work independently and efficiently.
- Manage time well, perform multiple tasks and organize diverse activities.
- Establish and maintain effective working relationships with County employees and officials, other government entity staff, representatives of outside agencies, 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, sitting, walking, climbing, crawling, bending, stooping, crouching, kneeling, pushing, pulling, reaching, twisting, balancing, repetitive motion, and 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: Budget Analyst II

JOB CODE:	18037	**FLSA STATUS:**	Exempt
PAY GRADE:	18	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Provides independent planning, budget, fiscal and policy analysis made directly and in public to the Commissioners Court. Works under general supervision with some latitude for independent judgment and action. Coordinates budget development, evaluation, and execution. Analyzes budget requests and develops funding recommendations throughout the budget process. Conducts visible and sometimes controversial fiscal and programmatic research on a wide variety of topics. Required to publicly defend analytic conclusions to Elected and Appointed Officials. Provides analysis and recommendations on the development of County strategic plans and special analytic projects. Conducts economic and programmatic research and makes recommendations on County finances and projects, as required.

DISTINGUISHING CHARACTERISTICS:

This is the second in a series of four budget analyst-related job classifications within the Finance job family. Incumbents typically perform a range of routine to moderately complex professional financial and budget analysis duties that require the application of standard financial theories, principles and techniques, and require the appropriate skill levels including basic to intermediate skill levels in computer, analytical and communication skills. Incumbents typically perform routine budget work that may result in moderate consequences without supervision. Incumbents typically perform moderately complex budget work with more severe consequences in cooperation with a more senior analyst. This classification typically performs duties for various departments with countywide responsibility. This classification may require a flexible work schedule in order to meet the needs of the department.

DUTIES AND RESPONSIBILITIES:

- Coordinates every phase of planning and development of the Adopted Budget for assigned departments. Conducts budget reviews and prepares analysis of departmental budget requests. Performs such reviews and analysis, independently and as a member of work teams. Presents findings directly to Commissioners Court in a public forum and defends conclusions reached with Elected and Appointed Officials.
- Works during the year with respective departments to develop budgets consistent with the departments' relevant strategic plans and available County resources. Determines the effectiveness of performance measures and identifies measures that best reflect departmental operations. Monitors the execution of departmental budgets, analyzes departmental expenditure patterns for anomalies, evaluates financial plans, interprets budget variances, and acts as liaison with County departments concerning budgetary and program matters.
- Conducts independent departmental, programmatic, and functional evaluations, research, and analysis and presents findings and recommendations directly to Commissioners Court for improvement, including departmental reorganizations, new programs and management analysis. Functions as member of interdepartmental problem solving teams to address high priority County issues with broad organizational impact. Prepares economic, social and programmatic research on countywide trends and finances, for evaluation of present and future components of County services.
- Performs periodic revenue and expenditure forecasts, cost-effectiveness analysis, and other financial studies. Performs cost comparisons and cost/benefit analysis. Develops forecasts to facilitate short and long term financial needs. Develops evaluative and statistical methods to appraise operating results. Analyzes and interprets fiscal variances. Evaluates data from national, state and local resources to assist in the planning and evaluation process.
- Assists County departments in the development of strategic plans, including establishing goals, objectives and performance measures and the assessment of internal and external environments.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:
Bachelor's degree in Public Administration, Business Administration, Finance or a directly related field AND five (5) years experience in the area of budget analysis and management, public administration and/or local governmental finance. Experience with strategic planning, development of outcome measures, and financial forecasts. Master's degree in Public Administration, Business Administration, Finance or a directly related field may substitute for two (2) years of the required experience.

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Budget Analyst II

JOB CODE:	18037	**FLSA STATUS:**	Exempt
PAY GRADE:	18	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Licenses, Registrations, Certifications, or Special Requirements:
None required.

Preferred:
Valid Texas Driver's License.

Knowledge, Skills, and Abilities:
The knowledge, skills and abilities outlined below must be moderately extensive, reflecting a working knowledge, good skills and a well-developed ability to perform the functions outlined.

Knowledge of:
- Federal, State, Local and County applicable laws, rules, regulations and guidelines.
- Principles of public administration and budgeting.
- Program evaluation.
- Financial principles and practices.
- State and local issues.
- Organization and management principles.
- Manual and automated systems relating to 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.
- Public policy research.
- Statistical methods.
- Financial analysis.
- Strategic planning.
- Analytical methods.
- Both verbal and written communication, including public presentations.

Ability to:
- Speak and write effectively.
- Work with both the large and small details.
- Work independently and efficiently.
- Manage time well, perform multiple tasks and organize diverse activities.
- Establish and maintain effective working relationships with County employees and officials, other government entity staff, representatives of outside agencies, 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, sitting, walking, climbing, crawling, bending, stooping, crouching, kneeling, pushing, pulling, reaching, twisting, balancing, repetitive motion, and 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: Budget Analyst III

JOB CODE:	20039	**FLSA STATUS:**	Exempt
PAY GRADE:	20	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Provides independent planning, budget, fiscal and policy analysis made directly and in public to the Commissioners Court. Works under general supervision with moderate latitude for independent judgment and action. Coordinates budget development, evaluation, and execution. Analyzes budget requests and develops funding recommendations throughout the budget process. Conducts visible and sometimes controversial fiscal and programmatic research on a wide variety of topics. Required to publicly defend analytic conclusions to Elected and Appointed Officials. Provides analysis and recommendations on the development of County strategic plans and special analytic projects. Conducts economic and programmatic research and makes recommendations on County finances and projects, as required.

DISTINGUISHING CHARACTERISTICS:

This is the third in a series of four budget analyst-related job classifications within the Finance job family. Incumbents typically perform complex professional financial and budget analysis duties that require the application of standard financial theories, principles and techniques, and require the appropriate skill levels including intermediate skill levels in computer, analytical and communication skills. Incumbents typically perform complex budget work that may result in more severe consequences without supervision. Incumbents typically perform more complex budget work that may result in the most severe consequences with supervision. This classification typically performs duties for various departments with countywide responsibility. This classification may require a flexible work schedule in order to meet the needs of the department.

DUTIES AND RESPONSIBILITIES:

- Coordinates every phase of planning and development of the Adopted Budget for assigned departments. Conducts budget reviews and prepares analysis of departmental budget requests. Performs such reviews and analysis, independently and as a member of work teams. Presents findings directly to Commissioners Court in a public forum and defends conclusions reached with Elected and Appointed Officials.
- Works during the year with respective departments to develop budgets consistent with the departments' relevant strategic plans and available County resources. Determines the effectiveness of performance measures and identifies measures that best reflect departmental operations. Monitors the execution of departmental budgets, analyzes departmental expenditure patterns for anomalies, evaluates financial plans, interprets budget variances, and acts as liaison with County departments concerning budgetary and program matters.
- Conducts independent departmental, programmatic, and functional evaluations, research, and analysis and presents findings and recommendations directly to Commissioners Court for improvement, including departmental reorganizations, new programs and management analysis. Functions as member of interdepartmental problem solving teams to address high priority County issues with broad organizational impact. Prepares economic, social and programmatic research on countywide trends and finances, for evaluation of present and future components of County services.
- Performs periodic revenue and expenditure forecasts, cost-effectiveness analysis, and other financial studies. Performs cost comparisons and cost/benefit analysis. Develops forecasts to facilitate short and long term financial needs. Develops evaluative and statistical methods to appraise operating results. Analyzes and interprets fiscal variances. Evaluates data from national, state and local resources to assist in the planning and evaluation process.
- Assists County departments in the development of strategic plans, including establishing goals, objectives and performance measures and the assessment of internal and external environments.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:

Bachelor's degree in Public Administration, Business Administration, Finance or a directly related field AND six (6) years experience in the area of budget analysis and management, public administration and/or local governmental finance. Experience with strategic planning, development of outcome measures, and financial forecasts. Master's degree in Public Administration, Business Administration, Finance or a directly related field may substitute for two (2) years of the required experience.

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Budget Analyst III

JOB CODE:	20039	**FLSA STATUS:**	Exempt
PAY GRADE:	20	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Licenses, Registrations, Certifications, or Special Requirements:
None required.

Preferred:
Valid Texas Driver's License.

Knowledge, Skills, and Abilities:
The knowledge, skills and abilities outlined below must be considerably extensive, reflecting an excellent knowledge, very strong skills and a highly developed ability to perform the functions outlined.

Knowledge of:
- Federal, State, Local and County applicable laws, rules, regulations and guidelines.
- Principles of public administration and budgeting.
- Program evaluation.
- Financial principles and practices.
- State and local issues.
- Organization and management principles.
- Manual and automated systems relating to 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.
- Public policy research.
- Statistical methods.
- Financial analysis.
- Strategic planning.
- Analytical methods.
- Both verbal and written communication, including public presentations.

Ability to:
- Speak and write effectively.
- Work with both the large and small details.
- Work independently and efficiently.
- Manage time well, perform multiple tasks, and organize diverse activities.
- Establish and maintain effective working relationships with County employees and officials, other government entity staff, representatives of outside agencies, 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, sitting, walking, climbing, crawling, bending, stooping, crouching, kneeling, pushing, pulling, reaching, twisting, balancing, repetitive motion, and 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: Budget Analyst Senior

JOB CODE:	22042	**FLSA STATUS:**	Exempt
PAY GRADE:	22	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Provides independent planning, budget, fiscal and policy analysis made directly and in public to the Commissioners Court. Works under only general direction with extensive latitude for independent judgment and action. Coordinates budget development, evaluation, and execution. May serve as lead analyst for countywide program functions, such as grants. Analyzes budget requests and develops funding recommendations throughout the budget process. Conducts highly visible and sometimes controversial fiscal and programmatic research on a wide variety of topics. Required to publicly defend analytic conclusions to Elected and Appointed Officials. Provides analysis and recommendations on the development of County strategic plans and special analytic projects. Proactively identifies problems and solutions. Initiates independent and group analytic projects. Conducts economic and programmatic research and makes recommendations on County finances and projects, as required.

DISTINGUISHING CHARACTERISTICS:

This is the fourth in a series of four budget analyst-related job classifications within the Finance job family. Incumbents typically perform highly complex professional financial and budget analysis duties that require the application of standard financial theories, principles and techniques, and require the appropriate skill levels including intermediate to advanced skill levels in computer, analytical and communication skills. Incumbents typically perform highly complex budget work that may result in the most severe consequences without supervision. This classification typically performs duties for various departments with countywide responsibility. This classification may require a flexible work schedule in order to meet the needs of the department.

DUTIES AND RESPONSIBILITIES:

- Coordinates every phase of planning and development of the Adopted Budget for assigned departments. Conducts budget reviews and prepares analysis of departmental budget requests. Performs such reviews and analysis, independently and with little supervision, and as the member of work teams. Presents findings directly to Commissioners Court in a public forum and defends conclusions reached with Elected and Appointed officials.
- Works during the year with respective departments to develop budgets consistent with the departments' relevant strategic plans and available County resources. Determines the effectiveness of performance measures and identifies measures that best reflect departmental operations. Monitors the execution of departmental budgets, analyzes departmental expenditure patterns for anomalies, evaluates financial plans, interprets budget variances, and acts as liaison with County departments concerning budgetary and program matters. Functions as a team leader on special projects and assignments.
- Conducts independent departmental, programmatic, and functional evaluations, research, and analysis. Presents findings and recommendations directly to Commissioners Court for improvement, including departmental reorganizations, new programs and management analysis. Functions as member of interdepartmental problem solving teams to address high priority County issues with broad organizational impact. Prepares economic, social and programmatic research on countywide trends and finances, for evaluation of present and future components of County services.
- Performs periodic revenue and expenditure forecasts, cost-effectiveness analysis, and other financial studies. Performs cost comparisons and cost/benefit analysis. Develops forecasts to facilitate short and long term financial needs. Develops evaluative and statistical methods to appraise operating results. Analyzes and interprets fiscal variances. Evaluates data from national, state and local resources to assist in the planning and evaluation process.
- Assists County departments in the development of strategic plans, including establishing goals, objectives and performance measures and the assessment of internal and external environments.
- Performs other job-related duties as assigned.

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Budget Analyst Senior

JOB CODE:	22042	**FLSA STATUS:**	Exempt
PAY GRADE:	22	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS:

Education and Experience:
Bachelor's degree in Public Administration, Business Administration, Finance or a directly related field AND seven (7) years experience in the area of budget analysis and management, public administration and/or local governmental finance. Experience with strategic planning, development of outcome measures, and financial forecasts. Master's degree in Public Administration, Business Administration, Finance or a directly related field may substitute for two (2) years of the required experience.

Licenses, Registrations, Certifications, or Special Requirements:
None required.

Preferred:
Valid Texas Driver's License.

Knowledge, Skills, and Abilities:
The knowledge, skills, and abilities outlined below must be all at the highest professional level, reflecting extensive knowledge, outstanding skills and an exceptional ability to perform the functions outlined.

Knowledge of:
- Federal, State, Local and County applicable laws, rules, regulations and guidelines.
- Principles of public administration and budgeting.
- Program evaluation.
- Financial principles and practices.
- State and local issues.
- Organization and management principles.
- Manual and automated systems relating to 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.
- Public policy research.
- Statistical methods.
- Financial analysis.
- Strategic planning.
- Analytical methods.
- Both verbal and written communication, including public presentations.

Ability to:
- Speak and write effectively.
- Work with both the large and small details.
- Work independently and efficiently.
- Manage time well, perform multiple tasks, and organize diverse activities.
- Establish and maintain effective working relationships with County employees and officials, other government entity staff, representatives of outside agencies, and the general public.

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Budget Analyst Senior

JOB CODE:	22042	**FLSA STATUS:**	Exempt
PAY GRADE:	22	**LAST REVISED:**	10/01/09

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, sitting, walking, climbing, crawling, bending, stooping, crouching, kneeling, pushing, pulling, reaching, twisting, balancing, repetitive motion, and 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: Community Liaison

JOB CODE:	18769	**FLSA STATUS:**	Exempt
PAY GRADE:	18	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Acts as the primary contact with the community on matters of concern, local issues, constituency issues and community outreach. Develops strong community relationships. Serves as a liaison between the community and the local agencies as appropriate. Assists in planning community need-based projects and events. Coordinates and represents the agencies with neighborhood associations, groups, community members, clubs, schools and other community organizations within the geographical area.

DISTINGUISHING CHARACTERISTICS:

This is a job classification within the Senior Management/Middle Management job family. Incumbent's in this classification represents the community and is the primary contact between the local agencies. This classification may require a flexible work schedule in order to meet the needs of the department.

DUTIES AND RESPONSIBILITIES:

- Develops strong community relationships. Serves as a liaison between the community and the local agencies as appropriate. Coordinates and represents the agencies with neighborhood associations, groups, community members, clubs, schools and other community organizations. Coordinates and attends planning meetings, community meetings, groups and forums, and interacts with policy makers.
- Coordinates public information plans and strategies. Participates in developing materials used in publications and promotional projects. Creates, designs and maintains all marketing communications. Coordinates with local print and electronic media for distribution of announcements. Assists in strategic planning, facilitating program development, project fundraising and grant proposals.
- Maintains close coordination with the community. Meets individually and works closely with participating groups, community members and organization representatives. Represents the public and media relations within the community. Serves on local boards and/or councils. Interacts with city, County and state government representatives. Oversees collaboration with various institutions and officials.
- Provides information to community members, parents, departmental clientele, outside agencies, other County staff and officials, and the general public. Provides technical assistance and community advocacy for various issues. Promotes community-wide and public/private partnerships and collaborations. Receives and processes incoming correspondence, telephone and email messages as appropriate.
- Prepares and conducts presentations to the Commissioners Court, other policy makers and community groups and organizations. Attends staff meetings and special events, as required. Assists with community presentations and public educational events.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:
Bachelor's degree in Criminal Justice, Communication, Public Relations or a directly related field AND three (3) years progressively responsible relevant work experience in public information, public relations, 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 Driver's License.

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TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Community Liaison

JOB CODE:	18769	**FLSA STATUS:**	Exempt
PAY GRADE:	18	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Knowledge, Skills, and Abilities:

Knowledge of:

- Community organizations and agencies.
- Public relations principles, practices and techniques.
- Organizing events or workshops.
- County public relations strategies and practices.
- Public relations and promotional methods.

Skill in:

- Public speaking.
- Conflict resolution and community relations.
- Both verbal and written communications.

Ability to:

- Work in highly visible position.
- Manage highly sensitive issues while subject to public scrutiny.
- Maintain cooperative relationships with those contacted.
- Make effective presentations before various audiences.
- Communicate clearly, verbally and in writing.
- Use proper English, including grammar, vocabulary, spelling, punctuation and organization.
- Communicate and interact effectively with a wide variety of people, elected officials, other County departments, local agencies, state agencies, news media organizations, private organizations, special interest groups and the general public.
- 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 10-50 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 contact with dust and exposure to extreme temperature/weather change including wet and/or humidity weather.

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: Strategic Planning Manager

JOB CODE:	25628	**FLSA STATUS:**	Exempt
PAY GRADE:	25	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Functions as the coordinator of an inter-disciplinary team performing strategic facility analysis and planning use/re-use of existing physical assets and capital developments. Prepares and maintains a strategic master plan for short-term or long-term capital improvement program that incorporates departmental operational plans. Coordinates and provides additional detailed level planning in preparation for the implementation of the strategic master plan. Provides assistance and technical support in the preparation of strategic initiatives requiring capital improvements. Provides analytic support and assistance to Citizens Bond Committees to shape the scope of bond elections for new facilities. Performs cost feasibility studies for the acquisition of land and/or facilities. Reviews departmental requests for additional employees for the potential impact to existing facilities and coordinates development of associated costs. Prepares information and makes presentations for the education of end users and the general public regarding the strategic master plan.

DISTINGUISHING CHARACTERISTICS:

This is a job classification within the Senior Management/Middle Management job family. Incumbents in this classification performs high level strategic facility analysis and plans for the use/re-use of existing physical assets and capital developments and performs planning in preparation for implementation of the strategic master plan. This classification reviews departmental requests for additional employees in conjunction with the annual budget process.

DUTIES AND RESPONSIBILITIES:

- Develops policy and process recommendations and information for the Commissioners Court on strategic level planning issues as assigned, particularly those that may have long-term/strategic facility impacts. Performs other research or policy development related projects as assigned.
- Reviews all requests for additional staff and reorganizations submitted by County departments during the annual budget process and prepares information for and coordinates the development of full cost proposals for the appropriate accommodation of the additional staff included in such requests. Coordinates with budget staff and provides audit of cost information developed for capital improvements to support requests for additional staff.
- Performs technical analysis, drafts recommendations and acts as a technical expert and facilitator for the planning committee whose objective is to develop and maintain a capital facilities strategic plan.
- Prepares and presents recommendations to the Commissioners Court related to the development and maintenance of the capital facilities strategic plan.
- Maintains the inventory of County owned property.
- Assists Elected and Appointed Officials and department heads and department staff with the planning and programming of strategic capital improvement initiatives.
- Performs financial cost feasibility analysis related to the acquisition of new properties and makes recommendations to Commissioners Court.
- Prepares and makes presentations to and receives feedback from outside agencies, organizations and other governmental agencies on issues related to the development, maintenance and implementation of the capital facilities short-term or long-term strategic plan or other issues.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:
Bachelor's degree in Environmental Design, Urban Design, Urban Planning, Architecture or a directly related field AND four (4) years relevant experience in master planning, massing studies, capital development programs, acquisition of facilities, real estate analysis and negotiations, and/or facility planning and programming, including a minimum of two (2) years of management or project management experience in the planning function for a government, corporate, university or institutional environment with frequent contacts at the Board level;

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Strategic Planning Manager

JOB CODE:	25628	**FLSA STATUS:**	Exempt
PAY GRADE:	25	**LAST REVISED:**	10/01/09

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:
Master's degree in Environmental Design, Urban Design, Urban Planning, Architecture or a directly related field.

Knowledge, Skills, and Abilities:
Knowledge of:

- Policies, practices, procedures and terminology of assigned function.
- Planning and design principles and practices.
- Project planning.
- Project management methodologies, practices and techniques.
- Local and State building and land use codes and ordinances.
- County budget policies, procedures and practices.
- County leasing restrictions and practices.
- Purchasing policies and procedures for professional services.
- Capital financing and federal arbitrage laws for counties.
- Architectural drawings and construction documents.
- Conflict resolution methods.
- 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:

- Planning and directing a variety of strategic planning projects.
- Leadership, collaboration and negotiation techniques.
- Problem-solving and technical decision-making for developing effective solutions.
- Analytical methods.
- Both verbal and written communication, including presentations and communicating technical issues in non-technical language.

Ability to:

- Coordinate, plan and prioritize programs, projects and activities.
- Exercise sound judgment and make decisions.
- Perform in a stressful environment while maintaining a professional manner.
- Make appropriate and effective public presentations.
- Work as a facilitator for diverse groups regarding controversial issues and negotiate a balanced position.
- Perform cost feasibility studies.
- Manage time well, perform multiple tasks and organize diverse activities.
- Work with both the large and small details.
- 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

JOB TITLE: Strategic Planning Manager

JOB CODE:	25628	**FLSA STATUS:**	Exempt
PAY GRADE:	25	**LAST REVISED:**	10/01/09

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

Physical requirements include the ability to lift/carry up to 5-25 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.

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TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Assistant Budget Director

JOB CODE:	26043	**FLSA STATUS:**	Exempt
PAY GRADE:	26	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Serves as part of a management team providing the effective management and operation of the Planning and Budget Office. Provides mentoring and day to day supervision of new analysts and provides general staff direction for all analysts. Supervises the PBO Office Manager. Coordinates the development of the countywide Planning and Budget Manual, the annual Budget Rules, internal and external PBO tables, forms and computer applications necessary to track and monitor the annual budget process. Represents the Executive Manager and the Budget Director in their absence. Develops and executes the capital budget process for all departments. In conjunction with the Budget Director, provides Commissioners Court with overall budget parameters, including countywide funding requirements. Participates in the recruitment and selection of all departmental staff. Serves as a Senior Planning and Budget Analyst for assigned departments. Works under general direction with extensive latitude for independent judgment and action.

DISTINGUISHING CHARACTERISTICS:

This is the first in a series of two budget-related job classifications within the Senior Management/Middle Management job family. Focus is on the County's Planning and Budget process. Incumbents in this classification lead and assist in supervising the Budget Analysts and facilitate the handling of budget issues that are the most highly complex and that may result in the most severe consequences with countywide implications. Must have comprehensive knowledge of budget techniques, program evaluation, and financial principles and practices. This classification may require a flexible work schedule in order to meet the needs of the department.

DUTIES AND RESPONSIBILITIES:

- Coordinates every phase of planning and development of the Adopted Budget for both countywide processes and assigned departments. Conducts budget reviews and prepares analysis of departmental budget requests with minimal supervision. Presents findings to the Commissioners Court in a public forum and defends conclusions reached with Elected and Appointed Officials.
- Develops and executes the capital budget process for all departments, including the periodic updating of the Travis County Debt Model which projects the amount of capital that can be purchased in any fiscal year and stay within Commissioners Court Debt Policy.
- Monitors the execution of departmental budgets, analyzes departmental expenditure patterns for anomalies, evaluates financial plans, interprets budget variances and acts as liaison with County departments concerning budgetary and policy matters. Monitors capital budget. Functions as a team leader on special projects and is responsible for training and mentoring new analysts. Responsible for training all new staff. Supervises the PBO Office Manager. Provides general staff direction for all analysts.
- Conducts independent departmental, programmatic and functional evaluations, research and analysis. Presents findings and recommendations directly to Commissioners Court, including departmental reorganizations, new programs and management analysis. Functions as member of interdepartmental problem solving teams to address high priority County issues with broad organizational impact. Prepares economic, social and programmatic research on countywide trends and finances for evaluation of present and future components of County services. Coordinates the development of the countywide Planning and Budget Manual and annual Budget Rules.
- Performs periodic expenditure forecasts, cost-effectiveness analysis and other financial studies. Performs cost comparisons and cost/benefit analysis. Develops forecasts to facilitate short and long-term financial needs, including the determination of the timing and means of debt and other long term financing methods. Develops evaluative and statistical methods to appraise operating results. Analyzes and interprets fiscal variances. Evaluates data from national, state and local sources to assist in the planning and evaluation process.
- Represents the Executive Manager and the Budget Director in their absence.
- Performs other job-related duties as assigned.

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Assistant Budget Director

JOB CODE:	26043	**FLSA STATUS:**	Exempt
PAY GRADE:	26	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS:

Education and Experience:
Bachelor's degree in Business Administration, Public Administration, Accounting, Finance or a directly related field AND eight (8) years experience in the area of budget analysis and management, public administration and/or local governmental finance, including two (2) years of mid- to senior level supervisory or management experience. Extensive experience with strategic planning, development of outcome measures and financial forecasts;

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 or a directly related field.

Knowledge, Skills, and Abilities:
Knowledge of:
- Supervisory principles, practices and techniques.
- Training professional staff and supervising staff.
- Federal, State, Local and County applicable program laws, rules, regulations and guidelines.
- Basic principles of public administration and budgeting.
- Program evaluation.
- Financial principles and practices.
- State and local issues.
- Organization and management principles.
- 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 and analysis.
- Public policy research, statistical methods and financial analysis.
- Both verbal and written communication, including public presentations.

Ability to:
- Develop procedures and make budgetary recommendations.
- Work with both the large and small details.
- Manage time well, perform multiple tasks and organize diverse activities.
- Speak and write at the highest level.
- Establish and maintain effective working relationships with other governmental entities, Elected and Appointed Officials, civic groups, other County employees and officials, and the general public.

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Assistant Budget Director

JOB CODE:	26043	**FLSA STATUS:**	Exempt
PAY GRADE:	26	**LAST REVISED:**	10/01/09

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

JOB TITLE: Budget Director

JOB CODE:	31450	**FLSA STATUS:**	Exempt
PAY GRADE:	31	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Under minimal direction, manages operational elements of the County's overall budget process, including budget preparation and monitoring, in consultation with the Executive Manager Planning and Budget. Directly supervises budget analysts on executing budget and finance matters, including evaluation and resource recommendations for all departmental operating and capital budget requests, including current funding base calculations, total departmental expenditures, and grants. Makes presentations directly to Commissioners Court in public and must defend conclusions to Elected and Appointed Officials. Interacts with Elected and Appointed Officials concerning their budget requests for new funding and requests to modify adopted departmental budgets during the year. Serves as the primary contact with the County Auditor's Office for accounting and finance matters. Represents the Executive Manager in the absence to the Commissioners Court, the public and press, and other governmental agencies. Ensures prompt and accurate development of the countywide multi-million dollar budget. Makes primary recommendations directly to the Commissioners Court on more efficient procedures for countywide operations. Insures that countywide expenditures are within approved budgets. Represents Travis County on City/County and County/State study teams. The position has considerable discretion and independence in accomplishing all responsibilities.

DISTINGUISHING CHARACTERISTICS:

This is the second in a series of two budget-related job classifications within the Senior Management/Middle Management job family. Incumbent's in this classification reports directly to the department head and functions as the second highest level of management within the department.

DUTIES AND RESPONSIBILITIES:

- Provides to the Commissioners Court the overall parameters of the countywide budget, including the consolidation of departmental current funding requirements, and countywide funding requirements, such as projected salary increases, retirement increases, health insurance increases, and all other recommended additional funding allocations, in conjunction with the Executive Manager.
- Prepares recapitulation of countywide funds in Preliminary, Proposed, and Adopted Budgets, including the reconciliation of interfund transfers. Coordinates the projected total expenditures of all funds and estimated revenues from recommended budget requests. Responsible for producing and filing the Preliminary, Proposed and Adopted Budgets.
- Provides day-to-day operational supervision of analysts on budget and finance matters. Reviews all analysts' recommendations for logic and accuracy. Consolidates and prioritizes all budget recommendations into the Preliminary and Proposed Budgets. Meets with analysts and departments to review budget recommendations. Intervenes with departments when necessary to resolve conflicts between departments and analysts. Performs duties of Senior Analysts in their absence.
- Supervises and/or conducts departmental, programmatic, functional and organizational evaluations and analysis, and presents findings and recommendations to the Executive Manager and/or the Commissioners Court. Assists in the development of outcome and performance measures in County departments. Serves as Project Director on various budget and/or research projects as assigned. Assists in planning and coordinating the County's planning and budget process.
- Oversees staff and operations of the Cash Investment Management Office. Provides general administrative and programmatic oversight.
- Supervises and/or conducts departmental, programmatic, functional, and organizational evaluations and analysis, and presents findings and recommendations to the Executive Manager and/or the Commissioners Court. Assists in the development of outcome and performance measures in County departments. Serves as Project Director on various budget and/or research projects as assigned.
- Supervises and/or performs periodic expenditure forecasts, cost-effectiveness analysis, and other financial studies. Supervises and/or conducts fiscal, management, program, and issue/policy development analysis.

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Budget Director

JOB CODE:	31450	**FLSA STATUS:**	Exempt
PAY GRADE:	31	**LAST REVISED:**	10/01/09

DUTIES AND RESPONSIBILITIES: (Cont.)

- Represents the Planning and Budget Office at Commissioners Court meetings. Participates in the recruitment, selection, evaluation and discipline of all departmental staff. Trains analysts in appropriate concepts, methods, tools, and procedures relevant to financial planning, organizational analysis, operations research and other techniques.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:
Bachelor's degree in Public Administration, Business Administration, Economics, Accounting, Finance or a directly related field AND eight (8) years of responsible administrative/supervisory level experience, using an automated performance based budget system, including four (4) years of mid- to senior level supervisory or management experience supervising budget analysts and financial management within a County or comparable 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:
None required.

Preferred:
Master's degree in Public Administration, Business Administration, Economics, Accounting, Finance or a directly related field.
Certified Public Accountant (CPA).

Knowledge, Skills, and Abilities:
Knowledge of:

- Basic principles of public administration, accounting and budgeting, and state and local issues.
- Organization, management and supervisory principles, practices and techniques.
- Policies, practices, procedures and terminology related to budgeting.
- Program evaluation.
- Financial principles and practices.
- State and local issues.
- Federal, State, Local and County applicable program laws, rules, regulations and guidelines.
- Standard practices in area of assignment.
- 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:

- Statistical methods.
- Financial analysis.
- Directing and managing others, including team building.
- Project direction and coordination.
- Developing long-term strategies.
- Problem-solving and decision-making.
- Training, managing and evaluating the work of others.
- Preparing and making public presentations and communications.
- Both verbal and written communication.

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Budget Director

JOB CODE:	31450	**FLSA STATUS:**	Exempt
PAY GRADE:	31	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Ability to:

- Develop budget formats and procedures and to make budgetary recommendations.
- Bring together several viewpoints and ideas to a balanced position.
- Direct, motivate, train and educate others in budgetary and automation matters.
- Reason and make judgments and decisions.
- Reach sound conclusions and make realistic recommendations based on facts and objective analysis.
- Work with both the large and small details.
- Manage time well, 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 other governmental entities, Elected and Appointed Officials, civic groups, 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.

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TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Veterans Services Officer

JOB CODE:	21583	**FLSA STATUS:**	Exempt
PAY GRADE:	21	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Oversees the operations and staff of the County's veterans' assistance program. Supervises staff engaged in advising and assisting veterans in matters pertaining to their rights and benefits under various federal and state statutes. Manages and participates in the planning and development of policies, procedures and programs to accomplish goals and objectives. Oversees and performs managerial, consultative, technical and administrative work. Develops and recommends strategic plans and new program initiatives, and assists in preparing annual budget. Advises and assists the Commissioners Court on veterans and military affairs.

DISTINGUISHING CHARACTERISTICS:

This is a job classification within the Senior Management/Middle Management job family. Incumbents in this classification supervise personnel engaged in advising and assisting veterans in matters pertaining to their rights and benefits based on various Federal and State laws. Independent judgment is exercised in the interpretation of the rules and regulations.

DUTIES AND RESPONSIBILITIES:

- Supervises, plans, organizes, implements, monitors and evaluates the overall operations, staff and functions of the County's veterans' assistance program. Oversees and ensures conformity with Federal, State and Local laws, policies and procedures.
- Manages staff, including hiring, training, performance evaluation, disciplinary actions and dismissals, and ensures activities are consistent with goals and objectives. Seeks and creates opportunities for improved performance, learning and development of staff and identifies and addresses problems or conflicts.
- Oversees and conducts initial veteran eligibility assessment. Interviews clients and other appropriate individuals. Reviews and analyzes documentation and determines benefits.
- Manages and coordinates counseling to veterans and other appropriate affected individuals related to disability and/or pension benefits. Prepares and submits applications and documentation for requested benefits. Partners with various veteran organizations and community agencies in administering veterans programs.
- Assists in providing legal and medical research in support of veterans' claims when claims are denied or disputed. Screens, reviews and analyzes case-related material. Prepares legal briefs and documentation, coordinates witnesses, presents arguments, responds to inquiries, and drafts correspondence.
- Assists in the commitment of veterans to appropriate healthcare and living facilities.
- Prepares and administers program budget. Monitors and approves budget expenditures to ensure consistently with program goals and objectives and remaining available funds.
- Prepares, receives or and reviews statistical and programmatic reports, monitors programs and interprets findings. Evaluates current programs, procedures and practices on an on-going basis. Plans and develops policies, procedures and programs to enhance efficiency and effectiveness of operations and services.
- Prepares and presents public speaking forums to community groups. Provides information and referral to veterans and other City, County, State and Federal agencies.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:
Bachelor's degree in Business Administration, Public Administration, one of the Social Sciences or a directly related field AND four (4) years experience in veterans services or related work, including experience in the law, regulations and rulings of the United States Department of Veterans Affairs;

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Veterans Services Officer

JOB CODE:	21583	**FLSA STATUS:**	Exempt
PAY GRADE:	21	**LAST REVISED:**	10/01/09

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:
Licensed to practice before the United States Court of Appeals for Veterans Claims as non-attorney practitioner.
Served on active duty in a branch of the armed forces or Nurses Corps of the United States for at least four (4) months or have a service-connected disability and have received an Honorable Military Discharge DD 214. If service experience is not met, be a widowed Gold Star Mother or unremarried widow of a serviceman or veteran whose death resulted from service.
Both certified and an Accredited Veterans Service Officer with the Texas Veterans Commission.
Be (or become) a member of the Veterans County Service Officers Association of Texas.
Be (or become) a member of the National Association of County Veterans Service Officers.
Provide to the Commissioners Court a certificate of approval by the Texas Veterans Commission.
Valid Texas Driver's License.

Knowledge, Skills, and Abilities:
Knowledge of:

- Management and supervisory principles, practices and techniques.
- Policies, practices, procedures and terminology related to veterans services.
- Federal, State, Local and County applicable laws, rules, regulations and applicable services standards and procedures.
- Law office management and administrative practice before the US Court of Veterans Appeals.
- Advocacy groups, clinical and other service providers and community outreach services.
- Budget development, preparation and monitoring.
- 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 and managing others.
- Problem-solving and decision-making.
- Training, managing and evaluating the work of others.
- Developing and monitoring budgets.
- Preparing and making presentations.
- Obtaining information from clients and other sources.
- Case file examination for documentation accuracy.
- Both verbal and written communication.

Ability to:

- Supervise, motivate, train, develop and evaluate staff.
- Perform legal research and explain legal issues, terms and court procedures.
- Plan, assign and evaluate the work of staff.
- Reason and make judgments and decisions.
- Manage time well, perform multiple tasks and organize diverse activities.
- Develop and access client advocacy programs.
- Establish and maintain effective working relationships with departmental clientele, veterans services system representatives, other representatives of outside agencies, other County employees and officials, community outreach and other organizations, and the general public.

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Veterans Services Officer

JOB CODE:	21583	**FLSA STATUS:**	Exempt
PAY GRADE:	21	**LAST REVISED:**	10/01/09

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, 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: Office Manager

JOB CODE:	19708	**FLSA STATUS:**	Exempt
PAY GRADE:	19	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Provides day-to-day management over administrative and operational functions, including Budgeting, Purchasing, Human Resources, Payroll, Records Management, Information Technology and office functions. Plans and coordinates office services and related activities. Makes recommendations relating to the establishment of office administrative processes, policies and procedures. Identifies and resolves operational problems to ensure operation at maximum efficiency. Plans, supervises, schedules and monitors a section of office employees whose duties are specialized and involve varied procedures and methods. Answers questions on policies and procedures.

DISTINGUISHING CHARACTERISTICS:

This is the first in a series of two office management-related job classifications within the Senior Management/Middle Management job family. This classification is distinguished from the Office Manager Senior in that incumbents are first line managers who oversee the administrative functions of a department and duties are primarily supervisory and administrative in nature.

DUTIES AND RESPONSIBILITIES:

- Provides day-to-day management over the administrative and operational functions within a department. Manages operations to meet deadlines. Advises Elected Official or department head of issues.
- Implements office administrative policies and procedures and makes recommendations for improvement. Answers questions on policies and procedures. Evaluates operations and makes recommendations for improvement. Handles and resolves personnel management issues, develops and/or assists in the development of performance standards and measures to ensure resources are allocated effectively.
- Evaluates, implements, and makes recommendations on processes, policies, procedures and systems to improve departmental office operations and ensure operating at maximum efficiency. Establishes and/or assists on establishing policy and procedures for department. Researches, monitors, and ensures changes in applicable laws, regulations, and directives that impact the department. Ensures compliance with current policies, procedures, and regulations. Oversees efficient operations of departmental records management, including files, reports, and storage.
- Manages, plans, delegates, coordinates, monitors and evaluates work of support staff, and reviews their work involving well-defined procedures. May hire, orient and train support staff. May make recommendations on merit increases, disciplinary actions, and dismissals. Schedules substitute coverage or acts as back-up for all staff.
- Performs complex administrative assistant tasks. Prepares calendars and schedules. May prepare correspondence for Elected Official or department head.
- Makes recommendations regarding budget requirements for staffing and equipment needs. Monitors personal services budget and/or operating budget expenditures. Ensures contracting and purchasing procedures are followed. May prepare purchase orders. May order and purchase needed equipment and supplies.
- Oversees the receipt and deposit of fees and fines collected. May develop and implement departments accounting and financial fiscal oversight systems to monitor and safeguard the budget, revenues, and purchases. Compiles comprehensive reports. May prepare and/or assist in preparing annual budget documents. Establishes budgetary needs and forecasts service revenue. Works with agencies on statistical reports and inquiries.
- Ensures building maintenance is completed. Works with support departments to ensure facility is properly maintained. Continuously evaluates operations and makes recommendations for improvements. Evaluates computer needs and makes recommendations for automation needs of the department. Provides information and advice concerning specialized or technical services rendered and related office functions, including responding to and resolving difficult issues and problems, client inquires, complaints and questions raised by public served or by subordinates.

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Office Manager

JOB CODE:	19708	**FLSA STATUS:**	Exempt
PAY GRADE:	19	**LAST REVISED:**	10/01/09

DUTIES AND RESPONSIBILITIES: (Cont.)

- May represent the represent the County by attending meetings, community meetings, seminars, conferences and professional association meetings. Participates in private organizations and participates serves on related committees. Works with County departments and outside agencies in sharing information and addressing issues. May serve as the department liaison.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:
Bachelor's degree in Public Administration, Business Administration, Business Management, Government, Political Science, Criminal Justice or a directly related field AND four (4) years of professional experience with a broad administrative support activity, such as human resources, records management, purchasing, contracting, financial analysis, budgeting, information technology, payroll, and office functions, 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.

Knowledge, Skills, and Abilities:
Knowledge of:
- Management and supervision practices and techniques.
- Federal, State, Local and County applicable laws, rules, regulations and guidelines.
- Policies, practices, procedures and terminology of assigned function.
- Filing and reporting requirements.
- Legal research procedures.
- Accounting, purchasing and budgetary theory, principles 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:
- Supervising others, making presentations and evaluating programs.
- Problem-solving and decision-making.
- Developing databases and conducting research.
- Both verbal and written communication.

Ability to:
- Train and supervise office personnel.
- Plan, assign, motivate and coordinate work of support staff.
- Compile and analyze data, and to write clear and comprehensive reports.
- Assist in monitoring a budget, implementing and maintaining filing and accounting systems.
- Research, compile, analyze, interpret and prepare a variety of fiscal, statistical, legal, and administrative reports.
- Manage time well, perform multiple tasks and organize diverse activities.
- Perform in a stressful environment, while maintaining a professional manner.
- Independently prepare correspondence, memorandums and other materials.
- Establish and maintain effective working relationships with departmental clientele, attorneys, judges, representatives of outside agencies, other County employees and officials, and the general public.

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TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Office Manager

JOB CODE:	19708	**FLSA STATUS:**	Exempt
PAY GRADE:	19	**LAST REVISED:**	10/01/09

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.

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: Office Manager Senior

JOB CODE:	21709	**FLSA STATUS:**	Exempt
PAY GRADE:	21	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Oversees daily management of administrative and operational functions, including Budgeting, Purchasing, Human Resources, Payroll, Records Management, Information Technology and office functions. Plans, supervises, schedules and monitors a section of office employees whose duties are specialized and involve varied procedures and methods. Answers questions on policies and procedures.

DISTINGUISHING CHARACTERISTICS:

This is the second in a series of two office management-related job classifications within the Senior Management/Middle Management job family. This classification is distinguished from the Office Manager in that incumbents have more experience, are responsible for the most complex and involved office administrative operations, and duties are primarily financial, supervisory, and administrative in nature.

DUTIES AND RESPONSIBILITIES:

- Oversees daily management of administrative and operational functions within the department, including Budgeting, Purchasing, Human Resources, Payroll, Records Management, Information Technology and office functions. Manages operations to meet deadlines. Advises Elected Official or department head of issues.
- Develops and implements office administrative policies and procedures to ensure operating at maximum efficiency. Answers questions on policies and procedures. Evaluates operations and makes recommendations for improvement. Handles and resolves personnel management issues, develops performance standards and measures to ensure resources are allocated effectively.
- Plans, evaluates, establishes and implements processes, policies, procedures and systems to improve departmental office operations. Researches, monitors and ensures changes in applicable laws, regulations and directives that impact the department. Ensures compliance with reporting requirements and legislative mandates. Oversees efficient operations of the departmental records management, including files, reports and storage.
- Manages, plans, delegates, coordinates, monitors and evaluates work of support staff, and reviews their work involving well-defined procedures. Hires and trains support staff. Makes recommendations on merit increases, disciplinary actions and dismissals. Oversees and schedules substitute coverage or acts as back-up for all staff.
- Performs the most complex administrative tasks. Prepares calendars and schedules. Prepares correspondence for Elected Official or department head.
- Performs highly technical analysis, complex financial and budgetary analysis and makes recommendations. Collects, analyzes, researches, documents, audits financial data and prepares financial documents and reports. Prepares and/or assists in preparing annual budget documents. Develops and implements departments accounting and financial fiscal oversight systems to monitor and safeguard the budget, revenues and purchases. Establishes budgetary needs and forecasts service revenue. Compiles comprehensive reports.
- Manages and maintains all purchasing functions. Monitors personal services budget and/or operating budget expenditures. Ensures contracting and purchasing procedures are followed. May prepare purchase orders. May order and purchase needed equipment and supplies. Works with agencies on statistical reports and inquiries.
- Ensures building maintenance is completed. Works with support departments to ensure facility is properly maintained. Works with County departments and outside agencies in sharing information and addressing issues. Oversees and is responsible for maintaining department inventory.
- Evaluates training needs and develops strategies to address needs. Conducts training or secures training to ensure training needs are met. Evaluates computer needs and makes determination for departments automation needs. Continuously evaluates operations and makes recommendations for improvements.
- Represents the County by attending meetings, community meetings, seminars, conferences and professional association meetings. Participates in private organizations and participates serves on related committees. Serves as the department liaison. May serve as spokesperson to media and outside agencies.

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TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Office Manager Senior

JOB CODE:	21709	**FLSA STATUS:**	Exempt
PAY GRADE:	21	**LAST REVISED:**	10/01/09

DUTIES AND RESPONSIBILITIES: (Cont.)

- Provides information and advice concerning specialized or technical services rendered and related office functions, including responding to and resolving the most difficult and sensitive issues and problems, client inquires, complaints and questions raised by public served or by subordinates.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:
Bachelor's degree in Public Administration, Business Administration, Business Management, Government, Political Science, Criminal Justice or a directly related field AND five (5) years of professional experience with a broad administrative support activity, such as human resources, payroll, records management, purchasing, contracting, financial analysis, budgeting, information technology and office functions, 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.

Knowledge, Skills, and Abilities:
Knowledge of:
- Management and supervision practices and techniques.
- Federal, State, Local and County applicable laws, rules, regulations and guidelines.
- Policies, practices, procedures and terminology of assigned function.
- Filing and reporting requirements.
- Legal research procedures.
- Accounting, purchasing and budgetary theory, principles 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:
- Supervising others, making presentations and evaluating programs.
- Problem-solving and decision-making.
- Developing databases and conducting research.
- Both verbal and written communication.

Ability to:
- Train and supervise office personnel.
- Plan, assign, motivate and coordinate work of support staff.
- Compile and analyze data, and to write clear and comprehensive reports.
- Assist in monitoring a budget, implementing and maintaining filing and accounting systems.
- Research, compile, analyze, interpret and prepare a variety of fiscal, statistical, legal, and administrative reports.
- Manage time well, perform multiple tasks and organize diverse activities.
- Perform in a stressful environment while maintaining a professional manner.
- Independently prepare correspondence, memorandums and other materials.
- Establish and maintain effective working relationships with departmental clientele, attorneys, judges, representatives of outside agencies, other County employees and officials, and the general public.

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Office Manager Senior

JOB CODE:	21709	**FLSA STATUS:**	Exempt
PAY GRADE:	21	**LAST REVISED:**	10/01/09

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.

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: Legal Services Program Manager

JOB CODE:	24400	**FLSA STATUS:**	Exempt
PAY GRADE:	24	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Under limited supervision. Oversees the daily management of the administrative and operational functions within the department. Plans, supervises, trains and directs a section of legal office employees whose duties are specialized and involve varied procedures and methods. Performs highly complex legal administrative tasks and activities, such as financial reporting, budget, grants, purchasing, payroll and other accounting transactions. Answers questions on policies and procedures.

DISTINGUISHING CHARACTERISTICS:

This is a job classification within the Senior Management/Middle Management job family. Incumbents are first line managers who oversee the administrative functions of a department.

DUTIES AND RESPONSIBILITIES:

- Manages the administrative and operational functions within the legal department, including Budgeting, Purchasing, Human Resources, Payroll, Records Management, Information Technology and other legal office functions. Manages operations to meet deadlines. Advises Elected Official or department head of issues.
- Develops and implements long-term legal departmental policies and procedures. Answers questions on policies and procedures. Evaluates operations and makes recommendations for improvement. Handles and resolves personnel management issues, develops performance standards and measures to ensure resources are allocated effectively.
- Manages, plans, delegates and directs the work of legal support staff. Reviews their work involving well-defined procedures and ensures conformity to departmental policies. Selects, trains and evaluates subordinate staff. May make recommendations on merit increases, disciplinary actions and dismissals. Determines priorities, schedules and assigns work. Oversees and schedules substitute coverage or acts as back-up for all staff. Evaluates training needs and develops strategies to address needs. Conducts training or secures training to ensure training needs are met.
- Performs complex legal administrative tasks and activities. Maintains and prepares calendars, schedules and all travel arrangements. Prepares legal documents and correspondence and prepares statistical reports. Performs complex legal research and discovery. Oversees efficient operations of departmental records management, including legal files, reports and storage. Verifies accuracy and completeness of legal documents and files. Follows up on items to ensure timely completion and statutory compliance.
- Develops, conducts and reviews highly complex and specialized financial analysis, research and reports. Analyzes, tracks and updates departmental salary projections. Processes departmental payroll and timesheets. Assists in the development and execution of the annual departmental budget submission. Monitors personal services budget and/or operating budget and revenues and prepares budget transfers, as required. Monitors the office's compliance with the adopted budget and all budget rules. Authorizes purchase requests in accordance with the adopted budget. Oversees and is responsible for maintaining legal department inventory. Maintains legal records management and retention program in compliance with County procedures. Secures legal records and sensitive documents. May order and purchase needed equipment and supplies.
- Provides information and advice concerning specialized or technical services rendered and related office functions, including responding and resolving difficult issues and problems, client inquires, complaints and questions raised by public served or by subordinates.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:

Bachelor's degree in Public Administration, Business Administration, Business Management, Government, Political Science, Criminal Justice or a directly related field AND five (5) years of professional and legal support experience with a broad administrative support activity, such as human resources, payroll, records management, purchasing, contracting, financial analysis, budgeting, information technology and office functions, including two (2) years of mid- to senior level supervisory or management experience;

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Legal Services Program Manager

JOB CODE:	24400	**FLSA STATUS:**	Exempt
PAY GRADE:	24	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Education and 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:

- Management and supervision practices and techniques.
- Policies, practices, procedures and legal terminology related to court system.
- Federal, State, Local and County applicable laws, rules, regulations and guidelines.
- Legal documents and forms.
- Filing and reporting requirements.
- Methods of research and sources of legal information.
- Accounting, purchasing and budgetary theory, principles and practices.
- Computer equipment to include word processing, spreadsheets, databases and a variety of software packages.
- Business English, spelling and arithmetic, letter writing, grammar and punctuation, and report preparation.

Skill in:

- Supervising others, making presentations and evaluating programs.
- Problem-solving and decision-making.
- Developing databases and conducting research.
- Both verbal and written communication.

Ability to:

- Train and supervise office personnel.
- Plan, assign, motivate and coordinate work of support staff.
- Work independently on difficult or complex legal, clerical and administrative tasks and instruments.
- Compile and analyze data, and to write clear and comprehensive reports.
- Assist in monitoring a budget, implementing and maintaining filing and accounting systems.
- Research, compile, analyze, interpret and prepare a variety of fiscal, statistical, legal and administrative reports.
- Manage time well, and perform multiple tasks and organize diverse activities.
- Perform in a stressful environment while maintaining a professional manner.
- Independently prepare, verify and correct legal documents, correspondence, memorandums and other materials.
- Establish and maintain effective working relationships with departmental clientele, attorneys, judges, representatives of outside agencies, other County employees and officials, and the general public.

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Legal Services Program Manager

JOB CODE:	24400	**FLSA STATUS:**	Exempt
PAY GRADE:	24	**LAST REVISED:**	10/01/09

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.

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: Juvenile Probation Division Manager

JOB CODE:	22778	**FLSA STATUS:**	Exempt
PAY GRADE:	22	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Under administrative direction, plans, manages, organizes and supervises the staff and operation of a division within a juvenile justice system. Directs and manages conformity with State and Federal laws and guidelines, and policies and procedures for the health, safety and welfare of juveniles. Assists in planning, organizing, developing, scheduling and implementing policies, procedures, goals and objectives of the division. Manages the staffing, training, development and performance evaluation of division staff. May be assigned oversight of the facility in the absence of Division Director.

DISTINGUISHING CHARACTERISTICS:

This is the first in a series of four juvenile probation-related job classifications within the Senior Management/Middle Management job family. This classification is distinguished by the administrative and management duties and responsibilities performed in overseeing the staff and operations of a division under the direction of a division director level position. 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 Division Director in planning, managing, organizing, monitoring and evaluating the staff and overall operations of a division. Directs and ensures conformity with State and Federal laws and guidelines, and policies and procedures for the health, safety and welfare of juveniles.
- Oversees management staff and others, including hiring, training, performance evaluation, disciplinary actions and dismissals, and ensures activities are consistent with goals and objectives. Seeks and creates opportunities for improved performance, learning and development of staff. Identifies and addresses problems or conflicts.
- Plans, organizes, develops, schedules and implements policies, procedures, goals and objectives of the unit.
- Prepares, receives and reviews a variety of fiscal, administrative and statistical reports and interprets findings. Evaluates current programs, procedures and practices on an on-going basis. Plans and develops policies, procedures and programs to enhance efficiency and effectiveness and monitors the unit's workload to ensure that quality services are being provided.
- Assists in the development and implementation of comprehensive strategic plans for the division.
- Provides high-level technical advice, policy interpretation and guidance for application of appropriate procedures to supervisors and other staff.
- Assists in preparation and administration of division budget. Monitors and approves budget expenditures to ensure consistently with system goals and objectives and remaining available funds. Establishes internal control procedures for budget related activities.
- Represents the department and serves as a liaison for local and statewide committees and task forces, advisory groups and the general public. Serves as spokesperson to media and outside agencies.
- Performs administrative division tasks, as required.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:
Bachelor's degree in Public Administration, Business Administration or one of the Social or Behavioral Sciences or a directly related field AND five (5) years of increasingly responsible experience in a social service, community corrections or a juvenile agency, including two (2) years of mid- to senior level supervisory or management experience;

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TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Juvenile Probation Division Manager

JOB CODE:	22778	**FLSA STATUS:**	Exempt
PAY GRADE:	22	**LAST REVISED:**	10/01/09

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 be at least 21 years of age.
Certification as a Juvenile Probation Officer and/or Detention Officer or eligible for certification within six (6) months of employment, including successful completion of Cardio-pulmonary Resuscitation (CPR) Certification, First Aid and Handle with Care (state approved physical restraint technique).
Valid Texas Driver's License.

Preferred:
One (1) year of experience in full time casework management.
Experience in correctional administration.

Knowledge, Skills, and Abilities:
Knowledge of:
- Management and supervisory principles, practices and techniques.
- Policies, procedures, practices and terminology of assigned function.
- Federal, State and Local laws and program requirements.
- Budgetary 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:
- Supervising others, allocating resources and evaluating programs.
- Strategic planning, developing, monitoring and evaluating of programs.
- Leadership and collaboration.
- Problem-solving and decision-making.
- Developing and monitoring program budgets.
- Both verbal and written communication, including presentations.

Ability to:
- Direct, motivate, train, develop and evaluate staff.
- Develop and implement policies and procedures and operational plans or activities.
- Create and recommend program initiatives.
- Gather and evaluate facts to develop individual program planning and appropriate case disposition.
- Serve as technical consultant and liaison.
- Prepare administrative and statistical reports.
- Manage time well, perform multiple tasks and organize diverse activities.
- Prepare correspondence, memorandums and other written materials.
- Work with mentally disturbed, hostile and aggressive individuals.
- Establish and maintain effective working relationships with departmental clientele, representatives of outside agencies and providers, other County employees and officials, and the general public.

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Juvenile Probation Division Manager

JOB CODE:	22778	**FLSA STATUS:**	Exempt
PAY GRADE:	22	**LAST REVISED:**	10/01/09

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, squatting to perform the essential functions. Requires exposure to hostile behavior from clients. May be subject to contact with noise, vibration, fumes, foul odor, dirt, dust, mist, gases and poor ventilation. Subject to contact with communicable diseases, radiation, hazardous waste, human fecal matter and foul odors. Subject to stressful 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

JOB TITLE: Court Services Management Admin Coord

JOB CODE:	18396	**FLSA STATUS:**	Exempt
PAY GRADE:	18	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Coordinates and supervises the staff and daily operation of an assigned court system process or program. Oversees compliance with applicable State and Federal laws and guidelines, and departmental policies and procedures. Evaluates and participates in the development of policies, programs and procedures and makes recommendations to facilitate efficiency and effectiveness.

DISTINGUISHING CHARACTERISTICS:

This is a job classification within the Senior Management/Middle Management job family. Incumbent's in this classification coordinates and supervises the staff and daily operation of an assigned court system process or program. Assists management in planning and developing programs, policies and procedures, goals and objectives of the unit.

DUTIES AND RESPONSIBILITIES:

- Organizes office activities and supervises and assigns the work and activities of professional and/or support staff which includes hiring, training, work distribution, performance appraisal and discipline.
- Prepares reports, compiles statistics, and monitors the unit's workload to ensure that quality services are being provided.
- Conducts research and plans or assists in planning and developing programs, policies and procedures, goals and objectives of the unit. May assist in budget preparations and monitoring.
- Assists with the coordination of division functions with other divisions or other representatives within the Court system.
- May perform administrative duties, conduct staff meetings and chair staff committees.
- May represent the department and advocate with local businesses, community organizations, other public and private entities and the general public.
- May prepare and submit grant proposals to State and Federal agencies and ensure compliance with contract agreements.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:
Bachelor's degree in one of the Social or Behavioral Sciences, Social Work, Sociology, Psychology, Counseling, Education, Criminal Justice or a directly related field AND four (4) years of increasingly responsible experience in social services, community corrections or juvenile agency, including one (1) year of lead, 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:
Licensed Chemical Dependency Counselor (LCDC).

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TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Court Services Management Admin Coord

JOB CODE:	18396	**FLSA STATUS:**	Exempt
PAY GRADE:	18	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Knowledge, Skills, and Abilities:

Knowledge of:

- Management and supervisory principles, practices and techniques.
- Policies, practices, procedures and terminology of assigned function.
- 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.
- Problem-solving and decision-making.
- Both verbal and written communication.

Ability to:

- Plan, assign, motivate, and coordinate work of staff to achieve specific service objectives.
- Manage time well, and perform multiple tasks and organize diverse activities.
- Independently prepare correspondence, memorandums, and other materials.
- Research, 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, attorneys, children, judges 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. Duties and responsibilities and overtime eligibility may vary based on the specific tasks assigned to the position.

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: District Clerk Jury Manager

JOB CODE:	20397	**FLSA STATUS:**	Exempt
PAY GRADE:	20	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Manages, directs and coordinates jury management activities. Plans for future services and budgetary needs. Manages budget and other resources. Manages and evaluates staff. Establishes policies and oversees development of corresponding procedures. Attends meetings with related agencies as jury liason.

DISTINGUISHING CHARACTERISTICS:

This is a job classification within the Senior Management/Middle Management job family. Oversees a division in the District Clerk's Office. Typically manages a subordinate group of professionals through supervisory or lead staff.

DUTIES AND RESPONSIBILITIES:

- Manages, plans, organizes, implements, monitors and evaluates the overall operations of jury management activities. Manages the development and implementation of comprehensive strategic plans for the department. Oversees all aspects of the impaneling process. Ensures that adequate numbers of jurors are summoned and are available to fill all jury panel requests from the Courts. Ensures all eligible jurors are assigned to a Court panel.
- Manages, plans, delegates, coordinates, monitors and evaluates work of support staff, and reviews their work involving well-defined procedures. Hires and trains support staff. Makes recommendations on merit increases, disciplinary actions and dismissals. Oversees and schedules substitute coverage or acts as back-up for all staff.
- Serves as department liaison between related departments and outside agencies. Meets with the impaneling judge in advance to coordinate activities. Oversees activities relating to automation for the department. Includes creation of juror service records. Integrates online impaneling with in-person impaneling processes.
- Provides information and advice concerning specialized or technical services rendered and related office functions, including responding to and resolving the most difficult and sensitive issues and problems, client inquires, complaints and questions raised by public served or by subordinates. Resolves problems and develops alternatives when necessary. Monitors personal services budget and/or operating budget expenditures.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:
Bachelor's degree in Public Administration, Business Administration, Government, Criminal Justice or a directly related field AND five (5) years of progressively responsible experience in government or related field, 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.

Knowledge, Skills, and Abilities:
Knowledge of:
- Management and supervisory principles, practices and techniques.
- Jury management.
- Policies, practices, procedures and terminology of assigned function.
- Federal, State and Local program laws and requirements.
- Budgetary 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.

458

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: District Clerk Jury Manager

JOB CODE:	20397	**FLSA STATUS:**	Exempt
PAY GRADE:	20	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Skill in:

- Supervising others, allocating resources and evaluating programs.
- Strategic planning, developing, monitoring and evaluating of programs.
- Leadership and collaboration.
- Problem-solving and decision-making.
- Developing and monitoring program budgets.
- Both verbal and written communication, including presentations.

Ability to:

- Direct, motivate, train, develop and evaluate staff.
- Develop and implement policies and procedures and operational plans or activities.
- Create and recommend program initiatives.
- Gather and evaluate facts to develop individual program planning and appropriate case disposition.
- Serve as technical consultant and liaison.
- Prepare administrative and statistical reports.
- Manage time well, perform multiple tasks and organize diverse activities.
- Prepare correspondence, memorandums and other written materials.
- Work with mentally disturbed, hostile and aggressive individuals.
- 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 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, 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: County / District Clerk Division Director

JOB CODE:	26751	**FLSA STATUS:**	Exempt
PAY GRADE:	26	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Manages and coordinates all functions of a County or District Clerk division, including, but not limited to, management of division employees, supervision of programs and operations of the division, and representation of the County or District Clerk in an official capacity. Manages operations in accordance with State, Federal and Local laws and guidelines, policies and procedures.

DISTINGUISHING CHARACTERISTICS:

This is a job classification within the Senior Management/Middle Management job family. Incumbent's in this classification oversees a division in the County or District Clerk's Office. Typically manages a subordinate group of professionals through supervisory or lead staff.

DUTIES AND RESPONSIBILITIES:

- Manages, plans, organizes, implements, monitors and evaluates the overall operations, staff and functions of a County or District Clerk division. Directs and ensures conformity with State, Federal and Local laws, policies and procedures. Assigns and monitors workload through subordinate supervisors.
- Oversees supervisors and other staff, including hiring, training, performance evaluation, disciplinary actions and dismissals, and ensures activities are consistent with goals and objectives. Seeks and creates opportunities for improved performance, learning and development of staff. Identifies and addresses problems or conflicts.
- Plans, organizes, develops, schedules and implements policies, procedures, goals and objectives of the division.
- Prepares, receives and reviews a variety of fiscal, administrative and statistical reports and interprets findings. Evaluates current programs, procedures and practices on an on-going basis. Plans and develops policies, procedures, programs and goals to enhance efficiency and effectiveness. Monitors the division workload to ensure that quality services are being provided.
- Assists in the development and implementation of comprehensive strategic plans for the division.
- Provides high-level technical advice, policy interpretation and guidance for application of appropriate procedures to supervisors and other staff.
- Assists in preparation and administration of division budget. Monitors and approves budget expenditures to ensure consistently with system goals and objectives and remaining available funds. Establishes internal control procedures for budget related activities.
- Represents the department in coordinating activities with various governmental and other agencies, advocacy groups, local, regional and statewide committees and the general public. Coordinates with agencies providing similar services to deliver and enhance service needs.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:
Bachelor's degree in Public Administration, Business Administration, Government, Criminal Justice or a directly related field AND five (5) years of progressively responsible experience in government or related field, 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.

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TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: County / District Clerk Division Director

JOB CODE:	26751	**FLSA STATUS:**	Exempt
PAY GRADE:	26	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Licenses, Registrations, Certifications, or Special Requirements:
None required.

Knowledge, Skills, and Abilities:
Knowledge of:

- Management and supervisory principles, practices and techniques.
- Policies, practices, procedures and terminology of assigned function.
- Federal, State and Local program laws and requirements.
- Budgetary 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:

- Supervising others, allocating resources and evaluating programs.
- Strategic planning, developing, monitoring and evaluating programs.
- Leadership and collaboration.
- Problem-solving and decision-making.
- Developing and monitoring program budgets.
- Both verbal and written communication, including presentations.

Ability to:

- Direct, motivate, train, develop and evaluate staff.
- Develop and implement policies and procedures and operational plans or activities.
- Create and recommend program initiatives.
- Gather and evaluate facts to develop individual program planning and appropriate case disposition.
- Serve as technical consultant and liaison.
- Prepare administrative and statistical reports.
- Manage time well, perform multiple tasks and organize diverse activities.
- Prepare correspondence, memorandums and other written materials.
- Work with mentally disturbed, hostile and aggressive individuals.
- 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 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, 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.

461

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Juvenile Probation Division Director

JOB CODE:	25397	**FLSA STATUS:**	Exempt
PAY GRADE:	25	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Directs the overall operations, staff and functions of a division within a juvenile justice system through subordinate managers. Provides leadership, management and coordination in planning, organizing, implementing and evaluating division operations in accordance with State, Federal and Local laws, policies, procedures and guidelines. Develops division strategic plans to accomplish goals and objectives and improve effectiveness and efficiency of services. Directs the staffing, training, development and performance evaluation of division staff.

DISTINGUISHING CHARACTERISTICS:

This is the second in a series of four juvenile probation-related job classifications within the Senior Management/Middle Management job family. This classification is distinguished by the administrative and management duties and responsibilities performed in directing the staff and operations of a division through subordinate managers. This classification may require a flexible work schedule in order to meet the needs of the department.

DUTIES AND RESPONSIBILITIES:

- Directs, plans, organizes, implements, monitors and evaluates the overall operations, staff and functions of a division. Directs and ensures conformity with State and Federal laws and guidelines, and policies and procedures for the health, safety and welfare of juveniles.
- Directs management and staff, including hiring, training, performance evaluation, disciplinary actions and dismissals, and ensures activities are consistent with goals and objectives. Seeks and creates opportunities for improved performance, learning and development of staff, and identifies and addresses problems or conflicts.
- Develops division strategic plans to accomplish goals and objectives and improve effectiveness and efficiency of services.
- Oversees and participates in development of division policies, procedures, goals and objectives. Directs the scheduling of day-to-day operations and staffing for the division.
- Prepares and reviews a variety of fiscal, administrative and statistical reports, and interprets findings. Evaluates current programs, procedures and practices on an on-going basis. Plans and develops policies, procedures and programs to enhance efficiency and effectiveness and monitors the division's workload to ensure that quality services are being provided.
- Prepares and administers division budget. Monitors and approves budget expenditures to ensure consistently with system goals and objectives and remaining available funds. Establishes internal control procedures for budget related activities.
- Provides high-level technical advice, policy interpretation and guidance for application of appropriate procedures to managers and other staff.
- Represents the department and serves as a liaison for local and statewide committees and task forces, advisory groups and the general public. Serves as spokesperson to media and outside agencies.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:

Bachelor's degree in Public Administration, Business Administration or one of the Social or Behavioral Sciences or a directly related field AND six (6) years of increasingly responsible experience in a social service, community corrections or a juvenile agency, 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.

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TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Juvenile Probation Division Director

JOB CODE:	25397	**FLSA STATUS:**	Exempt
PAY GRADE:	25	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Licenses, Registrations, Certifications, or Special Requirements:
Must be at least 21 years of age.
Certification as a Juvenile Probation Officer and/or Detention Officer or eligible for certification within six (6) months of date of hire, including successful completion of Cardio-pulmonary Resuscitation (CPR) Certification, First Aid and Handle with Care (state approved physical restraint technique).
Valid Texas Driver's License.

Preferred:
One (1) year of experience in full time casework management.
Experience in correctional administration.

Knowledge, Skills, and Abilities:
Knowledge of:
- Management principles, practices and techniques.
- Policies, practices, procedures and terminology of assigned function.
- Federal, State and Local program laws and requirements.
- Budgetary 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:
- Directing management and staff, allocating resources and evaluating programs.
- Strategic planning, developing, monitoring and evaluating programs.
- Leadership and collaboration.
- Problem- solving and decision-making.
- Developing and monitoring program budgets.
- Both verbal and written communication, including presentations.

Ability to:
- Direct, motivate, train, develop and evaluate staff.
- Develop and implement policies and procedures and strategic and operational plans.
- Plan, develop, implement and evaluate program initiatives.
- Serve as a high-level technical consultant and liaison.
- Prepare administrative and statistical reports.
- Manage time well, perform multiple tasks and organize diverse activities.
- Prepare correspondence, memorandums and other written materials.
- May require the ability to work with mentally disturbed, hostile and aggressive individuals.
- Establish and maintain effective working relationships with departmental clientele, representatives of outside agencies and providers, other County employees and officials, and the general public.

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Juvenile Probation Division Director

JOB CODE:	25397	**FLSA STATUS:**	Exempt
PAY GRADE:	25	**LAST REVISED:**	10/01/09

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, squatting to perform the essential functions. Requires exposure to hostile behavior from clients. May be subject to contact with noise, vibration, fumes, foul odor, dirt, dust, mist, gases and poor ventilation. Subject to contact with communicable diseases, radiation, hazardous waste, human fecal matter and foul odors. Subject to stressful 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

JOB TITLE: Tax Assessor-Collection Division Director

JOB CODE:	28213	**FLSA STATUS:**	Exempt
PAY GRADE:	28	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Directs, administers and manages operational activities of a divisional area.

DISTINGUISHING CHARACTERISTICS:

This is a job classification within the Senior Management/Middle Management job family. Directs and administers a divisional area of tax operations. Distinguished in that incumbents have management and administrative responsibilities.

DUTIES AND RESPONSIBILITIES:

- Directs and administers operational activities. Manages systems, staff and equipment of a contemporary, customer-oriented service environment. Determines resources needed to meet service demands in various customer access environments. Ensures service delivery systems comply with applicable Federal, State and Local laws.
- Directs the planning, development, coordination and implementation of annual strategic work plan to achieve organizational mission statement, stated goals and objectives. Evaluates and reports on performance and develops and implements quality improvements strategies.
- Evaluates operations and makes recommendations for improvement. Handles and resolves personnel management issues, develops performance standards and measures to ensure resources are allocated effectively. Evaluates, plans and implements systems, processes and procedures to ensure office operates at maximum efficiency.
- Directs media and outreach programs and media relations. Issues official written and online publications, news releases and newsletters. Evaluates and reports on contracted information services. Produces media presentations, represents Elected Official and prepares and delivers speeches.
- Directs, manages and controls division budget. Prepares a variety of fiscal and administrative reports.
- 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.
- Directs, administers and manages mandated training. Coordinates professional accreditation course curriculum. Serves as liaison with other agencies.
- Attends and participates in meetings with other departments and agencies. Participate in professional association meetings and serves on committees and boards related accreditation activities. Represents office at meetings and in dealing with the public, public officials and other public agencies. Makes presentations. Coordinates with appropriate Elected Officials, Appointed Officials and department heads for services, as required.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:
Bachelor's degree in Business Administration, Business Management, Public Administration, Government, Communications, Public Relations or a directly related field AND five (5) years of increasingly responsible program development division level experience, including four (4) 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.

465

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Tax Assessor-Collection Division Director

JOB CODE:	28213	**FLSA STATUS:**	Exempt
PAY GRADE:	28	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Licenses, Registrations, Certifications, or Special Requirements:
None required.

Preferred:
Master's degree in Business Administration, Business Management, Public Administration, Government, Communications, Public Relations or a directly related field.

Knowledge, Skills, and Abilities:

Knowledge of:

- Texas Property Tax Code, Texas Election Laws, Motor Vehicle Laws.
- Automated delivery systems in a call center environment.
- Federal, State, Local and County applicable laws, rules, regulations and guidelines.
- Management and supervisory principles, practices and techniques.
- Standard media practices.
- Adult learning principles and contemporary delivery methods.
- Standard practices in area of assignment.
- Supervisory principles, practices and techniques.
- Online computer searching and internet.
- 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:

- Resolving supervisory/management issues, including planning and managing teams.
- Problem-solving and decision-making.
- Developing general and specific programs to reach certain segments of the public.
- Conflict resolution and community relations.
- Public speaking and content delivery.
- Both verbal and written communication.

Ability to:

- Train and supervise office personnel.
- Plan, organize and effectively direct projects.
- Develop and implement new and innovative ideas.
- Work on a wide variety of tasks simultaneously and produce timely and tangible results.
- Utilize online resources.
- Address complex issues.
- Manage time well, perform multiple tasks and organize diverse activities.
- Independently prepare correspondence, memorandums and other materials.
- Develop, analyze and interpret complex policies, regulations and procedures.
- Establish and maintain effective working relationships with departmental clientele, technical staff, state and local officials, elected and appointed officials, members of the media, 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.

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.

466

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Probation Division Manager

JOB CODE:	22398	**FLSA STATUS:**	Exempt
PAY GRADE:	22	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Directs the day-to-day and overall operations and staff of a comprehensive and complex court services program. Plans and develops policies, procedures and programs to accomplish goals and objectives and ensures conformity with State and Federal laws and guidelines. Oversees and performs managerial, consultative, technical and administrative work, develops and recommends strategic plans and new program initiatives, and directs and prepares annual program budget.

DISTINGUISHING CHARACTERISTICS:

This is the first in a series of two probation-related job classifications within the Senior Management/Middle Management job family. Incumbents in this classification is responsible for directing the operations and staff of a comprehensive and complex court services program. This classification is responsible for developing strategic plans, goals and objectives, initiatives, and budget for a large, comprehensive, complex program or programs. The classification has a broad scope of operational and staff responsibility and typically directs through subordinate managers or supervisors.

DUTIES AND RESPONSIBILITIES:

- Directs the planning and operations of a comprehensive and complex court services program. Directs subordinate managers and staff, including hiring, training, performance evaluation, disciplinary actions and dismissals, ensuring activities are consistent with policies, procedures, laws, regulations, goals and objectives. Creates opportunities for improved performance, learning and development of staff. Identifies and addresses problems or conflicts.
- Directs and participates in the planning, developing and establishing of goals and objectives. Develops strategic plans, policies and programs to accomplish goals and objectives.
- Directs service delivery and program operations. Oversees the establishment of procedures and priorities and directs the monitoring of activities and assignments to achieve desired results. Resolves problems.
- Evaluates effectiveness of programs and operations and develops new and modified initiatives to improve effectiveness. Directs the implementation and monitoring of new and existing programs.
- Provides high-level technical advice, policy interpretation, research and guidance for application of appropriate procedures to managers and other staff.
- Directs and participates in development of annual program budget. Directs ongoing administration of approved budget and oversees expenditures. Prepares proposals for funding or funding continuation, as required.
- Represents the organization and collaborates with representatives of the Court system, governmental and public agency representatives, community outreach and, advocacy groups, service providers and others.
- Prepares periodic reports, financial analyses and statistical reports on program activities, results and performance.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:
Bachelor's degree in Social or Behavioral Sciences or a directly related field AND five (5) years of increasingly responsible experience in social services or probation related work, including three (3) years 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.

467

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Probation Division Manager

JOB CODE:	22398	**FLSA STATUS:**	Exempt
PAY GRADE:	22	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Licenses, Registrations, Certifications, or Special Requirements:
Valid Texas Driver's License.

Preferred:
Licensed Professional Counselor (LPC); OR,
Licensed Chemical Dependency Counselor (LCDC); OR,
Licensed Social Worker (LSW).
Certification as a Community Supervision Officer.

Knowledge, Skills, and Abilities:
Knowledge of:

- Management and supervisory principles, practices and techniques.
- Program administration and oversight techniques.
- Policies, practices, procedures and terminology of assigned function.
- Federal, State and Local program laws and requirements.
- Advocacy groups, social service providers and community outreach organizations.
- Conciliation and mediation concepts.
- Budgetary practices and techniques.
- Modern office practices, procedures and methods.
- 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:

- Strategic planning, developing, monitoring and evaluating of court services programs and services.
- Supervising others, allocating resources and evaluating programs.
- Leadership and collaboration.
- Problem-solving and decision-making.
- Negotiating, interviewing and investigating practices and techniques.
- Developing and monitoring program budgets.
- Both verbal and written communication, including presentations.

Ability to:

- Direct, motivate, train, develop and evaluate staff.
- Plan, assign, motivate and coordinate work of support staff to achieve specific service objectives.
- Serve as technical consultant and liaison.
- Evaluate psychological and other professional reports.
- Create and recommend program initiatives.
- Prepare administrative and statistical reports.
- Work independently and efficiently.
- 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.

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Probation Division Manager

JOB CODE:	22398	**FLSA STATUS:**	Exempt
PAY GRADE:	22	**LAST REVISED:**	10/01/09

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: Juvenile Shift Supervisor

JOB CODE:	19385	**FLSA STATUS:**	Exempt
PAY GRADE:	19	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Responsible for shift activities on an assigned shift at the Juvenile Detention facility. Provides orientation for juveniles entering detention. Plans and coordinates daily living activities and ensures that health, safety and welfare measures and procedures are carried out by shift members and residents. May supervise evening and weekend personnel. May be assigned oversight of the facility in the absence of higher level management.

DISTINGUISHING CHARACTERISTICS:

This is a job classification within the Senior Management/Middle Management job family. Provides supervision to clients who have been placed in the juvenile facility by the Court system. Provides supervision to Juvenile Officer positions of various types. Duties performed are of a more complex nature and type. Incumbents in this classification typically functions as a working lead over the activities of other positions in addition to the normal range of duties. May require work in secure facilities. Remains on-call 24 hours a day, seven days a week. This classification may require a flexible work schedule in order to meet the needs of the department.

DUTIES AND RESPONSIBILITIES:

- Supervises shift activities within the juvenile facility, including assigned personnel, assigns tasks to shift workers and schedules part-time employees. Conducts mandatory training sessions and staff meetings.
- Assumes responsibility during assigned shift for juveniles detained in the detention facility.
- Provides orientation for juveniles entering the system during the shift, and programs and coordinates daily living activities for the residents, including health and personal hygiene, counseling, recreation, education and social experiences.
- Maintains chronological logs concerning juveniles, including medical and emotional conditions.
- Writes reports and communicates significant observations to the staff, parents, attorneys, and judges. Ensures that chronological records of the juveniles in the facility are updated daily at the end of the shift.
- Inspects and maintains safety, sanitation and security of the facilities, and ensures that all policies and procedures regarding safety, sanitation and security of residents and staff are followed.
- Establishes probable cause and makes decisions to detain youth.
- Researches and maintains current knowledge of family law, counseling, treatment techniques, and departmental policies and procedures. Maintains current knowledge of available community resources for making referrals.
- Receives data and processes information concerning juveniles.
- Participates in in-service training and continuing education.
- Maintains records and generates statistical and other reports, as required.
- Ensures that all incident and medical reports are written and distributed to appropriate persons at the end of each shift.
- Ensures that appropriate persons are contacted in the event of a dorm incident or medical emergency.
- Communicates with law enforcement agencies, correctional agencies, attorneys and families as needed. Counsels residents and shift members.
- Conducts employee job performance evaluations, trains, supervises, recommends and carries out disciplinary action for line staff, in conjunction with the manager.
- Conducts research and recommends programs and policies.
- Investigates resident and line staff complaints and recommends appropriate action.

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TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Juvenile Shift Supervisor

JOB CODE:	19385	**FLSA STATUS:**	Exempt
PAY GRADE:	19	**LAST REVISED:**	10/01/09

DUTIES AND RESPONSIBILITIES: (Cont.)

- Classifies and updates juveniles according to policy to determine level of supervision and placement.
- Conducts grievance resolution with residents to ensure staff is in compliance with progressive discipline model and policies, procedures, laws and standards.
- May screen cases referred to the Court and take appropriate action.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:
Bachelor's degree in Criminal Justice or in one of the Social or Behavioral Sciences, Social Work, Sociology, Psychology, Counseling or a directly related field AND four (4) years increasingly responsible experience in probation, community corrections, social services or related work, including one (1) year mid- to senior level lead, 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:
Must be at least 21 years of age.
Certification as a Juvenile Probation Officer and Detention Officer or eligible for certification within six (6) months of date of hire, including successful completion of Cardio-pulmonary Resuscitation (CPR) Certification, First Aid and Handle with Care (state approved physical restraint technique).
Valid Texas Driver's License.

Knowledge, Skills, and Abilities:
Knowledge of:
- Supervisory principles, practices and techniques.
- Policies, practices, procedures and legal terminology related to Court system.
- Federal, State, Local and County applicable laws, rules, regulations and applicable juvenile justice system standards and procedures.
- Standard practices in area of assignment.
- Psychological concepts of good behavior, social adjustment and emotional stability.
- Standard counseling techniques.
- Safety and security techniques and standards.
- Physical restraint techniques to control aggressive behavior.
- First aid techniques.
- Computer equipment to include word processing, spreadsheets, databases and a variety of software packages.

Skill in:
- Training, supervising and reviewing the work of others.
- Monitoring and responding to client behavior.
- Problem-solving and decision-making.
- Interviewing clients.
- Both verbal and written communication.

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Juvenile Shift Supervisor

JOB CODE:	19385	**FLSA STATUS:**	Exempt
PAY GRADE:	19	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Ability to:

- Train, guide, organize and assign the work of others.
- Make investigations and report the results clearly, accurately and impartially.
- Gather, analyze and evaluate facts to develop individual program plans and appropriate case dispositions.
- Develop, analyze and interpret policies and procedures.
- Deal effectively with mentally disturbed, hostile and aggressive individuals.
- Manage time well, perform multiple tasks and organize diverse activities.
- Research, compile, analyze, interpret and prepare a variety of fiscal, statistical and administrative 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 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, squatting to perform the essential functions. Requires exposure to hostile behavior from clients. May be subject to contact with noise, vibration, fumes, foul odor, dirt, dust, mist, gases and poor ventilation. Subject to contact with communicable diseases, radiation, hazardous waste, human fecal matter and foul odors. Subject to stressful 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

JOB TITLE: Juvenile Case Work Manager

JOB CODE:	19391	**FLSA STATUS:**	Exempt
PAY GRADE:	19	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Manages the personnel and tasks of assigned work unit. Manages the compliance with applicable State and Federal laws and guidelines, and departmental policies and procedures. Conducts research, plans programs, policies and procedures, goals and objectives of the unit. May manage an assigned caseload. May be assigned oversight of the facility and administrative functions in the absence of the Division Manager.

DISTINGUISHING CHARACTERISTICS:

This is a job classification within the Senior Management/Middle Management job family. Incumbent's in this classification oversees and manages the daily operations of employees assigned to supervise and monitor progress of clients within the juvenile justice system. Provides assistance to staff and makes recommendations on the more complex client issues. 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 the daily operations of employees assigned to supervise and monitor progress of clients within the juvenile justice system. Interviews, hires, trains, manages, develops and evaluates employee performance. Counsels employees as necessary to improve performance. Disciplines and terminates employees, as required.
- Plans, schedules, distributes and monitors workload. Ensures work is performed in accordance with laws, policies and procedures. Sets priorities on tasks. Oversees functions to ensure work is completed and objectives are met.
- Evaluates, recommends and initiates change in office policies and procedures. Prepares reports. Assists in analyzing operations. Assists in budget preparation.
- Provides oversight and guidance to staff and makes recommendations on the more complex client issues.
- Prepares reports, compiles statistics and monitors the unit's workload to ensure that quality services are being provided.
- Conducts research, plans programs, policies and procedures, goals and objectives of the unit. Develops, implements and evaluates programs to address specialized needs and provides clinical program oversight.
- May manage an assigned caseload. Conducts case reviews and audits, and develops, implements and reviews case management systems. Maintains case files and computer records on each case.
- Investigates and processes complaints from clients and their families, citizens, public and private agencies, attorneys, judges and others. Resolves problems.
- Assists with the coordination of division functions with other divisions.
- Represents the department in coordinating activities with other departments, various law enforcement agencies, governmental and other agencies.
- May perform administrative division tasks, staff meetings and chair staff committees. May be assigned oversight of the facility and administrative functions in the absence of the Division Manager.
- May coordinate client's transportation needs according to policy and procedures.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:

If assigned to Domestic Relations:

Bachelor's degree in one of the Social or Behavioral Sciences, Social Work, Sociology, Psychology, Counseling, Education, Criminal Justice or a directly related field AND four (4) years of increasingly responsible experience in social services, community corrections, or juvenile agency, including one (1) year mid- to senior level supervisory or management experience;

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TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Juvenile Case Work Manager

JOB CODE:	19391	**FLSA STATUS:**	Exempt
PAY GRADE:	19	**LAST REVISED:**	10/01/09

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:
Valid Texas Driver's License.

Preferred:
Licensed Social Worker (LSW); OR, Licensed Professional Counselor (LPC); OR, Licensed Marriage and Family Therapist. Master's degree in one of the Social or Behavioral Sciences, Social Work, Sociology, Psychology, Counseling, Education, Criminal Justice or a directly related field.

If not assigned to Domestic Relations:
Bachelor's degree in one of the Social or Behavioral Sciences, Social Work, Sociology, Psychology, Counseling, Education, Criminal Justice or a directly related field AND four (4) years of increasingly responsible experience in social services, community corrections, or juvenile agency, including at least one (1) year in lead, 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:
Must be at least 21 years of age.
Certification as a Juvenile Probation Officer and Detention Officer or eligible for certification within six (6) months of date of hire, including successful completion of Cardio-pulmonary Resuscitation (CPR) First Aid and Handle with Care (state approved physical restraint technique).
Valid Texas Driver's License.

Preferred:
Licensed Social Worker (LSW); OR, Licensed Professional Counselor (LPC); OR, Licensed Marriage and Family Therapist. Master's degree in one of the Social or Behavioral Sciences, Social Work, Sociology, Psychology, Counseling, Education, Criminal Justice or a directly related field.

Knowledge, Skills, and Abilities:
Knowledge of:

- Family law and the District Court system.
- Conciliation and mediation concepts.
- Management and supervisory principles, practices and techniques.
- Policies, practices, procedures and legal terminology related to court system.
- 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.

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Juvenile Case Work Manager

JOB CODE:	19391	**FLSA STATUS:**	Exempt
PAY GRADE:	19	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Skill in:

- Supervising others.
- Developing general and specific programs to reach certain segments of the public.
- Public speaking and content delivery.
- Negotiating, interviewing and investigating practices and techniques.
- Problem-solving and decision-making.
- Both verbal and written communication.

Ability to:

- Train and supervise office personnel.
- Plan, assign, motivate, and coordinate work of support staff to achieve specific service objectives.
- Accurately assess the present and future needs of a child, to present that child's case and advocate their best interests in court as well as out of court for as long as the case is in the court system.
- Evaluate psychological and other professional reports.
- Research and maintain legal concepts.
- Perform in a stressful environment while maintaining a professional manner.
- Manage time well, perform multiple tasks and organize diverse activities.
- Independently prepare correspondence and memorandums and other materials.
- Research, 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, attorneys, children, judges 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, squatting to perform the essential functions. Requires exposure to hostile behavior from clients. May be subject to contact with noise, vibration, fumes, foul odor, dirt, dust, mist, gases and poor ventilation. Subject to contact with communicable diseases, radiation, hazardous waste, human fecal matter and foul odors. Subject to stressful 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

JOB TITLE: Probation Case Work Manager

JOB CODE:	19150	**FLSA STATUS:**	Exempt
PAY GRADE:	19	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Oversees and manages the daily operations of employees assigned to supervise clients who have been placed on community supervision by the courts. Plans, schedules, distributes and monitors workload. Ensures work is performed in accordance with laws, policies and procedures. Recommends and initiates changes in office policies and procedures. Provides casework assistance and makes decisions on client issues.

DISTINGUISHING CHARACTERISTICS:

This is a job classification within the Senior Management/Middle Management job family. Incumbents in this classification oversees and manages the daily operations of employees assigned to supervise and monitor progress of clients who have been placed on community supervision. This classification provides casework assistance to staff and makes decisions on client issues. This classification may require work in secure facilities.

DUTIES AND RESPONSIBILITIES:

- Manages the daily operations of employees assigned to supervise clients who have been placed on community supervision by the courts, enforces conditions of community supervision and monitors all aspects of casework related to the conditions of community supervision. Interviews, trains, manages, develops and evaluates employee performance. Counsels employees as necessary to improve performance. Develops performance improvement plans and disciplines employees, as required. Maintains employee supervision files and documents all pertinent information.
- Plans, schedules, distributes and monitors workload. Ensures work is performed in accordance with laws, policies and procedures. Sets priorities on tasks. Oversees functions to ensure work is completed and objectives are met.
- Evaluates, recommends and initiates changes in office policies and procedures. Prepares reports. Assists in analyzing operations. May assist in budget preparation. May require grant writing.
- Provides oversight and guidance to staff and makes decisions on client issues. Staffs cases with Probation Officers.
- Conducts administrative and supervisory hearings for clients not in compliance with their conditions of community supervision.
- Investigates complaints from clients, their families, judicial entities and the general public.
- Conducts case audits on a continuing basis.
- Maintains databases, compiles statistics and prepares reports related to work performed.
- May coordinate building maintenance issues and equipment in unit.
- Represents the department in coordinating activities with various law enforcement, governmental and other agencies. Participates in planning projects. Presents informational programs to community organizations and educational institutions.
- Conducts staff meetings and may chair staff committees. May serve on various task forces or administrative committees as requested by Administration.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:
Bachelor's degree in Criminal Justice or in one of the Social or Behavioral Sciences, Social Work, Sociology, Psychology, Counseling or a directly related field AND five (5) years experience as a Probation Officer with Travis County Community Supervision and Corrections Department, including one (1) year as a Probation Officer Senior;

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TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Probation Case Work Manager

JOB CODE:	19150	**FLSA STATUS:**	Exempt
PAY GRADE:	19	**LAST REVISED:**	10/01/09

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:
Valid Texas Driver's License.

Preferred:
Experience in more than one area or field casework, Court Services, Diagnostic, specialized caseloads.

Knowledge, Skills, and Abilities:
Knowledge of:

- Management and supervisory principles, practices and techniques.
- Policies, practices, procedures and legal terminology related to court system.
- Federal, State and Local applicable laws, rules, regulations and applicable community supervision services standards and procedures.
- Standard practices in area of assignment.
- Budget preparation and office management.
- Psychological concepts of good behavior, social adjustment and emotional stability.
- Casework 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:

- Supervising others, including team building.
- Problem-solving and decision-making.
- Training, supervising and reviewing the work of others.
- Interviewing clients.
- Both verbal and written communication.

Ability to:

- Plan, assign, supervise and review the work of subordinates.
- Conduct investigations and report results clearly, accurately and impartially.
- Reason and make judgments and decisions.
- Work effectively and courteously under stressful circumstances.
- Deal effectively with mentally disturbed, hostile and aggressive individuals.
- Manage time well, 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 clientele, representatives of outside agencies, other County employees and officials, attorneys, judges and the general public.

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Probation Case Work Manager

JOB CODE:	19150	**FLSA STATUS:**	Exempt
PAY GRADE:	19	**LAST REVISED:**	10/01/09

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, squatting to perform the essential functions. Subject to contact with communicable diseases, radiation, hazardous waste, human fecal matter and foul odors. Subject to 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

JOB TITLE: Pretrial Manager

JOB CODE:	20335	**FLSA STATUS:**	Exempt
PAY GRADE:	20	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Oversees and manages the daily operations of employees assigned to interview, investigate and evaluate clients incarcerated on criminal charges to determine their eligibility for personal bond and determine indigent status for court appointed attorney. Oversee and manages employees assigned to supervise and maintain contact with specialized caseload of clients released on bond with bond conditions. Plans, schedules, distributes and monitors workload. Ensures work is performed in accordance with laws, policies and procedures. Recommends and initiates changes in office policies and procedures. Provides assistance and makes recommendations on the more complex bonds and issues.

DISTINGUISHING CHARACTERISTICS:

This is the first in a series of two pretrial-related job classifications within the Senior Management/Middle Management job family. Incumbents in this classification oversees and manages the daily operations of employees assigned to interview, investigate and evaluate clients incarcerated on criminal charges to determine their eligibility for personal bond and determine indigent status for court appointed attorney. Oversee and manages employees assigned to supervise and maintain contact with specialized caseload of clients released on bond with bond conditions. Provides assistance to staff and makes recommendations on the more complex bonds and issues. 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 the daily operations of employees assigned to interview, investigate and evaluate clients incarcerated on criminal charges to determine their eligibility for personal bond, and employees assigned to supervise and maintain contact with specialized caseload of clients released on bond with bond conditions.
- Interviews, trains, manages, develops and evaluates employee performance. Counsels employees as necessary to improve performance. Develops performance improvement plans. Disciplines employees, as required. Maintains employee supervision files and documents all pertinent information.
- Plans, schedules, distributes and monitors workload. Ensures work is performed in accordance with laws, policies and procedures. Sets priorities on tasks. Oversees functions to ensure work is completed and objectives are met.
- Evaluates, recommends and initiates changes in office policies and procedures. Prepares reports. Assists in analyzing operations. Assists in budget preparation. May require grant writing.
- Provides oversight and guidance to staff and makes recommendations on the more complex client issues.
- Assists judges and attorneys on investigations and makes recommendations on personal bonds in cases with high bonds, serious allegations or high profile cases.
- Investigates complaints from clients, their families, judicial entities and the general public.
- Maintains databases, compiles statistics and prepares reports related to work performed.
- Represents the department in coordinating activities with various law enforcement, governmental and other agencies. Participates in planning projects.
- May perform administrative division tasks. Conducts staff and chairs staff committees and meetings.
- 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 increasingly responsible experience in pretrial services related work, including one (1) year in mid- to senior level supervisory or management experience;

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TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Pretrial Manager

JOB CODE:	20335	**FLSA STATUS:**	Exempt
PAY GRADE:	20	**LAST REVISED:**	10/01/09

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:
Valid Texas Driver's License.

Preferred:
Texas Crime Information Center Certificate.
National Crime Information Center Certificate.

Knowledge, Skills, and Abilities:
Knowledge of:
- Management and supervisory principles, practices and techniques.
- Policies, practices, procedures and legal terminology related to court system.
- Federal, State, Local and County applicable laws, rules, regulations and applicable pretrial services standards and procedures.
- Standard practices in area of assignment.
- 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:
- Supervising others, including team building.
- Problem-solving and decision-making.
- Training, supervising and reviewing the work of others.
- Interviewing clients.
- Both verbal and written communication.

Ability to:
- Work efficiently both independently and as part of a team.
- Plan, assign, supervise and review the work of subordinates.
- Reason and make judgments and decisions.
- Deal effectively with mentally disturbed, hostile and aggressive individuals.
- Manage time well, 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, reports or grant requests.
- Establish and maintain effective working relationships with departmental clientele, representatives of outside agencies, other County employees and officials, attorneys, judges and the general public.

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Pretrial Manager

JOB CODE:	20335	**FLSA STATUS:**	Exempt
PAY GRADE:	20	**LAST REVISED:**	10/01/09

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, squatting to perform the essential functions. Subject to contact with communicable diseases, radiation, hazardous waste, human fecal matter and foul odors. Subject to 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

JOB TITLE: Pretrial Division Director

JOB CODE:	26338	**FLSA STATUS:**	Exempt
PAY GRADE:	26	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Plans and directs the budget, services and operations of the County Pretrial Services functions. Oversees the recruiting, hiring, training, scheduling and evaluation of employees assigned to interview, investigate and evaluate clients incarcerated on criminal charges to determine their eligibility for personal bond. Ensures work is performed in accordance with laws, policies and procedures. Implements changes in office policies and procedures. Determines Personal Recognizance eligibility on the most serious allegations of criminal charges and/or those charges with high bond settings.

DISTINGUISHING CHARACTERISTICS:

This is the second in a series of two pretrial-related job classifications within the Senior Management/Middle Management job family. Incumbents in this classification plans and directs the budget, services and operations of the County Pretrial Services functions. Together with subordinate managers, provides assistance to staff and makes recommendations on the more complex bonds and issues. 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:

- Plans and directs the budget, services and operations of the County Pretrial Services functions.
- Oversees the recruitment, hiring, training and evaluation of employees assigned to interview, investigate and evaluate clients incarcerated on criminal charges to determine their eligibility for personal bond. Assists managers in counseling, disciplining and terminating employees, as required.
- Directs the planning, scheduling, distribution and monitoring of workload. Ensures work is performed in accordance with laws, policies and procedures. Assists managers and other staff in setting priorities on tasks. Oversees functions to ensure aims are carried out.
- Monitors aspects of criminal justice system and evaluates, recommends and initiates changes in office policies and procedures. Prepares reports and analyzes operations.
- Determines Personal Recognizance eligibility on the most serious of criminal allegations and/or those charges with highest bond settings. Revokes personal bonds. Reviews and approves denied bonds for irregularities and is available to handle appeals from attorneys on denied personal bonds.
- Serves as a direct liaison to judges, attorneys and criminal justice agencies. Represents the department at Commissioners Court.
- Plans, prepares and implements the department budget and ensures all expenditures are in accordance with the budget. Plans for future services and budgetary needs. Investigates availability of funding sources and coordinates contracts and grant writing.
- Oversees and administers the human resources, purchasing, information technology and records management functions for the department.
- Represents the department to Elected and Appointed Officials, staff, external organizations and the general public.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:
Bachelor's degree in Criminal Justice or a directly related field AND six (6) years directly related, increasingly responsible experience in criminal justice system, including four (4) years of mid- to senior level supervisory or management experience;

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Pretrial Division Director

JOB CODE:	26338	**FLSA STATUS:**	Exempt
PAY GRADE:	26	**LAST REVISED:**	10/01/09

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:
Valid Texas Driver's License.

Preferred:
Texas Crime Information Center Certificate.
National Crime Information Center Certificate.

Knowledge, Skills, and Abilities:
Knowledge of:
- Management and supervisory principles, practices and techniques.
- Policies, practices, procedures and legal terminology related to court system.
- Federal, State, Local and County applicable laws, rules, regulations and applicable pretrial services standards and procedures.
- Standard practices in area of assignment.
- Current drug abuse counseling and treatment methodologies and services.
- Budget preparation, grant writing 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:
- Managing staff and program operations.
- Problem-solving and decision-making.
- Training, managing and reviewing the work of others.
- Interviewing clients.
- Both verbal and written communication.

Ability to:
- Plan, direct, assign, manage and review the work of subordinates.
- Apply general management principles.
- Develop, analyze, and interpret policies, procedures, and financial records.
- Reason and make judgments and decisions.
- Deal effectively with mentally disturbed, hostile, and aggressive individuals.
- Manage time well, 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 clientele, representatives of outside agencies, other County employees and officials, attorneys, judges and the general public.

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Pretrial Division Director

JOB CODE:	26338	**FLSA STATUS:**	Exempt
PAY GRADE:	26	**LAST REVISED:**	10/01/09

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, squatting to perform the essential functions. Subject to contact with communicable diseases, radiation, hazardous waste, human fecal matter and foul odors. Subject to 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.

484

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Victim Witness Services Division Director

JOB CODE:	25585	**FLSA STATUS:**	Exempt
PAY GRADE:	25	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Directs the operations and staff of a complex victim/witness services division. Oversees and participates in the planning and development of policies, procedures and programs to accomplish goals and objectives. Oversees and performs managerial, consultative, technical and administrative work. Develops and recommends strategic plans and new program initiatives, and directs and prepares annual budget.

DISTINGUISHING CHARACTERISTICS:

This is a job classification within the Senior Management/Middle Management job family. Incumbent's in this classification directs the division operations of employees assigned to provide services for crime victims and witnesses. The classification has broad scope of operational and staff responsibility.

DUTIES AND RESPONSIBILITIES:

- Directs, plans, organizes, implements, monitors and evaluates the overall operations, staff and functions of a complex victim/witness services division. Directs and facilitates conformity with State, Federal and Local laws, policies and procedures.
- Directs management and staff, including hiring, training, performance evaluation, disciplinary actions and dismissals. Directs activities to be consistent with goals and objectives. Seeks and creates opportunities for improved performance, learning and development of staff. Identifies and addresses problems or conflicts.
- Oversees and participates in development of division policies, procedures, goals and objectives. Directs the scheduling of day-to-day operations and staffing for the division.
- Develops division strategic plans to accomplish goals and objectives and improve effectiveness and efficiency of services.
- Provides oversight and guidance to management and staff and makes recommendations on complex client issues.
- Prepared, receives and reviews statistical and programmatic reports, monitors programs and interprets findings. Evaluates current programs, procedures and practices on an on-going basis. Plans and develops policies, procedures and programs to enhance efficiency and effectiveness of operations and services. Researches and develops grants for related programs.
- Develops and oversees implementation of training programs for representatives of the criminal justice system, other staff and volunteers to enhance services provided to crime victims and witnesses.
- Prepares and administers division budget. Monitors and approves budget expenditures to provide consistency with program goals and objectives. Ensures that expenditures are made within available funds.
- Represents the department in coordinating activities with various law enforcement, criminal justice, governmental and other agencies, victim advocacy groups, local, regional and statewide committees and the general public. Coordinates with agencies providing similar services to deliver and enhance the service needs of crime victims and witnesses.
- Serves as spokesperson to media and outside agencies for crime victim issues and related community outreach activities.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:
Bachelor's degree in Criminal Justice, Social or Behavioral Science or a directly related field AND six (6) years increasingly responsible experience in victim services or related work, including three (3) years mid- to senior level supervisory or management experience;

485

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Victim Witness Services Division Director

JOB CODE:	25585	**FLSA STATUS:**	Exempt
PAY GRADE:	25	**LAST REVISED:**	10/01/09

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:

Valid Texas Driver's License.

Preferred:

Master's degree in Criminal Justice, Social or Behavioral Science or a directly related field.
Experience in crisis and trauma counseling.
Licensed Master Social Worker (LMSW).
Licensed Professional Counselor (LPC).

Knowledge, Skills, and Abilities:

Knowledge of:

- Management and supervisory principles, practices and techniques.
- Policies, practices, procedures and legal terminology related to court system.
- Federal, State, Local and County applicable laws, rules, regulations and guidelines.
- Standard practices in area of assignment.
- Criminal justice agencies and task forces.
- Counseling and crisis stabilization techniques and resources.
- Psychological concepts of good behavior, social adjustment and emotional stability.
- Advocacy groups, clinical and other service providers and community outreach services.
- Budget development, preparation, and monitoring.
- 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:

- Directing and managing others, including team building.
- Problem-solving and decision-making.
- Training, managing and evaluating the work of others.
- Developing and monitoring budgets.
- Preparing and making presentations.
- Counseling and providing crisis and other assistance to clients.
- Assessing the psychosocial status of clients.
- Determining types of counseling, social service provider and other services indicated for clients.
- Obtaining information from clients and other sources.
- Both verbal and written communication.

Ability to:

- Direct, motivate, train, develop and evaluate staff.
- Plan, assign, direct and evaluate the work of staff.
- Reason and make judgments and decisions.
- Manage time well, perform multiple tasks and organize diverse activities.
- Explain legal issues, terms and court procedures.
- Develop client advocacy programs.
- Research, compile, analyze, interpret and prepare a variety of memorandums or reports.
- Establish and maintain effective working relationships with departmental clientele, criminal justice system representatives, other representatives of outside agencies, other County employees and officials, community outreach and other organizations, clinical service providers and the general public.

486

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Victim Witness Services Division Director

JOB CODE:	25585	**FLSA STATUS:**	Exempt
PAY GRADE:	25	**LAST REVISED:**	10/01/09

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 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, 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: Commissary Manager

JOB CODE:	18591	**FLSA STATUS:**	Exempt
PAY GRADE:	18	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Under general supervision, manages the day-to-day operation of the TCSO commissary. Supervises assigned staff and makes recommendations related to employee hiring, evaluation, promotion, discipline and dismissal. Implements inventory, purchasing and accounting systems related to the daily operations of the TCSO commissary. Produces a wide range of reports related to business performance and tracks business statistics. Monitors vendor performance. Oversees purchasing and inventory process. Supervises inmate workers.

DISTINGUISHING CHARACTERISTICS:

This is a job classification within the Senior Management/Middle Management job family. Incumbents perform complex duties in managing the day-to-day operation of the TCSO commissary. 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 civilian employees in a correctional setting. Reviews applications and makes recommendations for new hires and transfers. Conducts employee training and development. Makes recommendations on employee discipline actions, merit increases and dismissals. Conducts performance reviews, counsels employees and monitors employee performance and productivity. Monitors employee workloads. Maintains time sheets and work schedules for assigned employees. Prepares daily duty rosters. Schedules substitute coverage or acts as backup for all staff. Updates employees on all new policies and procedures.
- Coordinates inventory purchases and maintains appropriate inventory levels. Conducts physical inventories. Resolves inventory discrepancies. Maintains inventory assessments of needed office equipment, supplies and furniture. Prepares bid packages and solicits bids from vendors. Reviews pricing, product quality and shipment costs. Evaluates vendor service and conducts product testing. Ensures contracting and purchasing procedures are followed. Prepares purchase orders.
- Manages commissary computer system and reporting functions. Produces and monitors computer generated inventory cost reports, sales tax reports and business management reports. Maintains and monitors product and cost analysis reports. Projects sales, expenditures and anticipated profit margins. Analyzes product demand, pricing and requirements. Monitors and maintains operational efficiency and economy. Works with agencies on statistical reports and inquiries.
- Reviews a wide range of forms and documents related to inmate accounts, orders and indigent requests. Investigates and resolves requests regarding funds, errors, credits and losses. Maintains records, reports and files as mandated by law. Prepares or assists in preparing annual budget documents. Establishes budgetary needs and forecasts revenue. Reports and follows up on building maintenance issues.
- Supervises inmate workers. Writes and reviews inmate incident reports. Makes recommendations for disciplinary action when appropriate. Documents serious incidents and trains employees in emergency response procedures and equipment.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:
Associate's degree in Business, Retail Management or a directly related field AND four (4) years of retail experience, 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.

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TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Commissary Manager

JOB CODE:	18591	**FLSA STATUS:**	Exempt
PAY GRADE:	18	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Education and Experience: (Cont.)

Licenses, Registrations, Certifications, or Special Requirements:
None required.

Knowledge, Skills, and Abilities:
Knowledge of:

- Management and supervisory principles, practices and techniques.
- Policies, practices, procedures and legal terminology related to court system.
- Federal, State, Local and County applicable laws, rules, regulations and guidelines.
- Standard practices in area of assignment.
- Corrections procedures and environment.
- Automated inventory and product systems.
- Retail business practices.
- Business statistics.
- Computer equipment to include word processing, spreadsheets, databases, inventory control, purchasing, customer accounts and other general business software.
- Business letter writing, grammar and punctuation, and report preparation.

Skill in:

- Directing and managing others, including team building.
- Problem-solving and decision-making.
- Training, managing and evaluating the work of others.
- Planning, organizing and controlling operations in a corrections environment.
- Evaluating business operations and recommending improvements.
- Supervising staff and inmates.
- Maintaining business records.
- Both verbal and written communication.

Ability to:

- Direct, motivate, train, develop and evaluate staff.
- Plan, assign, direct and evaluate the work of staff.
- Reason and make judgments and decisions.
- Manage time well, perform multiple tasks and organize diverse activities.
- Communicate effectively.
- Establish and maintain effective working relationships with County employees and officials, vendors, representatives of outside agencies, and with the general public.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

Physical requirements include the ability to lift/carry up to 20-50 pounds 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, 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: Juvenile Facilities Manager

JOB CODE:	19780	**FLSA STATUS:**	Exempt
PAY GRADE:	19	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Provides management oversight and direction for facilities assessments, service contracts and in-house moving services. Executes building support initiatives. Directs, plans, and schedules building support services. Supervises and trains staff. Oversees facility maintenance, food services and fleet operations.

DISTINGUISHING CHARACTERISTICS:

This is a job classification within the Senior Management/Middle Management job family. This classification is distinguished by the management duties and responsibilities. This classification may require a flexible work schedule in order to meet the needs of the department.

DUTIES AND RESPONSIBILITIES:

- Supervises staff, evaluates staff job performance and coordinates schedules and assignments. Prepares a variety of fiscal and administrative reports.
- Provides coaching and counseling, conducts disciplinary actions, and ensures compliance with policies, procedures, laws, regulations, goals and objectives.
- Establishes project priorities and plans for timely completion of facility projects.
- Coordinates and manages utilization of vendors and contractors. Manages inventory, purchases materials and services for maintenance, construction and custodial services.
- Plans for replacement of building components based on life cycle analysis.
- Administers budget for building support services and assists in minor construction and planning estimating.
- Manages work order systems, analyzes trends and provides feedback. Responds to facilities related emergencies.
- Conducts research, plans programs, policies, procedures, goals and objectives.
- Ensures that policies and procedures regarding safety, sanitation and security of residents and staff are being followed.
- Performs administrative division tasks, as required.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:
Bachelor's degree in Public Administration, Business Administration or a field directly related to facilities maintenance and management AND five (5) years increasingly responsible facilities maintenance experience, including two (2) 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:
Certified by the Texas Juvenile Probation Commission as a Probation Officer.
Valid Texas Driver's License.
Current Cardio-pulmonary Resuscitation (CPR) Certification.

Preferred:
Correctional administration experience.

490

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Juvenile Facilities Manager

JOB CODE:	19780	**FLSA STATUS:**	Exempt
PAY GRADE:	19	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Knowledge, Skills, and Abilities:

Knowledge of:

- Management and supervisory principles, practices and techniques.
- Policies, practices, procedures and terminology of assigned function.
- Standard practices in area of assignment.
- Federal, State, Local and County applicable laws, rules, regulations and applicable professional health care standards and procedures.
- 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:

- Supervising others, including team building.
- Using and caring for equipment utilized in area of assignment.
- Explaining complicated technical problems in simple non-technical language.
- Problem-solving and decision-making.
- Both verbal and written communication.

Ability to:

- Train and supervise office personnel.
- Develop, analyze and interpret policies and procedures, financial statements, public information statements, and operational plans or activities.
- Plan, assign, motivate and coordinate work of support staff to achieve specific service objectives.
- Manage time well, perform multiple tasks and organize diverse activities.
- Independently prepare correspondence, memorandums, and other materials.
- Research, compile, analyze, interpret and prepare a variety of fiscal, statistical and administrative 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 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, squatting to perform the essential functions. Subject to contact with noise, vibration, fumes, foul odor, dirt, dust, mist, gases, and poor ventilation, and moving large set of construction parts, tools or machinery. May be exposed to hostile behavior from clients.

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: Court Services Program Manager

JOB CODE:	24399	**FLSA STATUS:**	Exempt
PAY GRADE:	24	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Manages and assigns the work of a comprehensive and complex courts system operations staff. Plans and develops policies, procedures and programs to accomplish goals and objectives. Conducts work flow and trend analysis, and establishes department systems to ensure the efficiency and quality of departmental functions and operations. Oversees and performs managerial, consultative, technical and administrative work. Assists in developing and recommending strategic plans and new program initiatives, and assists in preparation of the annual budget.

DISTINGUISHING CHARACTERISTICS:

This is a job classification within the Senior Management/Middle Management job family. Incumbent's in this classification is responsible for managing and assigning the work of a comprehensive and complex courts system operations staff. This classification is responsible for assisting in development of, recommending strategic plans, and new program initiatives to facilitate efficiency and effectiveness of a complex court system.

DUTIES AND RESPONSIBILITIES:

- Manages and assigns the work of a comprehensive and complex courts system operations staff. Recruits, interviews, hires, trains and evaluates employee performance. Creates opportunities for improved performance, learning and development of staff. Identifies and addresses problems or conflicts.
- Conducts work flow and trend analysis, and establishes department systems to ensure the efficiency and quality of departmental functions and operations.
- Prepares reports, monitors statistics and monitors department workload to ensure policies, procedures, laws and regulations are being followed and goals are being met. Reviews statistics to evaluate, plan and assist in setting departmental goals.
- Performs human resource functions within a courts system. Performs or assists departmental management and employees with staffing, classification, compensation, benefits, training, policy compliance, employee relations and other human resource functions.
- Ensures that court system procedures are consistent with legislative mandates.
- Represents the courts system in coordinating activities with various criminal justice agencies and task forces. Participates in local and regional planning for court related initiatives.
- Assists judges and other high-level management in determining resources required.
- Assists in or writes grants. Participates in development of grant performance measures and deliverables. Facilitates implementation of grant deliverables to ensure they are met.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:
Bachelor's degree in Criminal Justice, Business Administration, Public Policy/Administration, Government, Social Science or Behavioral Science or a directly related field AND five (5) years increasingly responsible experience in criminal justice related work, 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.

492

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Court Services Program Manager

JOB CODE:	24399	**FLSA STATUS:**	Exempt
PAY GRADE:	24	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Knowledge, Skills, and Abilities:

Knowledge of:

- Management and supervisory principles, practices and techniques.
- Court system administration and oversight techniques.
- Policies, practices, procedures and legal terminology related to court system.
- Federal, State and Local program laws and requirements.
- Criminal justice agencies and task forces.
- Budgetary practices and techniques.
- Modern office practices, procedures and methods.
- 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:

- Strategic planning, developing, monitoring and evaluating court systems and services.
- Supervising others, allocating resources and evaluating programs.
- Leadership and collaboration.
- Problem-solving and decision-making.
- Negotiating, interviewing and investigating practices and techniques.
- Developing and monitoring program budgets.
- Both verbal and written communication, including presentations.

Ability to:

- Manage, motivate, train, develop and evaluate staff.
- Plan, assign, motivate and coordinate work of staff to achieve specific service objectives.
- Serve as technical consultant and liaison.
- Create and recommend program initiatives.
- Prepare administrative and statistical reports.
- Work independently and efficiently.
- 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 5-15 pounds occasionally, visual acuity, speech and hearing, hand and eye coordination and manual dexterity necessary to 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, 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.

493

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Medical Services Director

JOB CODE:	27041	**FLSA STATUS:**	Exempt
PAY GRADE:	27	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Directs and supervises the delivery of health care services, programs and related services to patients in the medical section of a secure facility. Monitors and oversees that services delivered are in compliance with applicable laws, rules, regulations and applicable professional health care standards and procedures established by the state, court, physicians and the department. Administers, manages and directs professional staff. Ensures that appropriate services, operational management policies and procedures, and protocols are formulated, developed and implemented.

DISTINGUISHING CHARACTERISTICS:

This is a job classification within the Senior Management/Middle Management job family. Serves as the Director of the health care and medical sections in a secure facility. This classification may require a flexible work schedule in order to meet the needs of the department.

DUTIES AND RESPONSIBILITIES:

- Supervises health care staff, evaluates staff job performance and coordinates schedules and assignments. Authorizes staff productive and non-productive work hours, prepares and administers budget, and prepares a variety of fiscal and administrative reports.
- Manages and coordinates health care resources to provide effective and efficient services in the medical section of secure facilities that are in compliance with applicable laws, rules, regulations and applicable professional health care standards and procedures established by the state, court, physicians and the department.
- Coordinates activities to ensure efficient delivery of health care services.
- Oversees maintenance of security and safety of patients and health care personnel.
- Consults with other health care members, County staff, department staff or County officials about patient treatment.
- Performs quality control audits. Purchases medication and nursing supplies and maintains supply inventory.
- Assists medical staff and coordinates health care with doctors inside and outside the facilities.
- Provides in-service training to health care staff.
- Assists in developing strategic short and long-term plans, develops and implements goals, objectives, policies, procedures and priorities. Coordinates with officials to achieve those goals.
- Responds and analyzes difficult inquires, grievances and complaints.
- Works closely with officials, department heads, multiple outside suppliers and other County staff to establish procedures for the monitoring of contract compliance issues.
- Represents the County by attending meetings, community meetings, seminars, conferences and professional association meetings. Participates in private organizations and participates serves on related committees.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:
Bachelor's degree in Nursing AND five (5) years of directly related, increasingly responsible experience in nursing, including two (2) years of mid- to senior level 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.
Valid Texas Driver's License.
Current Cardio-pulmonary Resuscitation (CPR) Certification.

494

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Medical Services Director

JOB CODE:	27041	**FLSA STATUS:**	Exempt
PAY GRADE:	27	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Education and Experience: (Cont.)

Preferred:

Experience in correctional administration and programming.

Knowledge, Skills, and Abilities:

Knowledge of:

- Standard nursing and other health care practices.
- Policies, practices, procedures and terminology related to nursing and health care.
- Federal, State, Local and County applicable laws, rules, regulations and applicable professional health care standards and procedures.
- 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:

- In-patient care.
- 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, perform multiple tasks and organize diverse activities.
- Fit health care and related services into a secure environment.
- 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 35-50 pounds, and may be required to lift/carry up to 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, 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.

495

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Social Services Director

JOB CODE:	25561	**FLSA STATUS:**	Exempt
PAY GRADE:	25	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Directs the overall operations, staff and functions of a complex social services division through subordinate managers. Provides leadership, management and coordination in planning, organizing, implementing and evaluating division operations in accordance with State, Federal and Local laws, policies, procedures and guidelines. Develops division strategic plans to accomplish goals and objectives and improve effectiveness and efficiency of services. Directs the staffing, training, development and performance evaluation of division staff.

DISTINGUISHING CHARACTERISTICS:

This is a job classification within the Senior Management/Middle Management job family. Incumbent's in this classification is responsible for directing the operations and staff of a comprehensive and complex social services division. This classification has broad scope of operational and staff responsibility.

DUTIES AND RESPONSIBILITIES:

- Directs, plans, organizes, implements, monitors and evaluates the overall operations, staff and functions of a complex social services division. Directs and ensures conformity with State, Federal and Local laws, policies and procedures.
- Directs management and staff, including hiring, training, performance evaluation, disciplinary actions and dismissals, and ensures activities are consistent with goals and objectives. Seeks and creates opportunities for improved performance, learning and development of staff. Identifies and addresses problems or conflicts.
- Oversees and participates in the planning and development of division policies, procedures, goals and objectives. Directs the scheduling of day-to-day operations and staffing for the division.
- Develops division strategic plans to accomplish goals and objectives and improve effectiveness and efficiency of service delivery and program operations.
- Provides oversight and guidance to management and staff and makes recommendations on complex issues.
- Initiates, develops, plans and oversees implementation of special programs. Evaluates effectiveness of programs and operations and develops new and modified initiatives to improve effectiveness. Directs the implementation and monitoring of new and existing programs.
- Provides high-level technical advice, policy interpretation and guidance for application of appropriate procedures to managers and other staff.
- Prepares, receives or and reviews statistical and programmatic reports and interprets findings. Oversees research and development of grants for related programs.
- Prepares and administers division budget. Monitors and approves budget expenditures to ensure consistently with division goals and objectives and remaining available funds.
- Represents the organization and collaborates with governmental and public agency representatives, community outreach and advocacy groups, service providers and others. Plans, develops and directs a variety of community development and community organizing activities. Identifies and resolves service gaps and barriers. Stimulates interest in programs and services.
- Serves as spokesperson to media and outside agencies for programmatic issues and related community outreach activities.
- Directs the development of, and participation in, training and education programs for clients, social service providers, community organizations and others.
- Performs other job-related duties as assigned.

496

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Social Services Director

JOB CODE:	25561	**FLSA STATUS:**	Exempt
PAY GRADE:	25	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS:

Education and Experience:
Bachelor's degree in Public Administration, Business Administration or one of the Social or Behavioral Sciences or a directly related field AND seven (7) years of increasingly responsible experience in a social services, 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:
Master's degree in Public Administration, Business Administration or one of the Social or Behavioral Sciences in a directly related field.

Knowledge, Skills, and Abilities:
Knowledge of:
- Management and supervisory principles, practices and techniques.
- Policies, practices, procedures and terminology related to social services.
- Federal, State, Local and County applicable laws, rules, regulations and guidelines.
- Program administration and oversight techniques.
- Standard practices in area of assignment.
- Strategic planning, development, monitoring and evaluation of social service programs and services.
- Leadership and community collaboration.
- Social service agencies, delivery systems and task forces.
- Advocacy groups, clinical and other service providers and community outreach services.
- Budget development, preparation, and monitoring.
- 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:
- Directing and managing others, including team building.
- Leadership and community collaboration.
- Problem-solving and decision-making.
- Strategic planning, developing, monitoring and evaluating social service programs and services.
- Developing and monitoring budgets.
- Preparing and making presentations.
- Obtaining information from clients and other sources.
- Both verbal and written communication.

Ability to:
- Direct, motivate, train, develop and evaluate staff.
- Plan, assign, direct and evaluate the work of staff.
- Reason and make judgments and decisions.
- Manage time well, perform multiple tasks and organize diverse activities.
- Facilitate community collaborations and represent the department or County in a wide range of community settings.
- Research, compile, analyze, interpret and prepare a variety of memorandums or reports.
- Establish and maintain effective working relationships with departmental clientele, other County employees and officials, community outreach and other organizations, clinical service providers and the general public.

497

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Social Services Director

JOB CODE:	25561	**FLSA STATUS:**	Exempt
PAY GRADE:	25	**LAST REVISED:**	10/01/09

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, sitting, repetitive motion, reaching, climbing stairs, bending, stooping, kneeling, crouching, crawling, pushing, pulling, balancing, 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.

498

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: HHS Division Director

JOB CODE:	26566	**FLSA STATUS:**	Exempt
PAY GRADE:	26	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Directs the overall operations, staff and functions of a complex health and human services division through subordinate managers. Provides leadership, management and coordination in planning, organizing, implementing and evaluating division operations in accordance with State, Federal and Local laws, policies and procedures and guidelines. Develops division strategic plans to accomplish goals and objectives and improve effectiveness and efficiency of services. Directs the staffing, training, development and performance evaluation of division staff.

DISTINGUISHING CHARACTERISTICS:

This is a job classification within the Senior Management/Middle Management job family. Incumbent's in this classification is responsible for directing the operations and staff of a comprehensive and complex health and human services division. This classification has broad scope of operational and staff responsibility.

DUTIES AND RESPONSIBILITIES:

- Directs, plans, organizes, implements, monitors and evaluates the overall operations, staff and functions of a complex health and human services division. Directs and ensures conformity with State, Federal and Local laws, policies and procedures.
- Directs management and staff, including hiring, training, performance evaluation, disciplinary actions and dismissals, and ensures activities are consistent with goals and objectives. Seeks and creates opportunities for improved performance, learning and development of staff. Identifies and addresses problems or conflicts. Answers questions on policies and procedures.
- Directs the development of division policies, procedures, goals and objectives. Directs the scheduling of day-to-day operations and staffing for the division. Maintains knowledge of best practices
- Directs division strategic plans to accomplish goals and objectives and improve effectiveness and efficiency of service delivery and program operations.
- Directs the oversight and guidance of management and staff and makes recommendations on complex issues.
- Directs, initiates, develops and plans implementation of special programs. Evaluates effectiveness of programs and operations and develops new and modified initiatives to improve effectiveness. Directs the implementation and monitoring of new and existing programs.
- Provides high-level technical advice, policy and procedure interpretation and guidance of appropriate actions to managers and other staff.
- Prepared, receives and reviews statistical and programmatic reports and interprets findings. Directs the research and development of grants for related programs.
- Prepares and administers division budget. Monitors and approves budget expenditures to ensure consistently with division goals and objectives and remaining available funds.
- Represents the organization and collaborates with governmental and public agency representatives, community outreach and advocacy groups, service providers and others. Directs, plans and develops a variety of community development and community organizing activities. Identifies and resolves service gaps and barriers. Stimulates interest in programs and services.
- Directs or attends meetings with individuals, organizations or other agencies for the purpose of problem-solving and negotiations that lead to the effective execution of contracts, mutually beneficial interagency agreements and collaborative efforts in the health and human services arena. Serves as spokesperson to media and outside agencies for programmatic issues and related community outreach activities.
- Directs the development of, and participation in, training and education programs for clients, social service providers, community organizations and others.
- Performs other job-related duties as assigned.

499

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: HHS Division Director

JOB CODE:	26566	**FLSA STATUS:**	Exempt
PAY GRADE:	26	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS:

Education and Experience:
Bachelor's degree in Public Administration, Business Administration or one of the Social or Behavioral Sciences or a directly related field AND seven (7) years of increasingly responsible experience in a social services, including three (3) years of mid- to senior level 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 in Public Administration, Business Administration or one of the Social or Behavioral Sciences or a directly related field.

Knowledge, Skills, and Abilities:
Knowledge of:
- Management and supervisory principles, practices and techniques.
- Policies, practices, procedures and terminology related to social services.
- Social work, skills, values and theory.
- Federal, State, Local and County applicable laws, rules, regulations and guidelines.
- Program administration and oversight techniques.
- Standard practices in area of assignment.
- Strategic planning, developing, monitoring and evaluating social service programs and services.
- Leadership and community collaboration.
- Social service agencies, delivery systems and task forces.
- Advocacy groups, clinical and other service providers and community outreach services.
- Budget development, preparation, and monitoring.
- 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:
- Directing and managing others, including team building.
- Leadership and community collaboration.
- Problem-solving and decision-making.
- Strategic planning, developing, monitoring, and evaluating social service programs and services.
- Developing and monitoring budgets.
- Preparing and making presentations.
- Obtaining information from clients and other sources.
- Both verbal and written communication, including presentations.

500

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: HHS Division Director

JOB CODE:	26566	**FLSA STATUS:**	Exempt
PAY GRADE:	26	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Ability to:

- Direct, lead, motivate, train, develop and evaluate staff.
- Plan, assign, direct and evaluate the work of staff.
- Reason and make judgments and decisions.
- Resolve complex problems.
- Make appropriate and effective public presentations.
- Manage time well, perform multiple tasks and organize diverse activities.
- Facilitate community collaborations and represent the department or County in a wide range of community settings.
- 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, 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 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, sitting, repetitive motion, reaching, climbing stairs, bending, stooping, kneeling, crouching, crawling, pushing, pulling, balancing, 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.

501

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Records Services Manager

JOB CODE:	22697	**FLSA STATUS:**	Exempt
PAY GRADE:	22	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Manages the records management program. Directs the processing, organization and management of countywide department records and files.

DISTINGUISHING CHARACTERISTICS:

This is a job classification within the Senior Management/Middle Management job family. This classification manages the records management program.

DUTIES AND RESPONSIBILITIES:

- Oversees the countywide offsite records storage program. Ensures vendor contract compliance. Ensures that County records are maintained according to industry standards as well as federal and state laws. Develops and implements administrative policies and procedures.
- Plans, implements and directs records management systems countywide. Develops retention plans, manages forms and work processes for County departments. Oversees the destruction of County records. Develops and oversees records management databases.
- Responsible for program development. Analyzes, plans, develops, implements and evaluates related programs and services. Collects and analyzes data for cost efficiencies.
- Supervises support staff, evaluates staff job performance and coordinates and prioritizes schedules and assignments. Authorizes staff productive and non-productive work hours. Orients and trains staff.
- Develops, prepares and administers budget and prepares a variety of fiscal and administrative reports.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:
Bachelor's degree in Records Management, Business Administration, Business Management, Information Systems or a directly related field AND five (5) years of professional records management 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.

Knowledge, Skills, and Abilities:
Knowledge of:
- Management and supervision practices and techniques.
- Federal, State, Local and County applicable laws, rules, regulations and guidelines.
- Issues and trends in records management.
- Policies, practices, procedures and terminology of assigned function.
- Filing and reporting requirements.
- Accounting, purchasing and budgetary theory, principles and practices.
- Computer equipment to include word processing, spreadsheets, databases and a variety of software packages.
- Business English, spelling and arithmetic, letter writing, grammar and punctuation, and report preparation.

502

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Records Services Manager

JOB CODE:	22697	**FLSA STATUS:**	Exempt
PAY GRADE:	22	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Skill in:

- Supervising others, including team building.
- Problem-solving and decision-making.
- Both verbal and written communication.

Ability to:

- Train and supervise support staff.
- 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.
- Implement, and maintain filing and accounting systems.
- Reason and make judgments and decisions.
- Interpret a variety of instructions furnished in written, verbal, diagram or schedule form.
- Manage time well, 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 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 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, and 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.

503

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Support Services Manager

JOB CODE:	22696	**FLSA STATUS:**	Exempt
PAY GRADE:	22	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Manages the support services program. Manages, plans, organizes and analyzes revenue estimates, grants, purchasing, internal controls and special projects.

DISTINGUISHING CHARACTERISTICS:

This is a job classification within the Senior Management/Middle Management job family. Incumbents in this classification perform advanced financial and budgetary analysis.

DUTIES AND RESPONSIBILITIES:

- Develops departmental programs. Develops, prepares and administers the department budget and purchasing. Prepares a variety of fiscal and administrative reports. Develops and implements administrative policies and procedures.
- Manages the rental and service of countywide office equipment program, including, but not limited to, copiers, shredders, faxes and typewriters. Coordinates and manages equipment preventative maintenance services, programs and schedules. Plans, develops, implements and evaluates related programs and services. Collects and analyzes data for cost efficiencies.
- Supervises support staff, evaluates staff job performance and coordinates and prioritizes schedules and assignments. Authorizes staff productive and non-productive work hours. Orients and trains staff.
- Prepares and/or directs the preparation of special statistical reports, detailed accounting information, surveys or analysis of a complex and difficult nature for management. Interprets various data, reports and recommends and/or initiates actions to be taken.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:
Bachelor's degree in Accounting, Public Administration, Business Administration, Business Management or a directly related field AND five (5) years related professional 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.

Knowledge, Skills, and Abilities:
Knowledge of:

- Management and supervision practices and techniques.
- Federal, State, Local and County applicable laws, rules, regulations and guidelines.
- Issues and trends in related field.
- Policies, practices, procedures and terminology of assigned function.
- Filing and reporting requirements.
- Accounting, purchasing and budgetary theory, principles and practices.
- Computer equipment to include word processing, spreadsheets and databases, and related software packages.
- Business letter writing, grammar and punctuation, and report preparation.

504

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Support Services Manager

JOB CODE:	22696	**FLSA STATUS:**	Exempt
PAY GRADE:	22	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Skill in:

- Supervising others, including team building.
- Problem-solving and decision-making.
- Both verbal and written communication.

Ability to:

- Train and supervise support staff.
- 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.
- Implement and maintain filing and accounting systems.
- Reason and make judgments and decisions.
- Interpret a variety of instructions furnished in written, verbal, diagram, or schedule form.
- Manage time well, 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 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 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, and 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.

505

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Elections Management Coordinator

JOB CODE:	22207	**FLSA STATUS:**	Exempt
PAY GRADE:	22	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Coordinates operational activities of a divisional area.

DISTINGUISHING CHARACTERISTICS:

This is a job classification within the Senior Management/Middle Management job family. Incumbent's in this classification develops and implements daily operations of election process. This classification may require a flexible work schedule in order to meet the needs of the department.

DUTIES AND RESPONSIBILITIES:

- Designs, plans, implements, coordinates and oversees election programs and projects.
- Supervises day-to-day administrative office activities. Recruits, trains and supervises the work of election temporary workforce. Develops, prepares and schedules training and orientation sessions for each election. Develops, implements and tracks project plans. Analyzes voter registration information.
- Assists in preparation of negotiated arrangements and contracts to conduct elections for intergovernmental entities. Prepares post elections billing information.
- Assists in developing and proofing ballot formats and layouts.
- Prepares recommendations for polling places. Procures polling places based upon inspections, interviews and input from voters, election judges, political party officials and Elected Officials.
- Coordinates with polling places for election activities. Estimates and orders needed supplies. Maintains supply and technical equipment inventory. Oversees warehouse operations, supply preparation and delivery of equipment for all elections.
- Coordinates and prepares documentation and statutorily required notices. Coordinates activities related to the official reporting of financial disclosure documents for candidates and specific purpose political action committees, including distribution of forms, acceptance of filings and preparation of information for public view, in person, and on the Internet.
- Supervises preparation of materials and arranges publications to meet legally mandated times of notices.
- Administers mock election program for area high schools.
- Provides manager with cost worksheets for assigned projects. Prepares and administers budget. Prepares a variety of fiscal and administrative reports. Determines resources needed to meet service demands.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:
Bachelor's degree in Public Administration, Business Administration, Business Management, Government, Political Science or a directly related field AND three (3) years of increasingly responsible elections program or project management 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:
Valid Texas Driver's License.

506

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Elections Management Coordinator

JOB CODE:	22207	**FLSA STATUS:**	Exempt
PAY GRADE:	22	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Education and Experience: (Cont.)

Preferred:
Experience in elections and handling deadline oriented projects.

Knowledge, Skills, and Abilities:
Knowledge of:
- Federal, State, Local and City election laws, rules, guidelines, regulations and legislative processes.
- Strategic planning and production-related project management.
- Management of automated voting systems and information system technology and software applications.
- Management and supervisory principles, practices and techniques.
- Practices in record-keeping functions.
- Standard practices in area of assignment.
- Supervisory principles, practices and techniques.
- Online computer searches.
- 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:
- Supervising others, including team building.
- Explaining complicated technical problems in simple non-technical language.
- Problem-solving and technical decision-making for developing effective solutions.
- Conflict resolution and community relations.
- Public speaking and content delivery.
- Both verbal and written communication.

Ability to:
- Coordinate a variety of inter-related areas of election preparation.
- Train, guide, organize and assign the work of others.
- Conduct training presentations to large groups.
- Plan, coordinate, monitor, and negotiate arrangements and evaluate complex projects.
- Develop, analyze and interpret policies and procedures, public information statements and operational plans or activities.
- Work on a wide variety of tasks simultaneously and produce timely and tangible results.
- Manage time well, perform multiple tasks and organize diverse activities.
- Research, compile, analyze, interpret and prepare a variety of fiscal, statistical and administrative reports.
- Independently prepare correspondence, memorandums and other materials.
- Develop, analyze and interpret complex policies, regulations and procedures.
- Establish and maintain effective working relationships with departmental clientele, technical staff, state and local officials, elected and appointed officials, members of the media, representatives of outside agencies, other County employees and officials, and the general public.

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Elections Management Coordinator

JOB CODE:	22207	**FLSA STATUS:**	Exempt
PAY GRADE:	22	**LAST REVISED:**	10/01/09

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

Physical requirements include the ability to lift/carry up to 20-50 pounds 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, and 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.

508

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Elections Assistant Administrator

JOB CODE:	26208	**FLSA STATUS:**	Exempt
PAY GRADE:	26	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Assists the Division Manager in strategic planning that establishes goals and objectives for the division. Oversees the daily operational activities of a divisional area.

DISTINGUISHING CHARACTERISTICS:

This is a job classification within the Senior Management/Middle Management job family. Incumbents in this classification develop and implement phases of election process. This classification may require a flexible work schedule in order to meet the needs of the department.

DUTIES AND RESPONSIBILITIES:

- Oversees the day-to-day functions of the division, including personnel, information systems, facilities, resources planning, strategic planning and records management. Assists the Division Manager with planning, coordinating, administering and evaluating operations, staff and functions of the division.
- Supervises support staff, evaluates staff job performance, coordinates and prioritizes, and schedules assignments. Authorizes staff productive and non-productive work hours. Orients and trains staff, including assignments and distribution of workload to adjust to changing priorities.
- Interprets and implements policies and procedures to achieve the objectives of the division. Provides input for developing new strategies. Serves as primary support to the Division Manager in planning, developing, and organizing division programs.
- Manages the timely implementation of all activities contributing to elections operations. Works with information systems staff in support of the division's systems needs, programming and hardware support.
- Monitors Federal, State and Local laws to ensure programs are in compliance. Oversees the review and analysis of Local, State and Federal legislation in election laws. Implements operational changes, as required.
- Oversees the implementation and monitors the progress of voter outreach programs held for various citizen groups within the community. Ensures that accurate information is disseminated to all public entities including the press.
- Evaluates projects and programs. Monitors issues and reviews strategies for future project and program planning requirements.
- Assists in the development of annual budget. Monitors costs that pertain to each election and prepares cost analysis and billing, as required. Assists in the management of internal monitoring, evaluation, quality control and performance analysis of division programs. Prepares regular and ad hoc statistical analysis and reporting of information. Maintains and ensures proper inventory control and security of all equipment and materials, including electronic voting system.
- Interacts and serves as liaison for the department with community representatives, committees, legislature, County offices, governmental agencies, other departments, and outside agencies and constituencies to facilitate project and program issues, goals, objectives and implementation. Responds to difficult inquires and complaints.
- Attends and participates in meetings with other departments and agencies. Attends professional association meetings and serves on related committees and boards. Represents department at meetings and in dealing with the public, public officials and other public agencies. Makes presentations. Acts as liaison to other municipalities, counties and other public agencies.
- Performs other job-related duties as assigned.

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Elections Assistant Administrator

JOB CODE:	26208	**FLSA STATUS:**	Exempt
PAY GRADE:	26	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS:

Education and Experience:
Bachelor's degree in Public Administration, Business Administration, Business Management, Government, Political Science or a directly related field AND four (4) years of increasingly responsible elections program or project management experience, 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:
Master's degree in Public Administration, Business Administration, Business Management, Government, Political Science or a directly related field.
Experience in elections and handling deadline oriented projects.

Knowledge, Skills, and Abilities:
Knowledge of:
- Federal, State, Local and City election laws, ordinances, rules, regulations, guidelines and legislative processes.
- Strategic planning and production-related project management.
- Management of automated voting systems and information system hardware and software applications.
- Management and supervisory principles, practices and techniques.
- Practices in record-keeping functions.
- Standard practices in area of assignment.
- Supervisory principles, practices and techniques.
- Online computer searches.
- 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:
- Supervising others, including team building.
- Explaining complicated technical problems in simple non-technical language.
- Problem-solving and technical decision-making for developing effective solutions.
- Conflict resolution and community relations.
- Public speaking and content delivery.
- Both verbal and written communication, including presentations.

Ability to:
- Coordinate a variety on inter-related areas of election preparation.
- Train, guide, organize and assign the work of others.
- Conduct training presentations to large groups.
- Plan, coordinate, monitor and negotiate arrangements and evaluate complex projects.
- Develop, analyze and interpret policies and procedures, public information statements, and operational plans or activities.
- Understand and interpret election laws, ordinances, rules and regulations.
- Plan and manage elections and election-related processes.
- Work on a wide variety of tasks simultaneously and produce timely and tangible results.

510

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Elections Assistant Administrator

JOB CODE:	26208	**FLSA STATUS:**	Exempt
PAY GRADE:	26	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Ability to: (Cont.)

- Manage time well, perform multiple tasks and organize diverse activities.
- Research, compile, analyze, interpret and prepare a variety of fiscal, statistical and administrative reports.
- Work independently.
- Develop, analyze and interpret complex policies, regulations and procedures.
- Establish and maintain effective working relationships with departmental clientele, technical staff, state and local officials, elected and appointed officials, members of the media, 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 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, and 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.

511

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: District Park Manager

JOB CODE:	21234	**FLSA STATUS:**	Exempt
PAY GRADE:	21	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Oversees, directs, controls, and monitors the use of Park Resources within district, including staff, materials, facilities and equipment. Measures and analyses resource requirements, develops annual work programs and schedules, and assists in preparation of annual budget requirements and performance measures. Develops and implements management controls, routinely inspects work-in-progress and status of material, equipment, and facilities. Develops performance standards, and directs park supervisors and evaluates their performance.

DISTINGUISHING CHARACTERISTICS:

This is a job classification within the Senior Management/Middle Management job family. This is a management position and represents senior management within the division. This classification will require a flexible work schedule and performs manager on duty functions in order to meet the needs of the division.

DUTIES AND RESPONSIBILITIES:

- Oversees and manages the maintenance and operation of all parks and preserves within the district, including long- and short-term maintenance, operations and policy. Develops and coordinates annual work plans. Provides standard operating procedures, protocols, training, facility inspections, and proper documentation of work and quality control standards to ensure that standards and goals are maintained.
- Oversees and manages the visitor services for all parks, including user fee collection program. Ensures accountability through effective audit program, develops and implements standards and guidelines for providing visitor services, ensures that factual and accurate information is provided to park visitors, coordinates district education and recreation program, and resolves visitor complaints and concerns.
- Manages the park safety programs, including coordinating law enforcement and medical services with Park Ranger Chief. Ensures sound safety programs, oversees safety program, ensures safety in the workplace, and ensures compliance with the Federal Endangered Species Act.
- Plans, develops, and administers programs, policies, and annual work plans. Tracks statistical data, prepares administrative reports and documents work activity.
- Supervises subordinate supervisors. Recruits, hires, counsels, disciplines, rewards or recommends termination of regular or seasonal staff. Prepares work schedules, conducts performance appraisals, and ensures compliance with the Americans with Disabilities Act (ADA).
- Supervises support staff, evaluates staff job performance, coordinates and prioritizes and schedules assignments and authorizes staff productive and non-productive work hours. Orients and trains staff, including assignments and distribution of workload to adjust to changing priorities.
- Prepares short and medium range plans. Provides input into and assists in writing medium to long range park plans. Adapts operations to approved system-wide plans. Provides input into the Parks Master Plan development for individual parks and the park system. Works in cooperation with other Park District Managers to coordinate operations.
- Communicates and interfaces with citizens, public and private entities and special interest groups. Ensures coordination and cooperation among groups. May address civic, conservation and natural resources groups on park operations.
- Coordinates with outside organizations for various sporting and other special events within the parks.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:

Bachelor's degree in Parks and Recreation, Business Administration, Turf Management, Agriculture, Forestry, Biology, Conservation, Geology, Wildlife Management or other related Life Science discipline AND five (5) years of experience in park management, including two (2) years of mid- to senior level supervisory or management experience;

512

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: District Park Manager

JOB CODE:	21234	**FLSA STATUS:**	Exempt
PAY GRADE:	21	**LAST REVISED:**	10/01/09

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:
Valid Texas Driver's License.

Preferred:
Certified Park and Recreation Professional (CPRP).

Knowledge, Skills, and Abilities:

Knowledge of:

- Management and supervisory principles, practices and techniques.
- Standard management theory, principles, practices, and techniques of park management and operations.
- Federal, State, Local and County applicable laws, rules, regulations and guidelines.
- Americans with Disabilities Act (ADA).
- State and Federal regulatory or administrative requirements and practices.
- Budgetary practices and techniques.
- 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:

- Managing staff and program operations.
- Maintenance of park facilities including buildings, landscaping, turf, irrigation systems, trails, Playscapes, aquatic areas, and preserves.
- Texas Department of Health Emergency Medical Technical.
- Public Safety within a park and preserve environment.
- Supervisory/management issues, including planning and managing teams in a park and preserve environment.
- 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, including presentations.

Ability to:

- Organize and manage personnel in visitor service, public safety and education.
- Plan, organize and effectively direct projects.
- Supervise work for maintenance, operations and Emergency Medical Technician (EMT) staff members.
- Manage time well, 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.
- Prioritize needs and 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

JOB TITLE: District Park Manager

JOB CODE:	21234	**FLSA STATUS:**	Exempt
PAY GRADE:	21	**LAST REVISED:**	10/01/09

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.

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.

5/4

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Development Services Program Manager

JOB CODE:	23299	**FLSA STATUS:**	Exempt
PAY GRADE:	23	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Manages, plans, organizes and supervises the work unit.

DISTINGUISHING CHARACTERISTICS:

This is a job classification within the Senior Management/Middle Management job family. Incumbent's in 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:

- Manages, directs and supervises work and activities of professional support staff, which includes hiring, training, work distribution, performance management, performance reviews and discipline. Plans, organizes, develops, schedules and implements policies, procedures, goals and objectives for the program.
- Coordinates and manages land development regulatory services, flood plain administration, fiscal surety, site plan engineering, development permitting and on-site wastewater programming to confirm County interests and mandates are met.
- Coordinates and collaborates with other jurisdictions, constituents and authorities to maximize regulatory concurrence. Communicates with owners, developers, engineers and consultants to advise of project status.
- Directs, manages and ensures correct and accurate information is contained in County recommendations or requirements. Researches historical and environmental context of proposed projects. Troubleshoots, negotiates, and problem-solves concerns or conflicts between various involved parties. Provides data reports.
- Makes recommendations to departmental executives and Elected Officials. Provides information to the public regarding property subdivision in Travis County.
- Manages the flow of information and data from the program area and ensures information as related to subdivision, land development, and legislative issues are presented to Executive Management and Commissioners Court accurately.
- Responsible for compliance of Federal, State and Local Government Code and Travis County regulations as related to land development, a range of map types, including FEMA Flood plain maps, USGS and other forms of topographic maps, tax maps and other property maps.
- Conducts online computer searches. Utilizes online resources, such as County Clerk's documents, County, City, and CAPCO GIS data, the CAMPO plan and the Austin Transportation Criteria Manual. Utilizes basic engineering, planning and construction terms. Reads and interprets basic legal documents.
- Coordinates development of multi-year programs, including an annual Work Program. Develops and revises operating procedures.
- Coordinates review and analysis of Federal, State and Local legislation.
- Monitors relevant local and regional events related to community development, regional planning, land use, transportation and parks. Meets with citizens' groups on Transportation, Environmental, and Park Development issues.
- Attends and participates in meetings with other departments and agencies. Participates in professional association meetings and serves on related committees and boards. Represents unit at meetings and in dealing with the public, public officials and other public agencies. Makes presentation.
- Acts as liaison to other municipalities, counties and public agencies.
- Assists in development of annual budget. Coordinates development of planning documents for programs. Serves as staff support for bond program efforts.
- Performs other job-related duties as assigned.

515

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Development Services Program Manager

JOB CODE:	23299	**FLSA STATUS:**	Exempt
PAY GRADE:	23	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS:

Education and Experience:
Bachelor's degree in Planning, Business Administration, Transportation, Engineering or a directly related field AND five (5) years of directly related, increasingly responsible experience in planning or coordinating activities in subdivision planning and administration, 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, Business Administration, Transportation, Engineering or a directly related field.

Knowledge, Skills, and Abilities:
Knowledge of:

- Urban planning and research methodology of Federal, State, County and City environmental, transportation and resources management laws and regulations and legislative processes of community issues.
- 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.
- Design standards and policies.
- Purpose and limitations of various permits and regulations.
- Budgetary and fiscal process.
- Supervisory principles, practices and techniques.
- Online computer searches.
- 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 in:

- Advanced transportation planning, including traffic impact analysis and/or demand modeling.
- Economic analysis, including cost/benefit and marginal analysis.
- Statistical analysis, including quantitative and systems analysis and other statistical tools as they relate to enhancing management decision-making.
- Resolving supervisory/management issues, including planning and managing teams.
- 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.

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Development Services Program Manager

JOB CODE:	23299	**FLSA STATUS:**	Exempt
PAY GRADE:	23	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

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 and 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.

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.

517

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Parks Division Manager

JOB CODE:	26310	**FLSA STATUS:**	Exempt
PAY GRADE:	26	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Manages and directs a countywide park system.

DISTINGUISHING CHARACTERISTICS:

This is the first in a series of two parks-related job classifications within the Senior Management/Middle Management job family. 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:

- Plans, develops, manages and supervises the activities of park operations by establishing standard operating procedures, maintenance programs, and annual work development plan and facility goals. Ensures proper protocol by conducting inspections, determining facility and training needs, developing training programs and quality control standards. Develops methods for improved management and technical techniques.
- Plans, develops, manages and oversees park facility maintenance and repair projects. Manages park revenue collection and reporting.
- Oversees, manages, plans, programs and directs the visitor services for Parks, including policy, fee collection, cash handling, customer service training, educational programming, defining needs of user groups, public information, online information systems, brochure information, public communication, special events and visitor interaction with employees.
- Oversees, manages, plans, programs and directs the public safety for Parks including law enforcement/peace officers, emergency medical services and search and rescue.
- Reviews, approves and monitors interagency and consultant contracts. May address civic, conservation and natural resources groups on park operations.
- Manages directs and supervises work and activities of professional support staff, which includes hiring, training, work distribution, performance management, performance reviews and discipline. Plans, organizes, develops, schedules and implements goals and objectives for the program.
- Manages employee safety programs and facility and property security programs.
- Plans, directs and monitors park programs, policies and annual work plan.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:
Bachelor's degree in Parks and Recreation, Conservation, Business Administration or a directly related field AND five (5) years of directly related, increasingly responsible experience in park operations and management, 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:
Certified Park and Recreation Professional (CPRP).

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Parks Division Manager

JOB CODE:	26310	**FLSA STATUS:**	Exempt
PAY GRADE:	26	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Knowledge, Skills, and Abilities:

Knowledge of:

- Standard management theory, principles, practices and techniques of park management and operations.
- Federal, State, Local and County applicable laws, rules, regulations and guidelines.
- Americans with Disabilities Act (ADA).
- State and Federal regulatory or administrative requirements and practices.
- Budgetary and fiscal process.
- Supervisory principles, practices and techniques.
- Online computer searches.
- 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:

- Search and rescue techniques.
- Resolving supervisory/management issues, including planning and managing teams.
- 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:

- Organize and direct personnel in park maintenance, operations, visitor service, public safety and recreation/ education.
- 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.
- Manage operations at multiple sites.
- 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.

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.

519

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Fleet Division Manager

JOB CODE:	26311	**FLSA STATUS:**	Exempt
PAY GRADE:	26	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Manages, directs, plans, organizes and supervises the fleet management programs.

DISTINGUISHING CHARACTERISTICS:

This is a job classification within the Senior Management/Middle Management job family. Incumbent's in 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:

- Oversees, manages and directs the vehicles and equipment, maintenance facilities and administration of countywide Fleet Services. Provides short and long term maintenance criteria, guidelines, systems, standard operating procedures, protocols, training, facility inspections, proper documentation of work and quality control to ensure standards and goals are maintained.
- Oversees, manages and coordinates the County Fleet policy. Works with user departments for vehicle replacement and/or new vehicle needs. Writes specifications for County's vehicle/equipment purchases. Reviews specifications submitted by other County departments. Coordinates with Purchasing on all major purchases.
- Provides accurate fleet inventories. Audits fleet inventories with user departments. Manages pool vehicles at various County locations and coordinates their assignment with all users.
- Manages development of schedules and budgets.
- Reviews, investigates and manages vehicle and equipment accidents.
- Develops and monitors fleet system program guidelines, procedures, policies, rules and regulations.
- Develops short-and long-term alternate fuels implementation plans in conjunction with divisions, districts and agencies.
- Works directly and through supervisors to manage, develop and direct operations staff. Provides leadership and guidance. Leads by example. Ensures effective two-way communications within chain of command. Develops and maintains relevant performance standards and measures. Addresses personnel issues in a fair and timely manner.
- Plans, develops, administers, and monitors annual work plan. Prepares statistical data. Directs and monitors development of training and operational materials, information for vehicles and equipment-related programs.
- Represents department in development of County telecommunications policy, procedures and protocol. Oversees department procurement and inventory control of telecommunication equipment.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:
Bachelor's degree in Business Administration or a directly related field AND five (5) years of directly related, increasingly responsible experience in fleet management or technical program administration, 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.

520

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Fleet Division Manager

JOB CODE:	26311	**FLSA STATUS:**	Exempt
PAY GRADE:	26	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Knowledge, Skills, and Abilities:

Knowledge of:

- Vehicles and heavy equipment applications and fleet operations and management.
- Mechanical repair techniques.
- 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 searches.
- 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:

- Work design, time management, facilitation and managing budgets.
- Resolving Leadership/management issues, including planning and managing teams.
- 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 programs.
- Direct and lead work of professional and support staff members.
- Coach, mentor and motivate staff.
- Work on a wide variety of tasks simultaneously and produce timely and tangible results.
- Utilize online resources.
- Anticipate future requirements, and research and analyze emerging programs.
- Conduct and prepare feasibility studies.
- Develop proposals including estimates for resource usage.
- Prepare statistical reports and complete cost/benefit analysis.
- Effectively communicate strategic directions and goals.
- Communicate with a broad base of stakeholders and multiple management layers.
- 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

JOB TITLE: Fleet Division Manager

JOB CODE:	26311	**FLSA STATUS:**	Exempt
PAY GRADE:	26	**LAST REVISED:**	10/01/09

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..

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: Elections Division Director

JOB CODE:	28209	**FLSA STATUS:**	Exempt
PAY GRADE:	28	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Directs, administers and manages operational activities of a divisional area.

DISTINGUISHING CHARACTERISTICS:

This is a job classification within the Senior Management/Middle Management job family. Incumbent's in this classification directs and administers operational activities. This classification may require a flexible work schedule in order to meet the needs of the department.

DUTIES AND RESPONSIBILITIES:

- Directs and administers operational activities. Manages systems, staff and equipment. Ensures that systems comply with applicable federal, state and local election laws.
- Supervises support staff, evaluates staff job performance, coordinates and prioritizes schedules and assignments. Authorizes staff productive and non-productive work hours. Orients and trains staff, including assignments and distribution of workload to adjust to changing priorities.
- Directs, manages and controls division budget. Prepares and submits a variety of fiscal and administrative reports. Ensures adequate resources available for operation of division.
- Designs, budgets, implements, monitors and evaluates operations. Directs the annual work plan to achieve organizational mission statement, stated goals and objectives. Evaluates and reports on performance and develops and implements quality improvements strategies.
- Solicits, conducts initial negotiations for, and drafts new contracts with other governmental entities for providing any combination of election services.
- Serves as liaison with other agencies and the media with regard to elections issues.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:
Bachelor's degree in Public Administration, Business Administration, Business Management, Government, Political Science or a directly related field AND five (5) years of increasingly responsible elections program division level experience, including four (4) 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 in Public Administration, Business Administration, Business Management, Government, Political Science or a directly related field.
Experience in elections and handling deadline oriented projects.

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Elections Division Director

JOB CODE:	28209	**FLSA STATUS:**	Exempt
PAY GRADE:	28	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Knowledge, Skills, and Abilities:

Knowledge of:

- Federal, State, Local and City election laws, ordinances, rules, regulations, guidelines and legislative processes.
- Strategic planning and production-related project management.
- Management of automated voting systems and information system technology and software applications.
- Management and supervisory principles, practices and techniques.
- Practices in record-keeping functions.
- Standard practices in area of assignment.
- Supervisory principles, practices and techniques.
- Online computer searches.
- 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:

- Resolving supervisory/management issues, including planning and managing teams.
- Problem-solving and decision-making.
- Conflict resolution and community relations.
- Public speaking and content delivery.
- Both verbal and written communication, including presentations.

Ability to:

- Train and supervise office personnel.
- Plan, organize and effectively direct projects.
- Develop and implement new and innovative ideas.
- Work on a wide variety of tasks simultaneously and produce timely and tangible results.
- Address complex issues.
- Understand and interpret election laws, ordinances, rules and regulations.
- Plan and manage elections and election-related processes.
- Manage time well, perform multiple tasks and organize diverse activities.
- Work independently.
- Develop, analyze and interpret complex policies, regulations and procedures.
- Research, compile, analyze, interpret and prepare a variety of fiscal, statistical and administrative reports.
- Establish and maintain effective working relationships with departmental clientele, technical employees, state and local officials, elected and appointed officials, members of the media, 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, 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: Juvenile Probation Director

JOB CODE:	27405	**FLSA STATUS:**	Exempt
PAY GRADE:	27	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Directs department-wide operations in multiple complex functional or programmatic areas within a juvenile justice system. Directs the overall operations, staff and functions through subordinate managers. Provides leadership, oversight and direction in planning, organizing, implementing and evaluating operations in accordance with state, federal and local laws, policies and procedures and guidelines. Develops departmental strategic plans to accomplish goals and objectives and improve effectiveness and efficiency of services. Directs the staffing, training, development and performance evaluation of division staff.

DISTINGUISHING CHARACTERISTICS:

This is the third in a series of four juvenile probation-related job classifications within the Senior Management/Middle Management job family. This classification is distinguished by the high-level administrative and management duties and responsibilities performed in directing the staff and operations of one or more complex functional or programmatic areas within a juvenile justice system through subordinate managers. Reports directly to the department head. This classification may require a flexible work schedule in order to meet the needs of the department.

DUTIES AND RESPONSIBILITIES:

- Directs, plans, organizes, implements, monitors and evaluates department-wide operations and staff in complex functional or programmatic areas within a juvenile justice system. Provides oversight and directs and ensures conformity with State, Federal, County, Local laws and guidelines, and policies and procedures for the health, safety and welfare of juveniles.
- Directs management and staff, including hiring, training, performance evaluation, disciplinary actions and dismissals, and ensures activities are consistent with goals and objectives. Seeks and creates opportunities for improved performance, learning and development of staff. Identifies and addresses problems or conflicts.
- Develops departmental strategic plans to accomplish goals and objectives and improve effectiveness and efficiency of services.
- Plans, develops and implements departmental goals, objectives, policies and procedures. Maintains oversight of day-to-day staffing and operations for program areas.
- Prepares and reviews a variety of programmatic, fiscal, administrative and statistical reports and interprets findings. Evaluates current programs, services, procedures and practices on an on-going basis. Plans and develops policies, procedures and programs to enhance efficiency and effectiveness and monitors workload to ensure that quality services are being provided.
- Prepares and administers budget for areas of oversight. Monitors and approves budget expenditures to ensure consistently with system goals and objectives and remaining available funds. Establishes internal control procedures for budget related activities.
- Provides high-level technical advice, policy interpretation and guidance for application of appropriate procedures to managers and other staff.
- Represents the department and serves as a liaison for local and statewide committees and task forces, advisory groups, and the general public. Serves as spokesperson to media and outside agencies.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:
Bachelor's degree in Public Administration or Business Administration or one of the Social or Behavioral Sciences or a directly related field AND seven (7) years of increasingly responsible experience in a social service, community corrections or a juvenile agency, including four (4) years of mid- to senior level supervisory or management experience;

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TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Juvenile Probation Director

JOB CODE:	27405	**FLSA STATUS:**	Exempt
PAY GRADE:	27	**LAST REVISED:**	10/01/09

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:
Eligible for certification by the Texas Juvenile Probation Commission as a Juvenile Probation Officer.
Valid Texas Driver's License.

Preferred:
Master's degree in Public Administration or Business Administration or one of the Social or Behavioral Sciences or a directly related field.
One (1) year of experience in full time casework management.
Experience in correctional administration.

Knowledge, Skills, and Abilities:
Knowledge of:
- Management principles, practices and techniques.
- Policies, practices, procedures and terminology of assigned function.
- Federal, State and Local program laws and requirements.
- Budgetary 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:
- Directing management and staff, allocating resources and evaluating programs.
- Strategic planning, developing, monitoring and evaluating programs.
- Leadership and collaboration.
- Problem-solving and decision-making.
- Developing and monitoring program budgets.
- Both verbal and written communication, including presentations.

Ability to:
- Direct, motivate, train, develop and evaluate staff.
- Develop and implement policies and procedures and strategic and operational plans.
- Plan, develop, implement and evaluate program initiatives.
- Serve as a high-level technical consultant and liaison.
- Prepare administrative and statistical reports.
- Manage time well, perform multiple tasks and organize diverse activities.
- Prepare correspondence, memorandums and other written materials.
- May require the ability to work with mentally disturbed, hostile and aggressive individuals.
- Establish and maintain effective working relationships with departmental clientele, representatives of outside agencies and providers, other County employees and officials, and the general public.

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Juvenile Probation Director

JOB CODE:	27405	**FLSA STATUS:**	Exempt
PAY GRADE:	27	**LAST REVISED:**	10/01/09

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

Physical requirements include the ability to lift/carry up to 10-20 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, climbing stairs, bending, stooping, kneeling, crouching, crawling, pushing, pulling, balancing, client/customer contact, squatting to perform the essential functions. Requires exposure to hostile behavior from clients. May be subject to contact with noise, vibration, fumes, foul odor, dirt, dust, mist, gases, and poor ventilation.

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 and Environmental Quality Div Dir

JOB CODE:	27309	**FLSA STATUS:**	Exempt
PAY GRADE:	27	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Under administrative direction of the Executive Manager TNR, serves as the Environmental Officer to the Commissioners Court, and directs, administers and manages operational activities of the Natural Resources and Environmental Quality Division. Provides consultation and guidance directly to the Commissioners Court on a wide variety of technical, policy and regulatory issues in natural resource and environmental contexts. Directs the development and implementation of complex natural resource and environmental projects and programs. Develops policies and procedures. Plans, directs, monitors, allocates and controls resources, staffing, equipment and materials. Develops, implements and monitors budget, and oversees all other administrative matters for the division. Coordinates and works closely with officials, department heads and outside agencies. Supervises and directs work of subordinate managers. Monitors and oversees that services delivered are in compliance with applicable laws, statutes, rules, regulations and applicable standards and procedures established by the Fderal Government, State, Court and the department. Performs all work using appropriate safety procedures.

DISTINGUISHING CHARACTERISTICS:

This is a job classification within the Senior Management/Middle Management job family. Incumbent's in this classification represents senior management within the department. This classification is responsible for overall performance and environmental compliance in the areas of civil environmental enforcement, natural resource grants, hazardous materials management, solid waste regulatory matters, recycling, waste minimization, stormwater system management, general water quality protection, air quality protection, cultural and natural resource management and endangered species preserve and habitat conservation plan management in a countywide scope. This classification may require a flexible work schedule in order to meet the needs of the department.

DUTIES AND RESPONSIBILITIES:

- Plans, organizes, directs, reviews and evaluates the activities, functions and operations of the division. Manages resources to ensure the completion of projects. Determines staffing requirements and hires accordingly.
- Supervises professional, technical and administrative support staff, evaluates staff job performance, coordinates, prioritizes and schedules assignments. Authorizes staff productive and non-productive work hours. Orients and trains staff, including assignments and distribution of workload to adjust to changing priorities.
- Directs, manages and controls division's budgets. Prepares and submits a variety of fiscal and administrative reports. Ensures adequate resources available for operation of division.
- Directs planning, development and implementation of policies and programs to ensure compliance with State, Federal, County, Local environmental laws and regulations on a countywide basis. Reports to and provides recommendations to Commissioners Court on environmental regulatory, technical and policy matters. Represents the County before Local, State and Federal regulatory agencies.
- Directs and conducts research, consultation and provides reports to Commissioners Court in response to queries from constituents and Commissioners Court regarding current and prospective environmental and natural resource issues, program activities and plans.
- Plans, directs, oversees work plan creation/implementation and strategic planning for cultural and natural resource consultation and management services on Travis County owned or managed lands to include habitat conservation planning, open space and preserve management, park and preserve land acquisition, ecological monitoring and restoration.
- Works with Program Manager to create work plans, conduct strategic planning for, and direct performance of natural resources grant acquisition and administration services, solid waste minimization and recycling services, hazardous materials management services and regulatory support programs in the areas of stormwater management, air quality and civil environmental enforcement.
- Serves as liaison with other agencies, the media, State and Federal authorities and other local political subdivisions with regards to coordination of environmental and natural resources protection.

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Natural Resources and Environmental Quality Div Dir

JOB CODE:	27309	**FLSA STATUS:**	Exempt
PAY GRADE:	27	**LAST REVISED:**	10/01/09

DUTIES AND RESPONSIBILITIES: (Cont.)

- Directs and performs administrative duties to include reports, correspondence, short and long term strategic planning, attending meetings and training, preparing annual work plan, budget and project status reports.
- Represents the County by attending meetings, community meetings, seminars, conferences and professional association meetings. Participates in private organizations and participates serves on related committees.
- Responds and investigates citizen inquires, grievances or complaints.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:
Bachelor's degree in Environmental Engineering, Biology, Botany, Natural Resources, Planning, Business Administration or a directly related field AND seven (7) years of senior management level experience in supervising planning, coordinating and managing of environmental and resource management activities, including four (4) 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 in Environmental Engineering, Biology, Botany, Natural Resources, Planning, Business Administration or a directly related field.

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.
- Budgetary and fiscal process.
- Grant information sources, standards and guidelines.
- Consultant contract management policies and procedures.
- Requirements for contract plans, specifications, and estimates.
- Online computer searches.
- 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:
- Resolving supervisory/management issues, including planning and managing teams.
- Planning and directing a variety of projects.
- Analyzing and evaluating complex data.
- Performing contract negotiation.
- Contract management and project budgeting.
- Explaining complicated technical problems in simple non-technical language.

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TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Natural Resources and Environmental Quality Div Dir

JOB CODE:	27309	**FLSA STATUS:**	Exempt
PAY GRADE:	27	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Skill in: (Cont.)

- 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 and 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 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 work in extreme temperature/weather change/conditions, and smoke on prescribed or wild fires. 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: Road Maintenance Bridge Fleet Division Director

JOB CODE:	29313	**FLSA STATUS:**	Exempt
PAY GRADE:	29	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Manages and directs activities of road reconstruction. Manages and directs countywide vehicles and fleet, including road maintenance equipment. Manages traffic program.

DISTINGUISHING CHARACTERISTICS:

This is a job classification within the Senior Management/Middle Management job family. Incumbent's in 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:

- Uses a strategic planning process and plans, organizes and provides leadership to an interdisciplinary group of professional managers and technical staff, including engineers, for the annual work plan and performance objectives. Sets the standard for current as well as future services. Prepares the strategic direction and goals of the division, determines staffing requirements and plans accordingly for resources. Monitors division programs for compliance to policies, procedures, Federal, State, County and Local requirements. Anticipates and identifies issues inhibiting the attainment of goals. Develops and implements corrective action.
- Provides expert consultation to Commissioners Court, Executive Manager, political entities, agencies and internal management staff regarding current and prospective issues, program activities and plans within road construction, road maintenance and fleet issues. Functions as a member of the department's senior executive management team. Responds to inquiries from within the department, from other departments and agencies, from the public and from Elected and Appointed Officials.
- Develops, manages and controls programs, budgets and personnel. Forecasts budget and work activities for the division. Responsible for major purchases, monitors and maintains fixed assets for Road Maintenance, countywide Fleet and Traffic program. Utilizes statistical processes and output measures to forecast needs of the division. Leads continuing transformation of division operations.
- Works directly and through middle-level managers and supervisors to manage, develop and direct operations staff. Provides leadership and guidance. Leads by example. Implements effective management controls. Ensures effective two-way communications within chain of command. Develops and maintains relevant performance standards and measures. Addresses personnel issues in a fair and timely manner.
- Analyzes division program initiatives, determines strategies, prioritizes implementation and ensures high quality delivery through appropriate tracking and feedback processes. Defines, prioritizes, schedules and monitors multiple operations projects, developing and maintaining comprehensive project plans/schedules. Reviews and analyzes annual contract deliverables. Develops project resource strategies, allocating budget, staff, tools necessary for implementation of projects. Reports metrics and service deliverables to ensure quality and satisfaction.
- Directs, develops and monitors policies and operating procedures directly related to Road and Maintenance, Fleet Services and Traffic programs. Implements, communicates and effectively uses resources and departments, agencies and organizations to accomplish goals and objectives of the department and division. Responsible for development of processes and maintaining day-to-day operations for budget and fiscal operations, capital and human resources. Develops and deploys management systems that optimize resource utilization.
- Reviews proposed Federal, State, County and Local legislation pertaining to road and bridge and fleet issues and makes recommendations.
- Serves as liaison with State and Federal authorities and other Local organizations to ensure coordination. Serves as key liaison between Executive Manager, Commissioners Court and operations staff. Works with peers from across the County on common issues. Develops relationships with professional organizations, peer groups and industry trade groups to stay current on practices.
- Performs other job-related duties as assigned.

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Road Maintenance Bridge Fleet Division Director

JOB CODE:	29313	**FLSA STATUS:**	Exempt
PAY GRADE:	29	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS:

Education and Experience:
Bachelor's degree in Civil Engineering or a directly related field AND seven (7) years of senior management level experience in road and bridge engineering and maintenance, including four (4) 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:
Registration as a Professional Engineer (P.E.) issued by the State of Texas. Proof of eligibility for reciprocity at the time of appointment. If reciprocity is sought, registration must be obtained within six (6) months of employment.

Knowledge, Skills, and Abilities:
Knowledge of:
- Standard management theory, principles, practices, and techniques.
- Federal, State, Local and County applicable laws, rules, regulations and guidelines.
- State, Federal, County and Local regulatory or administrative requirements and practices.
- Budgetary and fiscal process.
- Supervisory principles, practices and techniques.
- Online computer searches.
- Computer equipment to include word processing, windows, spreadsheets, databases and a variety of software packages.
- Business letter writing, grammar and punctuation, and report preparation.

Skill in:
- Work design, time management, facilitation and managing budgets.
- Resolving leadership/management issues, including planning and managing teams.
- 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 programs.
- Direct and lead work of professional and support staff members.
- Coach, mentor and motivate staff.
- Work on a wide variety of tasks simultaneously and produce timely and tangible results.
- Anticipate future requirements, and research and analyze emerging programs.
- Conduct and prepare feasibility studies.
- Develop proposals including estimates for resource usage.
- Prepare statistical reports and complete cost/benefit analysis.

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Road Maintenance Bridge Fleet Division Director

JOB CODE:	29313	**FLSA STATUS:**	Exempt
PAY GRADE:	29	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Ability to: (Cont.)

- Effectively communicate strategic directions and goals.
- Communicate with a broad base of stakeholders and multiple management layers.
- Prioritize needs and develop and implement plans of action.
- Work as a team member within a diverse organization.
- Read and understand basic legal documents.
- Make decisions where there is uncertainty.
- 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.

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: Parks Division Director

JOB CODE:	28315	**FLSA STATUS:**	Exempt
PAY GRADE:	28	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Manages and directs activities of Parks programs and services.

DISTINGUISHING CHARACTERISTICS:

This is the second in a series of two parks-related job classifications within the Senior Management/Middle Management job family. 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:

- Uses a strategic planning process and plans, organizes and provides leadership to an interdisciplinary group of professional, managerial and technical staff, to ensure comprehensive and coordinated Parks programs and services through an annual work plan and performance objectives. Sets the standard for current as well as future services. Prepares the strategic direction and goals of the division, determines staffing requirements and plans accordingly for resources. Develops and evaluates alternatives and recommends action to solve problems. Researches and implements new programs and practices needed to sustain strategic initiatives. Directs development and implementation of Standard Operating Procedures for existing and new operations/processes.
- Provides expert consultation to Commissioners Court, political entities, agencies and internal management staff regarding current and prospective issues, program activities and plans. Functions as a member of the department's senior executive management group.
- Works directly and through middle-level managers and supervisors to manage, develop and direct operations staff. Provides leadership and guidance. Leads by example. Implements effective management controls. Ensures effective two-way communications within chain of command. Develops and maintains relevant performance standards and measures. Addresses personnel issues in a fair and timely manner.
- Analyzes division program initiatives, determines strategies, prioritizes implementation and ensures high quality delivery through appropriate tracking and feedback processes. Defines, prioritizes, schedules and monitors multiple operations projects, developing and maintaining comprehensive project plans/schedules. Reviews and analyzes annual contract deliverables. Develops project resource strategies, allocating budget, staff, tools, etc. necessary for implementation of projects. Reports metrics and service deliverables to ensure quality and satisfaction.
- Responsible for development of processes and maintaining day-to-day operations for budget and fiscal operations, capital and human resources. Develops and deploys management systems that optimize resources.
- Ensures compliance with County and other applicable standards.
- Serves as liaison with State and Federal authorities and other local organizations to ensure coordination. Serves as key liaison between Executive Manager, Commissioners Court and operations staff. Works with peers from across the County on common issues. Develops relationships with professional organizations, peer groups and industry trade groups to stay current on practices.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:

Bachelor's degree in Parks and Recreation, Conservation, Business Administration or a directly related field AND seven (7) years of senior management level experience in managing parks, including four (4) 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: Parks Division Director

JOB CODE:	28315	**FLSA STATUS:**	Exempt
PAY GRADE:	28	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Licenses, Registrations, Certifications, or Special Requirements:
Valid Texas Driver's License.

Preferred:
Master's degree in Parks and Recreation, Conservation, Business Administration or a directly related field.
Certified Park and Recreation Professional (CPRP).

Knowledge, Skills, and Abilities:
Knowledge of:

- Standard management theory, principles, practices, and techniques of park management and operations.
- 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:

- Work design, time management, facilitation and managing budgets.
- Resolving leadership/management issues, including planning and managing teams.
- 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 programs.
- Direct and lead work of professional and support staff members.
- Coach, mentor and motivate staff.
- Work on a wide variety of tasks simultaneously and produce timely and tangible results.
- Anticipate future requirements, and research and analyze emerging programs.
- Conduct and prepare feasibility studies.
- Develop proposals including estimates for resource usage.
- Prepare statistical reports and complete cost/benefit analysis.
- Effectively communicate strategic directions and goals.
- Communicate with a broad base of stakeholders and multiple management layers.
- Prioritize needs, develop and implement plans of action.
- Work as a team member within a diverse organization.
- Read and understand basic legal documents.
- Make decisions where there is uncertainty.
- Establish and maintain effective working relationships with County employees and officials, representatives of outside agencies, and the general public.

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Parks Division Director

JOB CODE:	28315	**FLSA STATUS:**	Exempt
PAY GRADE:	28	**LAST REVISED:**	10/01/09

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.

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 DESCRIPTION

DRAFT

JOB TITLE: Exposition Center Events/Facilities Coordinator Senior

JOB CODE:	21568	**FLSA STATUS:**	Exempt
PAY GRADE:	21	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Schedules, books and coordinates events within the Travis County Exposition Center. Develops and monitors contracts, arranges various aspects of events, such as staffing, facility needs, security and parking. Supervises, trains and schedules operations staff and supervises facility operation and usage.

DISTINGUISHING CHARACTERISTICS:

This is a job classification within the Senior Management/Middle Management job family. Incumbents in this classification has is responsible for booking, contracting and coordinating events within the Travis County Exposition Center and ensuring all staffing, facility, security and parking needs are arranged. This classification reports to the facility director. This classification may require a flexible work schedule in order to meet the needs of the department.

DUTIES AND RESPONSIBILITIES:

- Supervises facility operation and usage. Supervises, trains and schedules operations staff to ensure event needs are met and facility operations and maintenance requirements are managed. Prepares and reviews performance evaluations and makes recommendations for hiring, promotion and disciplinary actions.
- Schedules, books and coordinates events within the Exposition Center facility. Assists in determining the eligibility and profitability of clients requesting rental of the facilities.
- Plans, develops, implements and monitors facility contracts. Ensures compliance with all Federal, State, County and Local laws and ordinances and County policies. Documents and settles event contracts.
- Supervises event-planning, set up, implementation and clean up to ensure effective and efficient operations and quality customer service.
- Assists in developing and monitoring annual and event-specific budgets. Reviews rental and rate structures and assists in developing policies and procedures to accomplish fiscal and other goals.
- Assists with design and production of marketing plans and strategies. Assists in evaluating effectiveness of marketing programs. Assists in developing short and long-range goals and objectives.
- Assists in representing the facility in public relations activities and establishing and maintaining good working relationships with clients, participating vendors, advertising agencies, media and the general public.
- Prepares or assists in preparing and analyzing statistical reports regarding facility operation, maintenance and budget.
- Assists in the development, production and distribution of facility brochures, pamphlets and other informational material.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:
Bachelor's degree in Business, Marketing, Public Relations or a directly related field AND four (4) years experience in convention industry events management and/or events marketing, including one (1) year 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.

537

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Exposition Center Events/Facilities Coordinator Senior

JOB CODE:	21568	**FLSA STATUS:**	Exempt
PAY GRADE:	21	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Knowledge, Skills, and Abilities:

Knowledge of:

- Management and supervisory principles, practices and techniques.
- Policies, practices, procedures and terminology of assigned function.
- Marketing, advertising and sales techniques.
- Federal, State, Local and County applicable laws, regulatory codes, ordinances, rules, permits, licenses, purposes, sources, standards, policies and procedures, regulations and guidelines.
- Contract administration and facility management practices, procedures, methods, negotiation techniques and services of an entertainment and convention/conference facilities program.
- Accounting, purchasing and budgetary theory, principles and practices.
- Modern office practices, procedures and methods.
- 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 staff, allocating resources and evaluating programs.
- Problem-solving and decision-making.
- Contract negotiation and compliance.
- Developing and evaluating marketing programs.
- Developing and monitoring program budgets.
- Both verbal and written communication, including presentations.

Ability to:

- Supervise, plan and implement event operations and activities.
- Supervise, motivate, train, develop and evaluate staff.
- Develop and recommend program initiatives.
- Prepare and analyze administrative and statistical reports.
- Work independently and efficiently.
- 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 5-25 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. Subject to outside elements, noise, vibration, 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: Exposition Center Director

JOB CODE:	24569	**FLSA STATUS:**	Exempt
PAY GRADE:	24	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Directs the administrative and operational aspects of the Travis County Exposition Center, including event planning and management, facility sales and contract management, marketing programs, facilities maintenance, custodial services, security/parking services, financial management and staffing.

DISTINGUISHING CHARACTERISTICS:

This is a job classification within the Senior Management/Middle Management job family. Incumbent's in this classification directs the day-to-day administrative and operations functions within the Expo Center. This classification is responsible for the efficient and effective operation of the events facility and reports to the department head. This classification may require a flexible work schedule in order to meet the needs of the department.

DUTIES AND RESPONSIBILITIES:

- Directs the daily operations of the event facility, such as event planning and management, facility sales and contract management, marketing programs, facilities maintenance, custodial services and security/parking services.
- Oversees staff, including hiring, performance evaluation, disciplinary actions and dismissals, and ensures activities are consistent with goals and objectives. Seeks and creates opportunities for improved performance, learning and development of staff. Identifies and addresses problems or conflicts.
- Receives requests for facilities use. Determines eligibility and profitability of requests. Analyzes event specifications and objectives to determine if aligned with facility goals and objectives.
- Directs and develops marketing strategies to maximize usage of the facilities. Develops short- and long-term programs and objectives. Evaluates effectiveness of marketing programs and makes adjustments, as required.
- Monitors contracts and contractors to ensure compliance with contractual obligations, including event requirements and Federal, State and Local safety and other laws and codes.
- Represents the facility in public relations activities and establishes and maintains good working relationships with clients, participating vendors, advertising agencies, media and the general public.
- Assists in planning, preparing and administering annual budget. Forecasts projected revenues from events. Ensures expenditures remain within approved budget.
- Develops policies and procedures and recommends program improvements. Analyzes statistical data and develops reports regarding facility.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:
Bachelor's degree in Business, Public Relations or a directly related field AND six (6) years experience in convention industry facility management, sales and marketing, including three (3) years m 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.

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TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Exposition Center Director

JOB CODE:	24569	**FLSA STATUS:**	Exempt
PAY GRADE:	24	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Knowledge, Skills, and Abilities:

Knowledge of:

- Management and supervisory principles, practices and techniques.
- Policies, practices, procedures and terminology of assigned function.
- Federal, State, Local and County applicable laws, regulatory codes, ordinances, guidelines, rules, permits, licenses, purposes, sources, standards, policies and procedures.
- Contract administration and facility management practices, procedures, methods and negotiation techniques and services of an entertainment and convention/conference facilities program.
- Accounting, purchasing and budgetary theory, principles and practices.
- Modern office practices, procedures and methods.
- 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 staff, allocating resources and evaluating programs.
- Leadership and collaboration.
- Problem-solving and decision-making.
- Contract negotiation and compliance.
- Developing and evaluating marketing programs.
- Developing and monitoring program budgets.
- Both verbal and written communication, including presentations.

Ability to:

- Direct, plan and implement department operations and activities.
- Direct, motivate, train, develop and evaluate staff.
- Develop and recommend program initiatives.
- Prepare and analyze administrative and statistical reports.
- Work independently and efficiently.
- 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 5-25 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. Subject to outside elements, noise, vibration, 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: Probation Division Director

JOB CODE:	25400	**FLSA STATUS:**	Exempt
PAY GRADE:	25	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Directs and manages the division operations of employees assigned to supervise clients who have been placed on probation by the courts. Directs activities through subordinate managers and supervisors. Plans, develops and implements new methods and procedures designed to improve operations. Ensures work is performed in accordance with laws, policies and procedures. Develops and initiates changes in office policies and procedures to improve operations.

DISTINGUISHING CHARACTERISTICS:

This is the second in a series of two probation-related job classifications within the Senior Management/Middle Management job family. Incumbent's in this classification directs the division operations of employees assigned to supervise and monitor progress of clients who have been placed on probation. Has broad scope of operational and staff responsibility and directs through subordinate managers and supervisors. This classification reports directly to the Chief Deputy.

DUTIES AND RESPONSIBILITIES:

- Directs subordinate managers and staff, including hiring, training, performance evaluation, disciplinary actions and dismissals, ensuring activities are consistent with policies, procedures, laws, regulations, goals and objectives. Creates opportunities for improved performance, learning and development of staff. Identifies and addresses problems or conflicts.
- Oversees the planning, scheduling, distribution and monitoring of workload. Ensures work is performed in accordance with laws, policies and procedures. Sets divisional goals and objectives and oversees operations to ensure goals are implemented.
- Plans, develops, implements and evaluates new methods and procedures designed to improve operations. Analyzes operations and prepares reports. Writes or directs the writing of new or revised policies.
- Provides oversight and guidance to management and staff and makes recommendations on complex client issues.
- Directs the investigation of complaints from clients, their families, judicial entities and the general public.
- Coordinates divisional case audits. Gathers and compiles statistical data for administration and external entities as needed.
- Initiates, develops, plans and oversees implementation of special programs.
- Represents the department in coordinating activities with various law enforcement, governmental and other agencies.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:
Bachelor's degree in Criminal Justice or a directly related field AND six (6) years increasingly responsible experience in probation related work, including three (3) years 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: Probation Division Director

JOB CODE:	25400	**FLSA STATUS:**	Exempt
PAY GRADE:	25	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Knowledge, Skills, and Abilities:

Knowledge of:

- Management and supervisory principles, practices and techniques.
- Policies, practices, procedures and legal terminology related to court system.
- Federal, State, Local and County applicable laws, rules, regulations, guidelines and applicable probation services standards and procedures.
- Standard practices in area of assignment.
- Budget development, preparation and monitoring.
- Psychological concepts of good behavior, social adjustment and emotional stability.
- Casework 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:

- Directing and managing others, including team building.
- Problem-solving and decision-making.
- Training, managing and evaluating the work of others.
- Developing and monitoring budgets.
- Preparing and making presentations.
- Interviewing clients.
- Both verbal and written communication.

Ability to:

- Direct, motivate, train, develop and evaluate staff.
- Plan, assign, direct and evaluate the work of staff.
- Conduct investigations and report results clearly, accurately and impartially.
- Reason and make judgments and decisions.
- Work effectively and courteously under high pressure circumstances.
- Deal effectively with mentally disturbed, hostile, and aggressive individuals.
- Manage time well, 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 clientele, representatives of outside agencies, other County employees and officials, attorneys, judges 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: Administrative Services Division Director

JOB CODE:	26768	**FLSA STATUS:**	Exempt
PAY GRADE:	26	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Directs the planning, development, implementation of the business and other administrative functions of a department, including finance, budgeting, human resources, purchasing, information systems, facilities, resources planning, strategic planning, safety management, and records management. Oversees and develops administrative policies and procedures and participates in strategic planning activities of division and/or department. Provides leadership and direction to subordinate managers and staff engaged in business and other administrative functions. Supervises work activities of subordinate professionals, paraprofessionals and clerical staff.

DISTINGUISHING CHARACTERISTICS:

This is a job classification within the Senior Management/Middle Management job family. This classification is intended to describe division director level positions responsible for four or more of the administrative functions, including finance, budgeting, human resources, purchasing, information systems, facilities, resources planning, strategic planning, safety management and records management. This classification typically directs through subordinate managers and supervisors.

DUTIES AND RESPONSIBILITIES:

- Develops and directs all core administrative functions and systems, including finance, budgeting, human resources, purchasing, information systems, facilities, resources planning, strategic planning, safety management and records management. Manages the day-to-day operations through subordinate managers and supervisors.
- Oversees management and staff, including hiring, training, performance evaluation, disciplinary actions and dismissals, and ensures activities are consistent with goals and objectives. Seeks and creates opportunities for improved performance, learning and development of staff. Identifies and addresses problems and/or resolves conflicts.
- Develops, implements and monitors department-wide employment relations practices, policies and programs necessary to establish positive employer-employee relationships and promote a high level of employee morale, such as EEOC, FMLA, ADA, employee training and development and performance development.
- Directs departmental planning, development, implementation and management of all financial and budgetary functions, including budget preparation, analysis, accounting functions, internal and external controls, compliance issues, financial reporting, grants, interlocals, and discretionary and other funds.
- Oversees and implements departmental human resources functions, including staffing, employee relations, classification, compensation, recruitment/retention and benefits, training and guidance on day-to-day actions in compliance with Federal, State and County policies.
- Directs development and implementation of procedures for administrative support functions, information processing, and communication.
- Oversees administration of department-wide safety programs in order to prevent and eliminate occupational deaths, injuries, illness, and accidents as well as property loss liability.
- Develops, directs and manages division human resources, equipment, facilities and budget. Plans future budgetary requirements. Evaluates and reports on division performance. Uses statistical process to continually monitor and improve quality of processes and output.
- Directs the planning, development, implementation and operation of the department's information and records management systems. Works with information systems staff to determine and prioritize the department's information systems needs.
- Prepares high-level analysis of fiscal impact of various programmatic and policy-related decisions for policymakers. Provides management support to executives and administrative oversight of the department. Evaluates, plans and implements systems, processes and procedures to maximize office efficiency.

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Administrative Services Division Director

JOB CODE:	26768	**FLSA STATUS:**	Exempt
PAY GRADE:	26	**LAST REVISED:**	10/01/09

DUTIES AND RESPONSIBILITIES: (Cont.)

- Manages departmental facilities utilization and resources planning allocation functions. Plans and oversees implementation of department, division, or individual office relocations, including staff and equipment. Manages optimal utilization of space and resources.
- Develops or assists in developing and implementing comprehensive strategic plans that establish goals and objectives for the department.
- Represents the department and serves as a liaison for local and statewide committees and task forces, advisory groups, and the general public. Serves as spokesperson to media and outside agencies.
- Participates as a committee member and researches process improvement strategies for departmental operations. Measures results of activities.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:
Bachelor's degree in Finance, Accounting, Business Management, Purchasing, Public Administration, Social or Behavioral Sciences, Human Resources or a directly related field AND seven (7) years of increasingly responsible experience with a broad administrative support activity, such as accounting, purchasing, budgetary, financial analysis, human resources, contracting or similar 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:
Master's degree in a directly related field.
Certified Public Accountant (CPA); OR, Certified Government Financial Manager (CGFM).
Senior Professional in Human Resources (SPHR); OR, Professional in Human Resources (PHR) Certification.

Knowledge, Skills, and Abilities:
Knowledge of:

- Management and supervisory principles, practices and techniques.
- Federal, State, and Local laws and regulations to include Title VII, ADA, FMLA, Fair Employment Practices, Open Records Act, Workers Compensation, Safety Management practices and OSHA Regulations.
- Texas Local Government Code.
- Budgetary practices and techniques.
- Benchmark practices and trends.
- Strategic planning concepts.
- Standard management theory, principles, practices, and techniques.
- Policies, practices, procedures and terminology of assigned function.
- Accounting, purchasing and budgetary theory, principles and practices.
- State and Federal laws and regulations pertaining to departmental accounting, purchasing and budgets practices.
- Information technology as related to 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.

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TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Administrative Services Division Director

JOB CODE:	26768	**FLSA STATUS:**	Exempt
PAY GRADE:	26	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Skill in:

- Managing staff, allocating resources and evaluating programs.
- Developing and monitoring program budgets.
- Problem-solving and decision-making.
- Leadership and collaboration.
- Both verbal and written communication, including presentations.

Ability to:

- Manage, motivate, train, develop and evaluate staff.
- Prepare and monitor budgets and implement and maintain accounting and records management systems.
- Effectively manage employees.
- Exercise judgment and discretion in formulating, applying, and interpreting complex procedures and policies.
- Correctly interpret and apply complex laws and regulations to program situations.
- Prepare and effectively defend both verbal and written reports on complex and/or controversial issues.
- Analyze personnel problems and needs and make sound recommendations and decisions.
- Plan, coordinate and direct the work of professionals.
- Develop and recommend program initiatives.
- Research, compile, analyze, interpret and prepare a variety of fiscal, statistical and administrative reports.
- 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 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, 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: Court Legal Management Administration Director

JOB CODE:	30485	**FLSA STATUS:**	Exempt
PAY GRADE:	30	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Directs the administrative and operational functions within a comprehensive and complex court system or legal office. Oversees and participates in the planning and development of policies, procedures and programs to accomplish goals and objectives. Develops strategic plans, oversees administrative functions, including finance, budgeting, human resources, purchasing, information systems, facilities, resources planning, strategic planning and records management. Represents the court system or legal office and presents programmatic, statistical, budgetary and other information to department heads, including judges, legislative bodies, the Commissioners Court and other organizations.

DISTINGUISHING CHARACTERISTICS:

This is a job classification within the Senior Management/Middle Management job family. Incumbent's in this classification is responsible for directing the administrative and operations functions within a comprehensive and complex court system or legal office. Responsible for development of strategic plans and program initiatives to facilitate efficiency and effectiveness. Typically directs the human resources management, finance, budgeting, information systems, facilities and other administrative and operational functions through subordinate managers and administrative staff.

DUTIES AND RESPONSIBILITIES:

- Plans, organizes and directs the administrative and operational functions within a comprehensive and complex court system or legal office. Oversees management and staff, including hiring, training, 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. Identifies and addresses problems or conflicts.
- Oversees and performs administrative and operational functions, such as financial, budgeting, human resources, purchasing, information systems, strategic planning, records management and special programs. Facilitates meeting all basic requirements related to policies, procedures, staffing, equipment and other resources to enhance efficiency. Manages the day-to-day operations through subordinate managers and supervisors.
- Directs departmental planning, development, implementation and management of all financial and budgetary functions, including budget preparation and monitoring, analysis, accounting functions, internal and external controls, compliance issues, financial reporting, grants, interlocals, and discretionary and other funds.
- Oversees and implements departmental human resources functions, including staffing, employee relations, classification, compensation, recruitment/retention, training and guidance on day-to-day actions in compliance with Federal, State and County policies.
- Directs the planning, development, implementation and operation of the department's information and records management systems. Works with information systems staff to determine and prioritize the department's information systems needs.
- Prepares high-level analysis of fiscal impact of various programmatic and policy-related decisions for policymakers. Provides management support to executives and administrative oversight of the department. Evaluates, plans and implements systems, processes and procedures to maximize office efficiency.
- Develops and implements comprehensive strategic plans consistent with departmental goals and objectives.
- Prepares, receives and reviews statistical and programmatic reports, monitors programs, and interprets findings. Evaluates current programs, procedures and practices on an on-going basis. Plans and develops policies, procedures and programs to enhance efficiency and effectiveness of operations and services.
- Represents the department and serves as a liaison for local, regional and statewide committees and task forces, advisory groups, and the general public. Serves as spokesperson to media and outside agencies.

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TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Court Legal Management Administration Director

JOB CODE:	30485	**FLSA STATUS:**	Exempt
PAY GRADE:	30	**LAST REVISED:**	10/01/09

DUTIES AND RESPONSIBILITIES: (Cont.)

- Prepares and presents comprehensive reports and recommendations based upon analytical research and study of court system issues. Recommends new or revised systems, technologies, policies or procedures to improve the administrative and operational functions of the court system.
- Monitors and directs procedures to ensure that are consistent with legislative mandates.
- May oversee additional programs within the department.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:
Bachelor's degree in Court Administration, Finance, Accounting, Business, Public Administration or a directly related field AND seven (7) years of increasingly responsible experience in court administration, business administration, legal or related work, including four (4) 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:
Graduation from the Court Executive Development Program of the Institute for Court Management (ICM) or other certifications, such as Certified Public Accountant (CPA) or Certified Management Accountant (CMA); OR,
Master's degree in Court Administration, Finance, Accounting, Business, Public Administration or a directly related field; OR,
Certified Government Financial Manager (CGFM).

Knowledge, Skills, and Abilities:
Knowledge of:
- Management and supervisory principles, practices and techniques.
- Court system administration and oversight techniques.
- Policies, practices, procedures and terminology of assigned function.
- Federal, State and Local program laws and requirements.
- Accounting, purchasing and budgetary theory, principles and practices.
- Information technology as related to assigned function.
- Criminal justice agencies and task forces.
- Modern office practices, procedures and methods.
- 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:
- Strategic planning, developing, monitoring and evaluating court systems and services.
- Managing staff, allocating resources and evaluating programs.
- Leadership and collaboration.
- Problem-solving and decision-making.
- Negotiating, interviewing and investigating practices and techniques.
- Developing and monitoring program budgets.
- Both verbal and written communication, including presentations.

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Court Legal Management Administration Director

JOB CODE:	30485	**FLSA STATUS:**	Exempt
PAY GRADE:	30	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Ability to:

- Direct, motivate, train, develop and evaluate staff.
- Develop and recommend program initiatives.
- Prepare and analyze administrative and statistical reports.
- Work independently and efficiently.
- 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 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, 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: Chief Deputy County Clerk

JOB CODE:	30486	**FLSA STATUS:**	Exempt
PAY GRADE:	30	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Implements and executes policies and programs. Manages day-to-day operations.

DISTINGUISHING CHARACTERISTICS:

This is a job classification within the Senior Management/Middle Management job family. Incumbent's in this classification reports directly to the department head and functions as the second highest level of management within the department.

DUTIES AND RESPONSIBILITIES:

- Plans, directs and coordinates work and resources, including strategic planning and development of policy initiatives.
- Provides operational, administrative and statutory compliance assistance and procedural advice to departmental employees.
- Develops goals and objectives. Monitors, analyzes and evaluates office operations and procedures and makes changes as necessary. Develops methods and procedures for progressive, efficient operations. Schedules and sets priorities and standards for achieving established goals.
- Analyzes, researches, plans and implements new technologies for computer applications, including imaging systems.
- Supervises professional, technical and clerical staff engaged in performing a variety of administrative tasks.
- Develops, trains and oversees work and job performance of supervisory personnel, including making recommendations on interviewing methods, performance increases, disciplinary actions and dismissals. Investigates all allegations of misconduct and takes appropriate action. Develops policies used for performance pay programs.
- Maintains liaison with the public and other offices and entities. Explains activities and responsibilities of the office. Handles all media relations, including interviews, news releases and press conferences. Utilizes tact, diplomacy and persuasiveness when representing the County Clerk.
- Develops and prepares budget requests. Makes purchases and monitors annual budget. Determines need for and recommends budget amendments.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:
Bachelor's degree in Business Administration or Public Administration or a directly related field AND eight (8) years of responsible administrative/supervisory level experience in a governmental management position, including four (4) 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 Business Administration or Public Administration or a directly related field.

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TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Chief Deputy County Clerk

JOB CODE:	30486	**FLSA STATUS:**	Exempt
PAY GRADE:	30	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Knowledge, Skills, and Abilities:

Knowledge of:

- Governmental personnel policies, planning and budgeting concepts.
- Federal, State, Local and County applicable laws, rules, regulations and guidelines.
- Principles of public administration, accounting and budgeting.
- State and local issues.
- Office administration and evaluation techniques.
- Organization and management principles.
- Management and supervisory principles, practices and techniques.
- Policies, practices, procedures and terminology in area of assignment.
- Standard administration 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:

- Directing and managing others, including team building.
- Project direction and coordination.
- Resolving leadership/management issues, including planning and managing subordinate staff.
- Developing long-term strategies.
- Problem-solving and decision-making.
- Training, managing and evaluating the work of others.
- Preparing and making public presentations and communications.
- Both verbal and written communication.

Ability to:

- Develop budget formats and procedures and to make budgetary recommendations.
- Develop policies and procedures, then interpret and apply them correctly and consistently.
- Bring together several viewpoints and ideas to a balanced position.
- Coordinate diverse division responsibilities into a comprehensive unit.
- Relate to employees as well as evaluate and counsel personnel in problem areas.
- Reason and make judgments and decisions.
- Develop and implement new and innovative ideas.
- Reach sound conclusions and make realistic recommendations based on facts and objective analysis.
- Manage time well, 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 clientele, varieties of constituents, technical staff, state and local officials, elected and appointed officials, members of the media, representatives of outside agencies, other County employees and officials, and the general public.

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Chief Deputy County Clerk

JOB CODE:	30486	**FLSA STATUS:**	Exempt
PAY GRADE:	30	**LAST REVISED:**	10/01/09

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.

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 DESCRIPTION

DRAFT

JOB TITLE: Chief Deputy District Clerk

JOB CODE:	30487	**FLSA STATUS:**	Exempt
PAY GRADE:	30	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Assists in directing the overall operations and functions of the District Clerk. Provides executive leadership, oversight and direction and assists in planning, organizing, directing, implementing and evaluating all departmental functions and operations in accordance with State, Federal and Local laws, policies and procedures. Plans and develops policies, procedures, programs and strategies to accomplish goals and objectives and improve effectiveness and efficiency of services. Directs activities through subordinate division managers.

DISTINGUISHING CHARACTERISTICS:

This is a job classification within the Senior Management/Middle Management job family. Incumbent's in this classification reports directly to the department head and functions as the second highest level of management within the department. The classification has broad scope of operational and staff responsibility and directs through subordinate division directors. This classification may require a flexible work schedule in order to meet the needs of the department.

DUTIES AND RESPONSIBILITIES:

- Directs daily operations of divisions and functions and provides executive leadership, management and coordination. Oversees management and staff, including hiring, performance evaluation, disciplinary actions and dismissals, and ensures activities are consistent with goals and objectives. Seeks and creates opportunities for improved performance, learning and development of staff. Identifies and addresses problems or conflicts.
- Assists department head in planning and directing all departmental services and operations. Analyzes, evaluates and establishes departmental programs, policies and procedures and makes recommendations regarding overall departmental decisions. Ensures departmental compliance with Federal, State, Local and judicial directives.
- Provides oversight and direction to management and staff and makes decisions on complex issues.
- Assists in planning, preparing and administering annual budget. Ensures expenditures remain within approved budget.
- Develops, receives and reviews statistical and other reports, monitors programs, and interprets findings. Evaluates current programs, procedures and practices on an on-going basis. Keeps the department head informed on matters of note.
- Represents the department at Commissioners Court, statewide and at local and community meetings. Serves as liaison and functions as a resource person for advice and assistance to departmental staff, representatives of the courts, representatives of other organizations and the general public.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:
Bachelor's degree in Business Administration, Government, Criminal Justice or a directly related field AND seven (7) years increasingly responsible experience in civil or criminal justice, business or directly related field, including five (5) years 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.

552

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Chief Deputy District Clerk

JOB CODE:	30487	**FLSA STATUS:**	Exempt
PAY GRADE:	30	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Knowledge, Skills, and Abilities:

Knowledge of:

- Management and supervisory principles, practices and techniques.
- Policies, practices, procedures and legal terminology related to court system.
- Federal, State and Local program laws and requirements.
- Standard practices in area of assignment.
- Budget development, preparation and monitoring.
- 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:

- Directing and managing others, including team building.
- Problem-solving and decision-making.
- Training, managing and evaluating the work of others.
- Developing and monitoring budgets.
- Both verbal and written communication, including presentations.

Ability to:

- Direct, motivate, train, develop and evaluate staff.
- Reason and make judgments and decisions.
- Work effectively and courteously under high pressure circumstances.
- Manage time well, 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 clientele, representatives of outside agencies, other County employees and officials, attorneys, judges, law enforcement personnel and the general public.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

Physical requirements include the ability to lift/carry up to 5-10 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: Probate Court Administrator

JOB CODE:	27488	**FLSA STATUS:**	Exempt
PAY GRADE:	27	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Directs the administrative and operational functions within a probate court system. Participates in the planning and development of policies, procedures and programs to accomplish goals and objectives. Develops strategic plans, oversees and performs departmental human resource, finance, budgeting, information systems, facilities and purchasing functions. Administers probate docket and represents the court and presents programmatic, statistical, budgetary and other information to judges, legislative bodies, the Commissioners Court and other organizations.

DISTINGUISHING CHARACTERISTICS:

This is a job classification within the Senior Management/Middle Management job family. Incumbent's in this classification is responsible for directing the administrative and operational functions within a probate court system, and the development of strategic plans and program initiatives to facilitate efficiency and effectiveness. Typically manages and performs the departmental human resources, budgeting, information technology, purchasing and other administrative and operational functions through subordinate supervisory, technical and administrative staff. This classification serves as a high-level legal advisor on complex or sensitive cases.

DUTIES AND RESPONSIBILITIES:

- Oversees and performs administrative and operational functions within a probate court system, such as financial, budgeting, human resources, purchasing, information systems, strategic planning, records management and special programs. Ensures all basic requirements are met related to policies, procedures, staffing, equipment and other resources to enhance efficiency. Manages the work of departmental administrative and legal staff.
- Oversees and implements departmental human resources functions, including staffing, employee relations, classification, compensation, recruitment/retention, training and guidance on day-to-day actions in compliance with Federal, State and County policies. Seeks and creates opportunities for improved performance, learning and development of staff. Identifies and addresses problems or conflicts.
- Serves as a high-level legal advisor to judges and department attorneys on complex or sensitive cases. Performs legal analysis and research on legal records and documents pertaining to the cases or issues under consideration. Writes or updates legal orders, rulings, reports and other legal documents and forms used by the court.
- Assists in developing and implementing strategic plans that establish goals and objectives for the court system.
- Assists in developing and preparing the annual budget. Monitors budget expenditures to ensure consistency with court goals and objectives and remaining available funds. Establishes internal control procedures for budget-related activities and ensures all compliance and financial reporting requirements are met.
- Oversees the planning, development, implementation and operation of the department's information and records management systems. Works with information systems staff to determine and prioritize the department's information systems needs.
- Prepared, receives and reviews statistical and programmatic reports, monitors programs, and interprets findings. Evaluates current programs, procedures and practices on an on-going basis. Plans and develops policies, procedures and programs to enhance efficiency and effectiveness of the court system.
- Administers probate court docket. Reviews legal documents to determine compliance and attends probate hearings. May assist judge in the courtroom.
- Serves as representative for the court system on local, regional and statewide judicial and justice system committees. Participates in local and regional planning for court-related initiatives.
- Monitors and ensures that court system procedures are consistent with legislative mandates.
- Discusses court cases with appropriate members of the court system or directly involved medical or other related staff within the laws and rules of court procedure.
- Performs other job-related duties as assigned.

554

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Probate Court Administrator

JOB CODE:	27488	**FLSA STATUS:**	Exempt
PAY GRADE:	27	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS:

Education and Experience:
Bachelor's degree in Court Administration, Business Administration or a directly related field AND six (6) years increasingly responsible experience in court administration, business administration, legal or related work, 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:
None required.

Preferred:
J.D./LL..B. from an accredited law school.
Licensed to practice law in the State of Texas.
Graduation from the Court Executive Development Program of the Institute for Court Management (ICM) or other certifications such as Certified Public Accountant (CPA) or Certified Management Accountant (CMA).

Knowledge, Skills, and Abilities:
Knowledge of:
- Management and supervisory principles, practices and techniques.
- Court system administration and oversight techniques.
- Policies, practices, procedures and legal terminology of court system.
- Federal, State and Local program laws and requirements.
- Budgetary practices and techniques.
- Information technology as related to assigned function.
- Criminal justice agencies and task forces.
- Modern office practices, procedures and methods.
- 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:
- Strategic planning, developing, monitoring and evaluating court systems and services.
- Managing staff, allocating resources and evaluating programs.
- Leadership and collaboration.
- Problem-solving and decision-making.
- Negotiating, interviewing and investigating practices and techniques.
- Developing and monitoring program budgets.
- Both verbal and written communication, including presentations.

Ability to:
- Direct, motivate, train, develop and evaluate staff.
- Develop and recommend program initiatives.
- Prepare and analyze administrative and statistical reports.
- Work independently and efficiently.
- 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.

555

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Probate Court Administrator

JOB CODE:	27488	**FLSA STATUS:**	Exempt
PAY GRADE:	27	**LAST REVISED:**	10/01/09

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, 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.

556

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Tax Assessor-Collector Associate Deputy

JOB CODE:	29025	**FLSA STATUS:**	Exempt
PAY GRADE:	29	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Under broad direction, performs highly responsible administrative duties assisting in directing the major program areas within the office of the Tax Assessor-Collector. Provides leadership, oversight and direction and assists in planning, organizing, directing, implementing and evaluating assigned departmental functions and operations in accordance with State, Federal and Local laws, policies and procedures. Interprets, administers and enforces laws pertinent to motor vehicle registration and titling, collection of court fines and fees and collection of ad valorem taxes for various taxing entities. Develops and implements policies, operating procedures and programs to accomplish goals and objectives and improve effectiveness and efficiency of services. Directs activities through subordinate supervisors.

DISTINGUISHING CHARACTERISTICS:

This is the first in a series of two tax assessor-collector-related job classifications in the Senior Management/Middle Management job family. This classification performs advanced complex work assisting the Elected Official, department head and Chief Deputy in directing and administering the program work within the department. Incumbents in this class have broad scope of operational and staff responsibility and direct through subordinate supervisors. Duties require the highest degree of initiative and independent judgment. This classification may require a flexible work schedule in order to meet the needs of the department.

DUTIES AND RESPONSIBILITIES:

- Prepares and administers budget for the Revenue Management areas of operation. Monitors and approves budget expenditures to ensure consistency with system goals and objectives and remaining available funds. Establishes internal control procedures for budget related activities.
- Develops departmental strategic plans to accomplish goals and objectives and improve the effectiveness and efficiency of service delivery to an array of Federal, State and Local government agencies, including judicial and law enforcement officials. Provides interpretation and directs and facilitates division compliance with all applicable laws. Oversees the revision and updating of policies, programs and procedures as legislation is modified and created.
- Oversees and delegates authority to carry out the work of various units to subordinate supervisors and staff, including hiring, training, performance evaluation and disciplinary actions. Monitors and confirms activities are consistent with goals and objectives. Seeks and creates opportunities for improved performance, learning and development of staff. Identifies and addresses problems or conflicts.
- Coordinates security of all remittances, receipts and controlled items received or generated by various programs. Monitors related work of satellite offices, substations and other entities. Verifies that all substations are bonded in accordance with contract provisions. Reconciles original, monthly corrections and supplements of tax rolls for taxing entities with the appraisal district.
- Directs and administers the collection of state and local tax revenue and/or court fines and fees. Administers the creation, correction and maintenance of tax rolls. Oversees delinquent billing and collection, including initiating legal action as needed. Manages motor vehicle registration and titling. Oversees the assessment and collection of court costs, fines and fees. Disseminates information to the public for operational divisions of the department, facilitating the assessment and collection of all revenue generated by the department.
- Evaluates existing programs, services, procedures and practices on an ongoing basis. Reviews plans and develops policies, procedures and programs to enhance efficiency and effectiveness and monitors workload to ensure that quality services are being provided.
- Represents Elected Official and department head and serves as a liaison with local government bodies and an array of Federal, State and Local governmental agencies, including judicial and law enforcement officials. Coordinates the exchange of information among entities toward facilitating the collection of taxes and fees. Shares information to remain abreast of laws, regulations, trends and developments.
- Performs other job-related duties as assigned.

557

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Tax Assessor-Collector Associate Deputy

JOB CODE:	29025	**FLSA STATUS:**	Exempt
PAY GRADE:	29	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS:

Education and Experience:
Bachelor's degree in Accounting, Finance or a directly related field AND eight (8) years of increasingly responsible relevant experience, 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.
State accreditation as a Registered Texas Assessor/Collector.

Knowledge, Skills, and Abilities:
Knowledge of:
- Standard and complex management and supervisory principles, practices and techniques.
- Basic and highly complex policies, practices, procedures and terminology of assigned function.
- Federal, State, Local and County laws, rules, regulations and guidelines.
- Budget planning, development, preparation and monitoring.
- Manual and automated systems relating to assigned function.
- Modern office practices, procedures and methods.
- Computer equipment to include word processing, spreadsheets, databases, presentation, automated systems and related software applications.
- Business letter writing, grammar and punctuation, and report preparation.

Skill in:
- Managing staff, allocating resources and evaluating programs.
- Problem-solving and decision-making.
- Both verbal and written communication, including presentations.

Ability to:
- Direct, motivate, train, develop and evaluate staff.
- Work independently.
- Manage time well, perform multiple tasks and organize diverse activities.
- Set priorities and manage the program operations.
- Identify and resolve problems.
- Establish and maintain effective working relationships with departmental clientele, representatives of outside agencies and providers, other County employees and officials, and the 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.

55B

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Chief Deputy Tax Assessor-Collector

JOB CODE:	31476	**FLSA STATUS:**	Exempt
PAY GRADE:	31	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Implements and executes policies and programs. Manages day-to-day operations.

DISTINGUISHING CHARACTERISTICS:

This is the second in a series of two tax assessor-collector-related job classifications in the Senior Management/Middle Management job family. Reports directly to the department head and functions as the second highest level of management within the department.

DUTIES AND RESPONSIBILITIES:

- Establishes program objectives and identifies and ensures adequate and appropriate resources are assigned to programs to meet goals and department's needs. Supervises development of annual operating plans and budget. Authorizes checks, warrants, expenditures, disbursements and purchase orders and monitors budget.
- Serves as subject expert by advising Elected Officials, Appointed Officials, department heads, County staff, general public, other agencies and consultants on matters relevant to the department.
- Acts as liaison on procurement of services and equipment for the department.
- Establishes procedures for maintaining high standard of service.
- Evaluates and develops improved techniques for the control of operations, service quality, reliability and governing requirements.
- Determines and enforces productivity, quality and service requirements in accordance with department needs.
- Promotes department-wide quality improvement efforts.
- Represents department in coordinating operations with other County departments and agencies and organizations. Assists other departments as needed. Acts for department in absence of Tax Assessor-Collector. Coordinates with appropriate Elected Officials, Appointed Officials and department heads for services, as required.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:
Bachelor's degree in Business Administration, Economics, Public Administration, Accounting, Finance or a directly related field AND eight (8) years of responsible administrative/supervisory level experience in a governmental management position, including four (4) 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 Business Administration, Economics, Public Administration, Accounting, Finance or a directly related field.

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Chief Deputy Tax Assessor-Collector

JOB CODE:	31476	**FLSA STATUS:**	Exempt
PAY GRADE:	31	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Knowledge, Skills, and Abilities:

Knowledge of:

- Governmental personnel policies, planning and budgeting concepts.
- Principles of public administration, accounting, and budgeting.
- State and local issues.
- Organization and management principles.
- Management and supervisory principles, practices and techniques.
- Policies, practices, procedures and terminology in area of assignment.
- Federal, State, Local and County applicable laws, rules, regulations and guidelines.
- Standard administration 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:

- Directing and managing others, including team building.
- Project direction and coordination.
- Developing long-term strategies.
- Problem-solving and decision-making.
- Training, managing and evaluating the work of others.
- Preparing and making public presentation and communication.
- Both verbal and written communication.

Ability to:

- Develop budget formats and procedures and to make budgetary recommendations.
- Bring together several viewpoints and ideas to a balanced position.
- Relate to employees as well as evaluate and counsel personnel in problem areas.
- Reason and make judgments and decisions.
- Develop and implement new and innovative ideas.
- Reach sound conclusions and make realistic recommendations based on facts and objective analyses.
- Manage time well, 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 clientele, technical staff, state and local officials, elected and appointed officials, members of the media, 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.

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.

560

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Chief Deputy Juvenile Probation

JOB CODE:	30402	**FLSA STATUS:**	Exempt
PAY GRADE:	30	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Assists in directing the overall operations within the Juvenile Probation Department. Provides leadership, oversight and direction and assists in planning, organizing, directing, implementing and evaluating departmental functions and operations in accordance with State, Federal and Local laws. Assists with planning and developing policy, procedures and programs. Assists in development of strategies to accomplish goals and objectives of the department to improve effectiveness and efficiency of services. Directs activities through subordinate division directors.

DISTINGUISHING CHARACTERISTICS:

This is the fourth in a series of four juvenile probation-related job classifications within the Senior Management/Middle Management job family. Reports directly to the Chief Juvenile Probation Officer and functions as the senior level of middle management within the department. This classification has broad scope of operational and staff responsibility and directs through subordinate division directors. This classification may require a flexible work schedule in order to meet the needs of the department.

DUTIES AND RESPONSIBILITIES:

- Assists in the daily direction of operations of divisions and functions and provides executive leadership, management and coordination. Oversees management and staff, including making recommendations for hiring, performance evaluation, disciplinary actions and dismissals, and ensures activities are consistent with goals and objectives. Seeks and creates opportunities for improved performance, learning and development of staff. Identifies and addresses problems or conflicts.
- Assists department head in planning and directing departmental services and operations. Analyzes, evaluates and establishes departmental programs, policies and procedures and makes recommendations regarding overall departmental decisions. Ensures departmental compliance with Federal, State, Local and judicial directives.
- Provides oversight and direction to management and staff and makes decisions on complex client issues.
- Assists in planning, preparing and administering annual budget. Ensures expenditures remain within approved budget.
- Receives and reviews statistical and other reports, monitors programs and interprets findings. Evaluates current programs, procedures and practices on an on-going basis. Keeps the department head informed on matters concerning department personnel and operations.
- Oversees the investigation of complaints from clients, their families, judicial entities and the general public.
- May represent the department at Commissioners Court, criminal justice, statewide and at local and community meetings. Serves as liaison and functions as a resource person for advice and assistance to criminal justice representatives, departmental staff and the general public.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:

Bachelor's degree in Criminal Justice, Social or Behavioral Sciences or a directly related field AND seven (7) years increasingly responsible experience in criminal justice, probation, community corrections or related work, including five (5) years mid- to senior level supervisory 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.

561

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Chief Deputy Juvenile Probation

JOB CODE:	30402	**FLSA STATUS:**	Exempt
PAY GRADE:	30	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

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.

Preferred:
Master's degree in Criminal Justice, Social or Behavioral Sciences or a directly related field.

Knowledge, Skills, and Abilities:
Knowledge of:

- Management and supervisory principles, practices and techniques.
- Policies, practices, procedures and legal terminology related to court system.
- Federal, State, Local and County applicable laws, rules, regulations and applicable probation and juvenile justice standards and procedures.
- Standard practices in area of assignment.
- Budget development, preparation, and monitoring.
- Social adjustment and emotional stability.
- 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:

- Directing and managing others, including team building.
- Problem-solving and decision-making.
- Training, managing and evaluating the work of others.
- Developing and monitoring budgets.
- Preparing and making presentations.
- Both verbal and written communication.

Ability to:

- Direct, motivate, train, develop and evaluate staff.
- Conduct investigations and report results clearly, accurately and impartially.
- Reason and make judgments and decisions.
- Work effectively and courteously under high pressure circumstances.
- Manage time well, 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 clientele, representatives of outside agencies, other County employees and officials, attorneys, judges and the general public.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

Physical requirements include the ability to lift/carry up to 5-10 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 contact with noise, vibration, fumes, foul odor, dirt, dust, mist, gases, and poor ventilation.

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.

562

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Chief Deputy CSCD

JOB CODE:	30403	**FLSA STATUS:**	Exempt
PAY GRADE:	30	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Assists in directing the overall operations of Adult Probation and Pretrial Services activities. Provides executive leadership and assists in planning, organizing, directing and evaluating all departmental functions. Plans and develops policies, procedures and programs and strategies. Directs activities through subordinate division directors.

DISTINGUISHING CHARACTERISTICS:

This is a job classification within the Senior Management/Middle Management job family. Reports directly to the department head and functions as the second highest level of management within the department. This classification has broad scope of operational and staff responsibility and directs through subordinate division directors.

DUTIES AND RESPONSIBILITIES:

- Directs daily operations of divisions and functions and provides executive leadership, management and coordination. Oversees management and staff, including hiring, performance evaluation, disciplinary actions and dismissals, and ensures activities are consistent with goals and objectives. Seeks and creates opportunities for improved performance, learning and development of staff. Identifies and addresses problems or conflicts.
- Assists department head in planning and directing all departmental services and operations. Analyzes, evaluates and establishes departmental programs, policies and procedures and makes recommendations regarding overall departmental decisions. Ensures departmental compliance with federal, state, local and judicial directives.
- Provides oversight and direction to management and staff and makes decisions on complex client issues.
- Assists in planning, preparing and administering annual budget. Ensures expenditures remain within approved budget.
- Receives and reviews statistical and other reports, monitors programs and interprets findings. Evaluates current programs, procedures and practices on an on-going basis. Keeps the department head informed on matters of note.
- Oversees the investigation of complaints from clients, their families, judicial entities and the general public.
- Represents the department at Commissioners Court, criminal justice, statewide and at local and community meetings. Serves as liaison and functions as a resource person for advice and assistance to criminal justice representatives, departmental staff and the general public.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:
Bachelor's degree in Criminal Justice, Social or Behavioral Sciences or a directly related field AND seven (7) years increasingly responsible experience in probation, pretrial or other criminal justice related work, including four (4) years 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 in Criminal Justice, Social or Behavioral Sciences or a directly related field.

563

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Chief Deputy CSCD

JOB CODE:	30403	**FLSA STATUS:**	Exempt
PAY GRADE:	30	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Knowledge, Skills, and Abilities:

Knowledge of:

- Management and supervisory principles, practices and techniques.
- Policies, practices, procedures and legal terminology related to court system.
- Federal, State, Local and County applicable laws, rules, regulations and applicable probation and pretrial services standards and procedures.
- Standard practices in area of assignment.
- Budget development, preparation, and monitoring.
- Psychological concepts of good behavior, social adjustment and emotional stability.
- 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:

- Directing and managing others, including team building.
- Problem-solving and decision-making.
- Training, managing and evaluating the work of others.
- Developing and monitoring budgets.
- Preparing and making presentations.
- Both verbal and written communication.

Ability to:

- Direct, motivate, train, develop and evaluate staff.
- Conduct investigations and report results clearly, accurately and impartially.
- Reason and make judgments and decisions.
- Work effectively and courteously under high pressure circumstances.
- Manage time well, 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 clientele, representatives of outside agencies, other County employees and officials, attorneys, judges and the general public.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

Physical requirements include the ability to lift/carry up to 5-10 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.

564

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: CES Manager

JOB CODE:	24553	**FLSA STATUS:**	Exempt
PAY GRADE:	24	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Manages the personnel and tasks of assigned work unit. Develops, implements and manages goals, objectives and activities related to substance abuse and family violence assessments, case management and administrative functions including the department's information and records management system and rehabilitative classes. Manages operations, recommends and initiates changes in policies and procedures. Oversees clinical supervision and quality assurance for all assessments, case management and classes provided for District Courts, County Courts at Law and other departments.

DISTINGUISHING CHARACTERISTICS:

This is the first in a series of two CES-related job classifications within the Senior Management/Middle Management job family. Reports directly to the Assistant Director and has broad scope of operational and staff responsibility for a complex and comprehensive program area. This classification may require a flexible work schedule in order to meet the needs of the department.

DUTIES AND RESPONSIBILITIES:

- Supervises and assigns the work and activities of professional staff which includes hiring, training, work distribution, performance appraisal and discipline. Prepares reports and monitors the unit's workload to ensure that quality services are being provided.
- Oversees and determines resources and training requirements for unit to meet service demands.
- Provides clinical training for professional staff to meet qualifications for licensure as well as provide quality service.
- Assists in planning, organizing and implementing annual strategic work plan to achieve mission, stated goals and objectives.
- Evaluates and reports on performance and determines short and long-range plans to assure quality improvement strategies for service demands.
- Oversees quality assurance audits to ensure quality assessments, case management, classes and administrative operations are being provided.
- Conducts research and plans for unit policies and procedures.
- Schedules and maintains departmental training calendar and facilitates various trainings.
- Directs the planning, development, implementation, and management of all financial and budgetary functions, including the budget preparation, analysis, accounting function, internal and external controls, compliance issues and financial reporting.
- Oversees purchasing, records retention, security compliance and property management.
- Serves as liaison and point of contact for intra-agency and inter-agency contacts including various courts sharing information and addressing service issues.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:

Bachelor's degree in Social or Behavioral Sciences, Criminal Justice or a directly related field AND five (5) years of experience in human services or related field, including three (3) years of mid- to senior level supervisory 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.

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TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: CES Manager

JOB CODE:	24553	**FLSA STATUS:**	Exempt
PAY GRADE:	24	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Licenses, Registrations, Certifications, or Special Requirements:
None required.

Preferred:
Licensed Chemical Dependency Counselor (LCDC); OR, Qualified Credentialed Counselor (QCC).

Knowledge, Skills, and Abilities:
Knowledge of:

- Laws relating to various alcohol-drug related violations as well as other misdemeanor violations.
- Various community referral sources including alcohol-drug related treatment programs.
- Management and supervisory principles, practices and techniques.
- Policies, practices, procedures and terminology of assigned function.
- Federal, State, Local and County applicable laws, rules, regulations and guidelines.
- Counseling and training techniques and practices.
- Standard practices in area of assignment.
- Budget development, preparation and monitoring.
- 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 and managing others.
- Problem-solving and decision-making.
- Preparing and making presentations.
- Both verbal and written communication.

Ability to:

- Direct, motivate, train, develop and evaluate staff.
- Develop, analyze and interpret policies and procedures, financial statements, public information statements, and operational plans or activities.
- Plan, organize, assign, motivate and coordinate work of support staff to achieve specific service objectives.
- Deal effectively with mentally disturbed, hostile and aggressive individuals.
- Gather, analyze, and evaluate facts and to develop individual program planning and appropriate case disposition.
- Present investigation and report and results clearly, accurately and impartially.
- Manage time well, perform multiple tasks and organize diverse activities.
- Independently prepare correspondence and memorandums and other materials.
- Research, 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 5-10 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. Requires exposure to hostile behavior from clients. May be subject to contact with noise, vibration, fumes, foul odor, dirt, dust, mist, gases, and poor ventilation.

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: CES Director

JOB CODE:	27555	**FLSA STATUS:**	Exempt
PAY GRADE:	27	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Directs the overall operations within a department responsible for assessment and rehabilitative programs for adults and juveniles referred by various criminal justice affiliates. Provides leadership, oversight and direction. Oversees the planning, organization, direction, implementation and evaluation all departmental functions and operations in accordance with State, Federal, Local and County laws, policies and procedures. Plans and develops policies, procedures, programs and strategies to accomplish goals and objectives and improve effectiveness and efficiency of services. Directs activities through subordinate managers.

DISTINGUISHING CHARACTERISTICS:

This is the second in a series of two CES-related job classifications within the Senior Management/Middle Management job family. This classification is distinguished by the high-level administrative and management duties and responsibilities performed in directing the staff and operations through subordinate managers. This classification may require a flexible work schedule in order to meet the needs of the department.

DUTIES AND RESPONSIBILITIES:

- Directs, plans, organizes, implements, monitors and evaluates department-wide operations and staff. Provides oversight and directs and facilitates conformity with State and Federal laws and guidelines, and policies and procedures.
- Directs management and staff, including hiring, performance evaluation, disciplinary actions and dismissals, and ensures activities are consistent with goals and objectives. Seeks and creates opportunities for improved performance, learning and development of staff. Identifies and addresses problems or conflicts.
- Develops departmental strategic plans to accomplish goals and objectives and improve effectiveness and efficiency of service delivery to clients.
- Works with elected officials, judges and agencies to provide a complete and thorough analysis of counseling services. Maintains frequent communication with District, County, Juvenile and Municipal judges to maximize collaborative planning and gauge changing service needs.
- Prepares and reviews a variety of programmatic, fiscal, administrative and statistical reports and interprets findings. Evaluates current programs, services, procedures and practices on an on-going basis. Plans and develops policies, procedures and programs to enhance efficiency and effectiveness and monitors workload to ensure that quality services are being provided.
- Prepares and administers budget for areas of oversight. Monitors and approves budget expenditures to ensure consistently with system goals and objectives and remaining available funds. Establishes internal control procedures for budget related activities.
- Provides high-level technical advice, policy interpretation and guidance for application of appropriate procedures to managers and other staff.
- Represents the department and serves as a liaison for local and statewide committees and task forces, advisory groups and the general public. Serves as spokesperson to media and outside agencies.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:
Bachelor's degree in Social or Behavioral Sciences, Criminal Justice or a directly related field AND six (6) years of experience in counseling, substance abuse or related field, including four (4) years of mid- to senior level supervisory or management experience;

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TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: CES Director

JOB CODE:	27555	**FLSA STATUS:**	Exempt
PAY GRADE:	27	**LAST REVISED:**	10/01/09

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:
Valid Texas Driver's License.

Preferred:
Master's degree in Social or Behavioral Sciences, Criminal Justice or a directly related field.
Licensure in counseling.

Knowledge, Skills, and Abilities:
Knowledge of:

- Management principles, practices and techniques.
- Policies, practices, procedures and terminology of assigned function.
- Federal, State, Local and County applicable laws, rules, regulations and guidelines.
- Standard practices in area of assignment.
- Budgetary 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:

- Directing and managing others, including team building.
- Problem-solving and decision-making.
- Developing and monitoring budgets.
- Preparing and making presentations.
- Both verbal and written communication.

Ability to:

- Direct, motivate, train, develop and evaluate staff.
- Develop, analyze, and interpret policies and procedures, financial statements, public information statements, and operational plans or activities.
- Deal effectively with mentally disturbed, hostile and aggressive individuals.
- Gather, analyze and evaluate facts and to develop individual program planning and appropriate case disposition.
- Perform investigations and develop reports and results clearly, accurately, and impartially.
- Manage time well, perform multiple tasks and organize diverse activities.
- Research, 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.

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: CES Director

JOB CODE:	27555	**FLSA STATUS:**	Exempt
PAY GRADE:	27	**LAST REVISED:**	10/01/09

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

Physical requirements include the ability to lift/carry up to 5-10 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. Requires exposure to hostile behavior from clients. May be subject to contact with noise, vibration, fumes, foul odor, dirt, dust, mist, gases, and poor ventilation.

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 DESCRIPTION

DRAFT

JOB TITLE: Chief Administrative Officer Medical Examiner

JOB CODE:	28267	**FLSA STATUS:**	Exempt
PAY GRADE:	28	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Provides senior executive level administrative management direction for all aspects of operations at the Travis County Medical Examiners Officer. Works with the Medical Examiner to provide leadership, oversight and direction in planning, organizing, implementing and evaluating operations in accordance with State, Federal and Local laws, policies and procedures and guidelines. Provides administrative oversight to the office in support of the statutory responsibilities for death investigations, strategic initiative and fiscal administration. Works with the Medical Examiner and staff to develop policies and standard operating procedures aligned with departmental strategic plans to accomplish goals and objectives and improve effectiveness and efficiency of services. Directs the staffing, training, development and performance evaluation of division staff.

DISTINGUISHING CHARACTERISTICS:

This is a job classification within the Senior Management/Middle Management job family. This classification is distinguished by the senior executive-level administrative and management duties and responsibilities performed in directing the staff and operations of one or more complex functional or programmatic areas within a medicolegal environment. The Medical Examiner's Office has interface with the public during traumatic and stressful events.

DUTIES AND RESPONSIBILITIES:

- Directs, plans, organizes, implements, monitors and evaluates department-wide, non-medical operations and staff in complex functional or programmatic areas. Provides oversight, directs and ensures conformity with State and Federal laws and guidelines, industry standards and practices, and policies and procedures for the health, safety, and welfare of employees and in accordance with stringent forensic pathology, toxicology, and investigative standards. Directs operations to minimize potential risk exposure and liability to County.
- Provides senior executive-level administrative leadership and oversight to the office in support of the statutory responsibilities of the Medical Examiners Office. Plans and provides for total quality management, and process improvement. Develops public communications plans and staff development to enhance the operational efficiencies and effectiveness to ensure that quality services are being provided.
- Develops departmental strategic plans to accomplish goals and objectives, improve effectiveness and efficiency of services, and maintain stringent controls compliant with health and safety operations and industry standards. Develops project management strategies, timelines and budgets to meet the goal achieving and maintaining accreditation from the National Association of Medical Examiners (NAME). Provides administrative oversight of projects and acquisitions of grants involving the Medical Examiners Office.
- Performs senior executive-level responsibilities to formulate, promulgate and enforce policies and procedures for administrative non-medical operations e.g., death investigations and support functions. Publishes and maintains a manual on policies and directives. Represents the department and serves as a liaison for local and statewide committees and task forces, advisory groups, other County departments, and the general public. Represents the Medical Examiner's Office at Commissioners Court meetings. Serves as spokesperson to media and outside agencies as necessary. Also coordinates with Medical Examiner on media presentations and press relations.
- Provides senior executive-level technical direction to develop infrastructure requirements (facilities and technology) for the operation of the Medical Examiner's Office. Serves as liaison with County staff in appropriate support departments to define and develop technical and operational requirements and specifications.
- Develops programs and initiatives to expand community outreach and knowledge of Medical Examiner's Office operations and statutory requirements.
- Coordinates with emergency and crisis management personnel in the development of catastrophic response plans.
- Directs management and staff, including hiring, training, performance evaluation, disciplinary actions and dismissals, and ensures activities are consistent with goals and objectives. Seeks and creates opportunities for improved performance, learning and development of staff. Identifies and addresses problems or conflicts.

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TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Chief Administrative Officer Medical Examiner

JOB CODE:	28267	**FLSA STATUS:**	Exempt
PAY GRADE:	28	**LAST REVISED:**	10/01/09

DUTIES AND RESPONSIBILITIES: (Cont.)

- Prepares and analyzes a variety of programmatic, fiscal, administrative and statistical reports and interprets findings. Evaluates department's programs, services, procedures and practices on an on-going basis.
- Prepares and administers revenue and expenditure budget for the department. Monitors and approves budget expenditures to ensure they are consistent with system goals and objectives and remaining available funds. Establishes internal control procedures for budget-related activities.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:
Bachelor's degree in Public Administration or Business Administration, Hospital Administration, Health Care Administration, Public Health, Criminal Justice, Management, Accounting, Finance or a directly related field AND eight (8) years of responsible administrative/supervisory level experience in Hospital, Health Care, Public Administration or Business Administration, using automated systems, including four (4) years of mid- to senior level supervisory or management experience within a County or comparable environment 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:
None required.

Preferred:
Master's degree in Public Administration, Business Administration, Hospital Administration, Health Care Administration, Public Health or a directly related field.

Knowledge, Skills, and Abilities:
Knowledge of:
- Financial, budgetary and human resource management principles, practices and techniques.
- Process improvement and total quality management.
- Management functions, policies and procedures, principles, practices, and techniques.
- Federal, State, Local and County laws and industry standards, such as the National Association of Medical Examiner's (NAME) accreditation standards critical to the operation of the Medical Examiner's Office (pathology, investigative, radiation, bio-hazards).
- Outside agencies e.g., government interlocals, funeral homes, law enforcement, etc.
- Basic principles of an organization, public administration, accounting and budgeting, of state and local issues.
- Management and supervisory principles, practices and techniques.
- Development and implementation of public policy and operational procedures.
- Methods of presentations.
- Media relations, public health outreach.
- 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:
- Training, managing and evaluating the work of others.
- Statistical methods, financial analysis, and cost-benefit analysis.
- Interpreting and applying planning standards, principles, policies and procedures, practices, codes, Federal, State, Local and County applicable laws, codes, rules, regulations and guidelines.

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TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Chief Administrative Officer Medical Examiner

JOB CODE:	28267	**FLSA STATUS:**	Exempt
PAY GRADE:	28	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Skill in: (Cont.)

- Preparing and making public presentations to multiple audiences, including Commissioners Court, media outlets, general public, and outside agencies.
- Managing confidential information with high level of integrity and discretion.
- Developing and implementing comprehensive, long-range plans.
- Analyzing day-to-day processes and ability to develop long-term procedural improvements to resolve complex problems.
- Developing innovative solutions to procedural problems.
- Building consensus and teamwork.
- Working with and communicating with various community groups and media representatives.
- Interacting effectively with all levels of management, employees, multiple outside agencies and outside contractors.
- Exercising independent judgment.
- Both verbal and written communication.

Ability to:

- Direct, motivate, train, develop and evaluate staff.
- Plan, develop and implement multi-functional policies and procedures, strategic and operational plans, and program initiatives.
- Work in diversified, multi-faceted organization and perform in a stressful environment, while maintaining a professional manner.
- Implement standard business practices and perform financial and statistical analyses to enhance operations.
- Create and successfully manage organizational change.
- Interpret policies, procedures, codes, ordinances and regulations.
- Interpret and set vision and goals, and develop short-term and long-term plans for successful implementation.
- Reach sound conclusions and make realistic recommendations based on facts and objective analyses of data.
- Manage time well, perform multiple tasks and organize diverse activities.
- Research, compile, analyze, interpret and prepare a variety of evaluative reports.
- Bring together several viewpoints and ideas to a balanced position.
- Reason and make judgments and decisions.
- Lead development of programs which foster increased efficiency and effectiveness.
- Evaluate impact of a policy and procedure, plan or program by itself in relationship to other policies and procedures, plans or programs.
- Respond to inquiries from customers, regulatory agencies, or members of the professional community.
- Write complex reports and business correspondence.
- Effectively present information to management and public groups.
- Establish and maintain effective working relationships with representatives of multiple outside agencies, outside contractors, 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

JOB TITLE: TNR Assistant Director

JOB CODE:	30314	**FLSA STATUS:**	Exempt
PAY GRADE:	30	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Plans, implements and coordinates development and implementation of management work plans, budgets, and strategic goals and objectives. Manages and evaluates, planning, administrative, fiscal functions and information systems. Plans and directs development of department at Commissioners Court meetings and participates in overall administration. Serves as Acting Executive Manager of Transportation and Natural Resources during the absence of the Executive Manager.

DISTINGUISHING CHARACTERISTICS:

This is a job classification within the Senior Management/Middle Management job family. Incumbent's in 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 and controls planning, budgets, resource allocation, financial systems and information technology of the department. Directs, oversees and participates in the development and implementation of the department's planning, organizing, mission, overall strategic goals and objectives. Directs scheduling, monitoring and deploying of human, operating and capital resources to accomplish policies, plans and program outcome measures. Ensures that the department adheres to agency goals and objectives.
- Participates actively in organizational strategic planning. Assists the Executive Manager with overall departmental responsibilities and has delegated authority to make necessary departmental decisions in absence of Executive Manager.
- Develops, manages and controls departmental programs, budgets and personnel. Oversees the development of the department budget, including revenue forecasting, departmental budget reviews and recommendations to the Executive Manager. Supports the Executive Manager in presentation of budget and capital program to Commissioners Court. Reviews and approves department operating expenditures. Assists senior managers in implementing fiscal transactions and decisions. Plans future budgetary requirements.
- Manages conflict resolution for the department. Evaluates and reports on program performance. Prepares process analyses using statistical process controls to continually improve the quality of processes and output.
- Represents the department at business meetings, legislative sessions, conferences, seminars, boards, panels and committees.
- Directs, develops and monitors departmental policies and operating procedures. Implements, communicates and effectively uses policies and procedures. Coordinates with departments, agencies and organizations to accomplish desired goals and objectives. Communicates with Executive Manager and Commissioners Court.
- Coaches' senior managers on matters of department structure and leadership. Plans and evaluates the work of senior level management, professional, technical and other support staff. Interprets policies for subordinates. Resolves conflicts and exercises broad coordination over activities. Reviews, evaluates and recommends improvements to department administrative and financial internal controls and systems and procedures.
- Plans, develops and directs a comprehensive long-term strategic plan for automated systems needs for the department, including centralized computer applications, personal computers and telecommunications functions. Oversees automated systems within the department, including prioritizing requests for applications development or enhancements, hardware and software standards and equipment acquisition and replacement. Coordinates technical staff placed within the department. Positions the department to effectively respond to the changing technological environment.
- Performs other job-related duties as assigned.

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: TNR Assistant Director

JOB CODE:	30314	**FLSA STATUS:**	Exempt
PAY GRADE:	30	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS:

Education and Experience:
Bachelor's degree in Public Administration, Business Administration, Planning, Finance or a directly related field AND seven (7) years of senior level management experience, including four (4) 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 in Public Administration, Business Administration, Planning, Finance or a directly related field.

Knowledge, Skills, and Abilities:
Knowledge of:
- Standard management theory, principles, practices and techniques.
- Federal, State, Local and County applicable laws, rules, regulations and guidelines.
- Planning and research methodology.
- State and Federal regulatory or administrative requirements and practices.
- Standards of policy analysis, finance and contract management.
- Budgetary and fiscal process.
- Quality management principles and practices.
- Techniques of statistical measurements and applications.
- Governmental procurement and contracts management requirements.
- Principles and practices of microcomputers, data processing and MIS functions and equipment capabilities.
- Supervisory principles, practices and techniques.
- Online computer searches.
- 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:
- Resolving supervisory/management issues, including planning and managing teams.
- 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:
- Interact effectively with staff, public, elected and appointed officials.
- Direct and organize department activities.
- Establish program goals and objectives that support the strategic plan.
- Identify problems, evaluate alternatives and implement effective solutions.
- Direct the development of agency policies and procedures.
- Prepare clear, complete, accurate and logical verbal and written reports and make presentations.
- Prioritize needs, develop and implement plans of action.

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TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: TNR Assistant Director

JOB CODE:	30314	**FLSA STATUS:**	Exempt
PAY GRADE:	30	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Ability to: (Cont.)

- Direct preparation of department budget function.
- Plan, coordinate and direct the work of senior managers and professional.
- Work on a wide variety of tasks simultaneously and produce timely and tangible results.
- Utilize online resources.
- Value diversity and promote shared responsibility, teamwork, systems integration and acceptance of change.
- Read and understand basic legal documents.
- Listen and communicate effectively both verbally and in writing.
- Establish and maintain effective working relationships with representatives of outside agencies, consultants, 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.

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: County / District Attorney Assistant Division Director

JOB CODE:	30174	**FLSA STATUS:**	Exempt
PAY GRADE:	30	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Assists the Division Director in the operation of one of the divisions of the County or District Attorney's Office. Manages the day-to-day activities involving personnel, case handling and resources. Oversees and participates in the review, filing, presentation and disposition of cases. Directly supervises attorneys that practice criminal law for Travis County. Implements and facilitates professional development and training of criminal attorneys.

DISTINGUISHING CHARACTERISTICS:

This is first in a series of two County/District Attorney-related job classification within the Senior Management/Middle Management job family. Reports directly to and assists the division director in either the County or District Attorney's Office. Incumbents have management and administrative responsibilities in addition to functioning as high level attorneys.

DUTIES AND RESPONSIBILITIES:

- Manages the division's professional and support personnel.
- Conducts training, mentoring and education presentations for professional and support staff.
- Performs advanced legal work. Conducts investigations to determine best court or non-court action. Performs complex legal research. Presents cases to the Grand Jury.
- Confers with judges and defense attorneys in all matters concerning prosecution of cases.
- 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.
- Responds to discovery requests, oversees the creation and issuance of legal documents, including subpoenas, motions, orders, writs, warrants and other related documents.
- Prepares cases for trial. Collects, organizes and prepares evidence, information and other legal materials and represents the state at all docket calls.
- 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, including two (2) years of mid- to senior level supervisory management experience.

Licenses, Registrations, Certifications, or Special Requirements:
Licensed to practice law in the State of Texas.

Knowledge, Skills, and Abilities:
Knowledge of:

- Management and supervisory principles, practices and techniques.
- Jurisprudence, criminal and civil law and procedures, including constitutional and statutory law.
- Federal, State, Local and County 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 orally and in writing in law related matters.
- Policies, practices, procedures and legal terminology related to court system.
- Investigative techniques.
- Accounting, purchasing and budgetary theory, principles 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.

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TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: County / District Attorney Assistant Division Director

JOB CODE:	30174	**FLSA STATUS:**	Exempt
PAY GRADE:	30	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Skill in:

- Supervising others, allocating resources and evaluating programs.
- Analyzing and appraising facts, policies, procedures and legal precedents in area of specialty.
- Problem-solving and decision-making.
- Entering and reconciling financial data and reporting and monitoring ledger balances.
- Both verbal and written communication, including presentations.

Ability to:

- Motivate, train, supervise and develop attorneys and support staff.
- Analyze and appraise facts, procedures and legal precedents affecting complex court cases in area of specialty.
- 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 and efficiently.
- Manage time well, 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

JOB TITLE: County / District Attorney Division Director

JOB CODE:	31175	**FLSA STATUS:**	Exempt
PAY GRADE:	31	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Directs the operation of one of the divisions of the County or District Attorney's Office. Manages all daily activities involving personnel, case handling and resources. Develops and implements policies and procedures for the operation of the division and plans for future development. Oversees and participates in preparation, presentation and disposition of cases and appellate briefs, contract preparation and review, development and review of County policies and procedures, and planning and implementation of community justice projects and other community projects related to the legal representation of the County.

DISTINGUISHING CHARACTERISTICS:

This is second in a series of two County/District Attorney-related job classifications within the Senior Management/Middle Management job family. This classification functions as a division director in either the County or District Attorney's Office. Incumbents have management and administrative responsibilities in addition to functioning as high level attorneys.

DUTIES AND RESPONSIBILITIES:

- Manages and directs the divisions' professional and support personnel, equipment, facilities and finances. Evaluates personnel and services of the division. Allocates division resources and plans for the future services and budgetary needs of the division.
- Directs and advises division legal staff on issues of law and the disposition of cases.
- Performs advanced legal work. Conducts investigations to determine best court or non-court action. Performs complex legal research. Presents cases to the Grand Jury and prepares indictments. Serves as lead counsel in trials of major cases of particular difficulty or importance.
- Prepares appellate briefs and argues before appellate courts. Makes punishment recommendations based upon contact with victims and office policy.
- Takes depositions, 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.
- Acts as primary liaison and representative for the department with law enforcement agencies, regulatory agencies, criminal justice agencies, Texas Legislature, other elected officials within the County, and the community at large. Provides legal advice to law enforcement and regulatory agencies and other Elected Officials within the County.
- Participates in program development and implementation of the department's mission and goals, including community justice initiatives.
- Conducts training, mentoring, and educational presentations regarding legal and community justice issues of concern to the County for staff, law enforcement, other government employees, and civic organizations.
- Formulates and supervises the implementation of procedures and policy for the daily operation of the division.
- Confers with top management and judges in all matters concerning prosecution of cases, advising of clients, and matters that will impact the policies and procedures of the division.
- 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, including three (3) years of mid- to senior level supervisory management experience;

578

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: County / District Attorney Division Director

JOB CODE:	31175	**FLSA STATUS:**	Exempt
PAY GRADE:	31	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Education and Experience: (Cont.)

OR,

J.D./LL.B. from an accredited law school AND ten (10) years licensed attorney work experience, including three (3) years of supervisory or management experience, and including five (5) years experience in prosecution of felony offenses.

Licenses, Registrations, Certifications, or Special Requirements:
Licensed to practice law in the State of Texas.

Knowledge, Skills, and Abilities:

Knowledge of:

- Management and supervisory principles, practices and techniques.
- Jurisprudence, criminal and civil law and procedures, including constitutional and statutory law.
- Federal, State, Local and County applicable laws, rules, regulations and guidelines pertaining to area of assignment.
- Methods and practices of pleading cases and of effective techniques for presentation of cases in court or to effectively present facts and precedents orally and in writing in law related matters.
- Policies, practices, procedures and legal terminology related to court system.
- Accounting, purchasing and budgetary theory, principles and practices.
- Investigative techniques.
- Computer equipment to include word processing, spreadsheets, databases and a variety of software packages.
- Business English, spelling and arithmetic, letter writing, grammar and punctuation, and report preparation.

Skill in:

- Supervising others, allocating resources and evaluating programs.
- 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:

- Motivate, train, supervise and develop attorneys and support staff.
- Analyze and appraise facts, procedures, and legal precedents affecting complex court cases in area of specialty.
- Conduct legal research and analysis, both manually and electronically.
- Present facts, precedents and arguments orally and in writing and apply negotiation skills.
- Communicate effectively, both orally and in writing.
- Work independently and efficiently.
- Manage time well, 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.

579

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Juvenile Public Defender

JOB CODE:	31390	**FLSA STATUS:**	Exempt
PAY GRADE:	31	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Directs the operations and provides administrative oversight for the staff within the Juvenile Public Defender's Office. Provides legal representation for, or ensures juvenile clients are represented in criminal and other proceedings and ensures their constitutional rights are upheld. Represents clients in the most complex litigation.

DISTINGUISHING CHARACTERISTICS:

This is a job classification within the Senior Management/Middle Management job family. This classification functions as the department head within the office responsible for providing legal representation for juveniles in criminal and other proceedings.

DUTIES AND RESPONSIBILITIES:

- Directs and provides administrative oversight for the attorneys and other staff within the department, including hiring, performance evaluation, disciplinary actions and dismissals.
- Plans, develops, implements and reviews departmental policies and procedures and ensures activities are consistent with goals and objectives.
- Prepares and analyzes department budget and statistical reports.
- Represents indigent juveniles in court hearings for the most complex litigation, such as certification hearings, determinate sentence hearings and special crimes. Directs and advises department legal staff on issues of law and the disposition of cases.
- Researches and answers legal issues related to juvenile law for various County departments, district judges, external attorneys and outside agencies.
- Prepares and argues legal briefs for appellate cases.
- Represents the department at community and business gatherings and makes presentations and conducts seminars for groups and organizations. Functions as resource person for advice and assistance to attorneys and law enforcement agencies.
- Prepares and argues legal briefs for appellate cases before Courts of Appeals and the Supreme Court.
- Meets with judges regarding court administration of the juvenile court docket.
- 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 experience in public or juvenile defense case work, including four (4) years of mid- to senior level supervisory or management experience.

Licenses, Registrations, Certifications, or Special Requirements:
Licensed to practice law in the State of Texas.

Knowledge, Skills, and Abilities:
Knowledge of:

- Supervisory principles, practices and techniques.
- Legal principles and practices including civil, criminal, juvenile, constitutional and administrative law procedure.
- Philosophy and practices of public defense.
- Principles, methods, materials and practices of legal research.
- Federal, State, Local and County applicable laws, rules, regulations and guidelines.
- Methods, practices and applications of pleading civil and criminal cases and of effective techniques in the presentation of cases in court.

580

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Juvenile Public Defender

JOB CODE:	31390	**FLSA STATUS:**	Exempt
PAY GRADE:	31	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Knowledge of: (Cont.)

- Trial procedures and rules of evidence.
- Investigative techniques.
- Texas Family Law and Penal Codes.
- 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:

- Supervising others, allocating resources and evaluating programs.
- 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:

- Motivate, train, supervise and develop attorneys and support staff.
- Analyze and appraise facts, procedures and legal precedents affecting complex court cases in area of specialty.
- Supervise investigations and defend criminal complaints and civil actions.
- 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 and efficiently.
- Manage time well, 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.

581

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Director Mental Health Public Defender

JOB CODE:	29395	**FLSA STATUS:**	Exempt
PAY GRADE:	29	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Directs the operations of the Mental Health Public Defender's Office. Manages all daily activities involving personnel, case handling and resources. Develops and implements policies and procedures for the operation of the office and plans for future development. Provides legal representation for, or ensures mental health clients are represented in in criminal proceedings and ensures their constitutional rights are upheld. Serves as lead counsel. Oversees and participates in preparation, presentation and disposition of cases.

DISTINGUISHING CHARACTERISTICS:

This is a job classification within the Senior Management/Middle Management job family. Incumbents in this classification functions as director within the office and incumbents have management and administrative responsibilities in addition to functioning as high level attorneys. Responsible for providing legal representation for adults in criminal and other proceedings.

DUTIES AND RESPONSIBILITIES:

- Directs, plans, manages and supervises professional and support personnel. Allocats resources for services, equipment, facilities and finances. Plans for future services and budgetary needs of the office. Provides administrative oversight for the attorneys and other staff within the department, including hiring, performance evaluation, disciplinary actions and dismissals.
- Plans and participates in development and implementation of policies, procedures and programs. Ensures activities are consistent with goals and objectives. Directs efforts to develop and improve day-to-day operations, work processes and customer service.
- Supervises planning, development, preparation and monitoring of annual budget and statistical reports.
- Represents indigent adults in misdemeanor hearings for the most complex litigation. Directs and advises department legal staff on issues of law and the disposition of cases. Resolves problem case negotiations.
- Researches and answers legal issues related to mental health law for various County departments, district judges, external attorneys and outside agencies.
- Performs advanced legal work, including research, case preparation and Court appearances, as lead counsel on selected cases, including cases of particular difficulty or sensitivity. Prepares and argues legal briefs for misdemeanor mental cases. Serves as lead counsel.
- Represents the department at community and business gatherings and makes presentations and conducts seminars and training for groups and organizations. Functions as resource person for advice and assistance to attorneys and law enforcement agencies.
- Meets with judges regarding Court administration of the indigent mental health misdemeanor case loads.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:
J.D./LL.B. from an accredited law school AND five (5) to eight (8) years experience in public or juvenile defense case work, including two (2) years of mid- to senior level supervisory or management experience involved in the management process and policy making functions of a law office.

Licenses, Registrations, Certifications, or Special Requirements:
Licensed to practice law in the State of Texas.

582

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Director Mental Health Public Defender

JOB CODE:	29395	**FLSA STATUS:**	Exempt
PAY GRADE:	29	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Knowledge, Skills, and Abilities:

Knowledge of:

- Management and supervisory principles, practices and techniques.
- Federal, State, Local and County applicable laws, rules, regulations and guidelines.
- Texas Family Law and Penal Codes and laws relating to mental health defense.
- Jurisprudence, criminal and civil law and procedures, including constitutional and statutory law.
- Methods and practices of pleading civil and criminal 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.
- Legal principles and practices including civil, criminal, constitutional and administrative law procedure.
- Philosophy and practices of public defense.
- Principles, methods, materials and practices of legal research.
- Trial procedures and rules of evidence.
- Investigative techniques.
- Accounting, purchasing and budgetary theory, principles and practices.
- 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:

- Supervising others, allocating resources and evaluating programs.
- 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:

- Motivate, train, supervise and develop attorneys and support staff.
- Analyze and appraise facts, procedures and legal precedents affecting complex Court cases in area of specialty.
- Supervise investigations and defend criminal complaints and civil actions.
- 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 and efficiently.
- Manage time well, 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.

583

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Attorney Senior Deputy

JOB CODE:	31230	**FLSA STATUS:**	Exempt
PAY GRADE:	31	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Directs the day-to-day operations of the divisions and functions within the County or District Attorney's Office. Provides executive leadership, management and coordination. Plans and develops policies, procedures and programs. Oversees interdepartmental, intergovernmental, and public/private coordination concerning operations and activities. Works closely with elected officials and policy-making bodies and provides management support, legal counsel and advice to department attorneys. Serves as high-level, special legal advisor to department head and attorneys. Prosecutes assigned cases requiring special expertise. Represents the State in appeal cases requiring special appellate expertise.

DISTINGUISHING CHARACTERISTICS:

This is first in a series of two attorney-related job classifications within the Senior Management/Middle Management job family. Reports directly to the department head and functions as the second highest level of management within the department. Functions as the high-level legal advisor and prosecutor on cases requiring specialized expertise.

DUTIES AND RESPONSIBILITIES:

- Directs daily operations of divisions and functions and provides executive leadership, management and coordination. Oversees management and staff, including hiring, performance evaluation, disciplinary actions and dismissals, and ensures activities are consistent with goals and objectives. Seeks and creates opportunities for improved performance, learning and development of staff. Identifies and addresses problems or conflicts.
- Performs advanced legal work, including research, case preparation and court appearances, as lead counsel on selected cases, including cases of particular difficulty or sensitivity. Confers with legal and investigative staff and provides guidance and direction. Resolves problem case negotiations.
- Plans and develops policies, procedures and programs and supervises planning, development and preparation of annual budget.
- Receives and reviews reports, monitors programs, and interprets findings. Evaluates current programs, procedures and practices on an on-going basis. Keeps management informed on progress of significant cases, sensitive investigations and matters of note.
- Meets with entities to establish procedures to facilitate coordination in continuing efforts to improve criminal and civil justice system.
- Serves as liaison with community and judiciary on law enforcement problems and functions as resource person for advice and assistance to prosecutors and law enforcement agencies. Represents the department at community and business gatherings and makes presentations to groups and organizations.
- 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 in diverse civil/criminal matters, including five (5) years of mid- to senior level supervisory or management experience;

OR,

J.D./LL.B. from an accredited law school AND ten (10) years licensed attorney work experience in diverse civil/criminal matters, including five (5) years of experience in the prosecution of felony offenses, including unusual and especially complex cases.

Licenses, Registrations, Certifications, or Special Requirements:
Licensed to practice law in the State of Texas.

584

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Attorney Senior Deputy

JOB CODE:	31230	**FLSA STATUS:**	Exempt
PAY GRADE:	31	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Knowledge, Skills, and Abilities:

Knowledge of:

- Management and supervisory principles, practices and techniques.
- 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.
- Accounting, purchasing and budgetary theory, principles and practices.
- Investigative 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:

- Supervising others, allocating resources and evaluating programs.
- Problem-solving and decision-making.
- Analyzing and appraising facts, policies, procedures and legal precedents in area of specialty.
- Trial and appeal of felony offenses.
- Drafting and executing search and arrest warrants.
- Both verbal and written communication, including presentations.

Ability to:

- Motivate, train, supervise and develop attorneys and support staff.
- Analyze and appraise facts, procedures and legal precedents affecting complex court cases in area of specialty.
- 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 and efficiently.
- Manage time well, 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.

585

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Attorney Senior Chief Deputy

JOB CODE:	98232	**FLSA STATUS:**	Exempt
PAY GRADE:	98	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Directs the day-to-day operations of the divisions and functions within a comprehensive and complex legal office. Provides executive leadership, management and coordination. Plans and develops policies, procedures and programs. Oversees interdepartmental, intergovernmental and public/private coordination concerning operations and activities. Works closely with elected officials and policy-making bodies and provides management support, legal counsel and advice to department attorneys. Directs activities through subordinate division directors.

DISTINGUISHING CHARACTERISTICS:

This is second in a series of two attorney-related job classifications within the Senior Management/Middle Management job family. Reports directly to the Elected Official and functions as the second highest level of management within the department. Has broad scope of operational and staff responsibility and directs through subordinate division directors.

DUTIES AND RESPONSIBILITIES:

- Directs daily operations of divisions and provides executive leadership, management and coordination. Oversees management and staff, including hiring, performance evaluation, disciplinary actions and dismissals, and monitors consistency of activities with goals and objectives. Seeks and creates opportunities for improved performance, learning and development of staff. Identifies and addresses problems or conflicts.
- Performs advanced legal work, including research, case preparation and Court appearances, as lead counsel on selected cases, including cases of particular difficulty or sensitivity. Confers with legal and investigative staff and provides guidance and direction. Resolves problem case negotiations.
- Plans and develops policies, procedures and programs. Supervises planning, development and preparation of annual budget.
- Receives and reviews reports, monitors programs and interprets findings. Evaluates current programs, procedures and practices on an on-going basis. Keeps elected official informed on progress of significant cases, sensitive investigations and matters of note.
- Meets with entities to establish procedures to facilitate coordination in continuing efforts to improve the criminal and civil justice system.
- Serves as liaison with community and judiciary on law enforcement problems and functions as resource person for advice and assistance to prosecutors and law enforcement agencies. Represents the department at community and business gatherings and makes presentations to groups and organizations.
- 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 in diverse civil/criminal matters, including five (5) years of mid- to senior level supervisory or management experience.

Licenses, Registrations, Certifications, or Special Requirements:
Licensed to practice law in the State of Texas.

Knowledge, Skills, and Abilities:
Knowledge of:
- Management and supervisory principles, practices and techniques.
- 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 of effectively presenting facts and precedents verbally and in writing in law related matters.

586

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Attorney Senior Chief Deputy

JOB CODE:	98232	**FLSA STATUS:**	Exempt
PAY GRADE:	98	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Knowledge of: (Cont.)

- Policies, practices, procedures and terminology of assigned function.
- Accounting, purchasing and budgetary theory, principles and practices.
- Investigative 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:

- Supervising others, allocating resources and evaluating programs.
- Problem-solving and decision-making.
- Analyzing and appraising facts, policies, procedures and legal precedents in area of specialty.
- Trial and appeal of felony offenses.
- Drafting and executing search and arrest warrants.
- Both verbal and written communication, including presentations.

Ability to:

- Motivate, train, supervise and develop attorneys and support staff.
- Analyze and appraise facts, procedures, and legal precedents affecting complex Court cases in area of specialty.
- 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, 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 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: Records Mgmt and Communications Resources Dir

JOB CODE:	26225	**FLSA STATUS:**	Exempt
PAY GRADE:	26	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Manages department and Public Access Programs, including mail and print shop operations. Manages day-to-day operations of the department through subordinate mangers and supervisors. Serves as central point of contact related to Public Information and the maintenance of policies and procedures.

DISTINGUISHING CHARACTERISTICS:

This is a job classification within the Senior Management/Middle Management job family. Incumbent's in this classification directs the planning, development, implementation and coordination of divisions that provide direct support to County departments and the public. Provides leadership and direction to subordinate division managers to accomplish departmental goals and division objectives and to improve effectiveness and efficiency of services.

DUTIES AND RESPONSIBILITIES:

- Develops and plans strategic goals, objectives, budget and performance standards for department. Integrates services of media support, law libraries, print shop, records retention and storage into a customer service oriented department.
- Develops systems and strategies for centralized public information systems to provide ready access to citizens. Evaluates most cost effective service delivery system to meet customer's needs, including evaluation of services.
- Develops and implements an Internet system with linkage to State and City offices.
- Serves as central point of contact on Public Information including the maintenance of the Travis County Polices and Procedures Manual. Develops strategies and systems to evaluate customer service satisfaction to determine areas of needed improvements. Oversees information booth operation and evaluates systems to improve the level of service.
- Oversees management and staff, including hiring, training, performance evaluation, disciplinary actions and dismissals, and ensures activities are consistent with goals and objectives. Seeks and creates opportunities for improved performance, learning and development of staff. Identifies and addresses problems and/or resolves conflicts.
- Develops, plans and evaluates policies, procedures and programs. Prepares and reviews reports, monitors programs and interprets findings. Develops and implements comprehensive short- and long-term records consultation, retention and storage. Works with staff in developing solutions and building consensus on issues.
- Serves as State mandated Records Management Officer for non-elected officials and departments. Serves as County's designated Records Management Officer as required in Local Government Code. Promotes awareness and compliance with state mandated administrative rules for records management practices to include reproduction, maintenance, conversion, access and disposition/destruction. Preserves and protects the County's historical records.
- Represents the department and serves as liaison for committees, business and community meetings, conferences, task forces, advisory groups and the general public. Coordinates and works closely with department heads, multiple outside suppliers, other County staff and officials, and outside agencies. Serves as spokesperson to the media and outside agencies.
- Provides support and serves as professional technical advisor. Provides formal and informal training programs on records management and public access. Makes presentations to Commissioners Court, citizen groups and other policy makers on assigned programs.
- Performs other duties as required.

588

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Records Mgmt and Communications Resources Dir

JOB CODE:	26225	**FLSA STATUS:**	Exempt
PAY GRADE:	26	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS:

Education and Experience:
Master's degree in Public Administration, Business Administration, Government or a directly related field AND seven (7) years of management experience in records management, including four (4) 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:
Certified Records Manager (CRM).

Knowledge, Skills, and Abilities:
Knowledge of:
- Records management practices, techniques and regulations.
- Supervisory principles, practices and techniques.
- Records retention schedules.
- Open Records Act.
- Federal, State, Local and County applicable laws, rules, regulations and guidelines.
- Budget preparation and office management.
- Issues and trends in records management.
- Policies, practices, procedures and terminology of assigned function.
- Filing and reporting requirements.
- Accounting, purchasing and budgetary theory, principles 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:
- Supervising others, including team building.
- Problem-solving and decision-making.
- Both verbal and written communication, including presentations.

Ability to:
- Direct, plan and implement department operations and activities.
- Make appropriate and effective public presentations.
- Train and supervise support staff.
- Write reports, business correspondence and procedure manuals.
- Work independently.
- Exercise sound judgment and make decisions.
- Plan, assign, supervise, train and evaluate the work of professional, technical and administrative support staff.
- Read, analyze and interpret general business periodicals, professional journals, technical procedures and governmental regulations.
- Monitor a budget.
- Implement and maintain filing and accounting systems.
- Reason and make judgments and decisions.
- Interpret a variety of instructions furnished in written, verbal, diagram or schedule form.

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Records Mgmt and Communications Resources Dir

JOB CODE:	26225	**FLSA STATUS:**	Exempt
PAY GRADE:	26	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Ability to: (Cont.)

- Manage time well, perform multiple tasks and organize diverse activities.
- Work with staff in a team environment.
- Perform in a stressful environment while maintaining a professional manner.
- 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 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, and 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: Risk & Benefits Manager Senior

JOB CODE:	28519	**FLSA STATUS:**	Exempt
PAY GRADE:	28	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Manages the Enterprise Risk Management Program. Oversees risk assessment, implementing loss prevention and risk controls to eliminate or reduce the County exposure. Manages and/or coordinates activities of the Risk Management Section, to include worker's compensation, liability, property and casualty insurance, group insurance benefits, Owner Controlled Insurance Program, Americans with Disabilities Act (ADA), Health Insurance Portability and Accountability Act (HIPAA) privacy, Health Care Appeals Panel Coordinator, as well as Coordinator for U.S. Department of Transportation (DOT) and Federal Aviation Administration (FAA) Drug and Alcohol Testing for certain employees. Supervises work activities of subordinate professional, para-professional and clerical staff. Supervises staff and general activity of the Travis County Wellness and Health Clinic.

DISTINGUISHING CHARACTERISTICS:

This is a job classification within the Senior Management/Middle Management job family. Top Risk & Benefits Manager position at the corporate level. This position may require a flexible work schedule in order to meet the needs of the organization.

DUTIES AND RESPONSIBILITIES:

- Manages the multi-million dollar self-insured risk fund and approves expenditures. Coordinates and monitors assigned staff, consultants and third party administrators (TPA's).
- Implements proactive workers' compensation claims administration through procedures and practices.
- Manages self-insurance claims for auto, general liability, professional liability and workers compensation.
- Negotiates claim settlements with claimants, attorneys and insurance carriers directly, through staff or TPA.
- Presents recommendations to Commissioners Court for action on claims disposition.
- Plans, develops and implements employee health, safety and loss control programs.
- Identifies facilities, conditions and situations of potential exposure to loss. Prepares recommendations and provides assistance in eliminating and/or minimizing losses or remediation of unsafe conditions.
- Analyzes incurred loss information. Develops or revises loss retention or transfer of exposures, and recommends optional risk financing techniques.
- Prepares monthly and quarterly incurred loss reports.
- Develops Requests for Proposals (RFP's) for insurance coverage and related consulting services. Negotiates new and renewal insurance coverage and administers all contracts relating to risk fund expenditures.
- Prepares recommendations relative to insurance requirements and bond provisions for parties contracting with the County.
- Coordinates insurance requirements and certification of insurance with Purchasing and project managers.
- Develops and organizes administration of the multi-million dollar group insurance benefits program and serves as contract administrator.
- Acts as liaison with Texas Association of Counties (TAC) for insurance matters.
- Manages the Owner Controlled Insurance Program (OCIP) for construction projects.
- Prepares and maintains records of insurance coverage purchased to insure proper rates and distribution of costs. Develops, implements and maintains a variety of information management and reporting systems.

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TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Risk & Benefits Manager Senior

JOB CODE:	28519	**FLSA STATUS:**	Exempt
PAY GRADE:	28	**LAST REVISED:**	10/01/09

DUTIES AND RESPONSIBILITIES: (Cont.)

- Acts as County liaison with insurance agents/brokers, third-party administrators, consultants and department heads and managers regarding risk management. Develops guidelines and implements procedures for establishment of the Travis County Safety Program.
- Manages staff of the Wellness and Health Clinic.
- Manages activities of the County's Americans with Disability Act (ADA) efforts to assure compliance with federal regulations.
- Serves as Health Insurance Portability and Accountability Act (HIPAA) Privacy Officer.
- Serves as Coordinator of Department of Transportation (DOT) and Federal Aviation Administration (FAA) Drug and Alcohol Testing program for certain Travis County employees.
- Provides assistance to the County Attorney's Office and outside legal counsel and participates in the defense and settlement of law suits against the County.
- Serves as representative at workers' compensation hearing. Attends mediation on litigated cases.
- Reads, reviews and analyzes changes in state and federal legislation as they apply to the areas of risk management, assures that all insurance and self-insurance programs are in applicable regulations.
- Directs annual actuarial study and confirms its accuracy and forecasting for budgetary purposes.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:
Bachelor's degree in Business Administration, Public Administration, Environmental Sciences, Chemistry or a directly related field AND seven (7) years of increasingly responsible experience in the field of Risk Management, including workers' compensation, and including three (3) years of mid- to senior level supervisory 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:
Certified Government Benefits Administrator (CGBA).
Certified Employee Benefits Specialist (CEBS).
Associates in Risk Management – Public Entities.

Knowledge, Skills, and Abilities:
Knowledge of:

- Policies, practices, procedures and terminology of assigned function.
- Federal, State, Local and County applicable laws, rules, regulations and guidelines.
- American's with Disability Act (ADA), Health Insurance Portability and Accountability Act (HIPAA), Department of Transportation (DOT) and Federal Aviation Administration (FAA) Drug and Alcohol Testing requirements, and the Texas Workers Compensation Program.
- Management and supervisory principles, practices and techniques.
- Commercial, property, casualty insurance and/or commercial lines and group insurance benefits experience.
- Principles and practices of insurance underwriting.

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Risk & Benefits Manager Senior

JOB CODE:	28519	**FLSA STATUS:**	Exempt
PAY GRADE:	28	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Knowledge of: (Cont.)

- Workers' compensation procedures and practices.
- Currently accepted risk management and loss control practices.
- Investigative methods, procedures and techniques.
- Current trends and developments in the area of public risk management and employee benefits.
- Work management and work leadership concepts and skills.
- Wide range of administrative guidelines, rules, laws and statutes.
- 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.
- Both verbal and written communication.

Ability to:

- Analyze and evaluate data and identify trends.
- Operate photographic equipment.
- Operate personal protective equipment.
- 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 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.

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: Human Resources Management Director

JOB CODE:	30346	**FLSA STATUS:**	Exempt
PAY GRADE:	30	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Directs, plans, budgets, organizes, staffs, coordinates and administers the county wide human resources programs and services, including staffing, training, employee relations, employment investigation, complaint investigation, employee orientation, classification and compensation, position control, temporary employment, organizational development, employee and retiree benefits, occupational health, wellness clinic, risk management, safety, health and HRIS. Coordinates creative development, administration and implementation of program and service delivery systems that require extensive collaboration with all operating units within the County.

DISTINGUISHING CHARACTERISTICS:

This is a job classification within the Senior Management/Middle Management job family. Top Human Resources Management position in the organization. This position may require a flexible work schedule in order to meet the needs of the organization.

DUTIES AND RESPONSIBILITIES:

- Administers and directs comprehensive corporate Human Resources programs, services and activities to ensure compliance with policies, procedures, practices, and State, Federal and local laws, policies and statues.
- Formulates and recommends policies, procedures, and practices to implement Human Resources programs and services.
- Plans, develops, recommends and implements human resources management programs and services. Initiates human resource program development, design and evaluation efforts to continuously enhance operational processes and procedures, in accordance with Human Resources best practices and employment legislation, into new and improved programs and services that meet short and long-range countywide organizational needs.
- Advises and consults with Elected and Appointed officials, Department Heads, department management, and employees, including retirees on alternatives to meet their objectives related to assorted human resources policies and operational procedures, including personnel actions, reorganizations, classification changes, targeted recruitment, employee relations and discipline, employee benefits, risk management, health and safety.
- Plans, organizes and directs tasks and projects by applying research and assessment, and cost benefit analysis methodologies for outcomes that support deliberations on program and budget related policy decisions, e.g., wage and salary studies, ad hoc classification reviews, health benefits and pay for performance plans. Develops and administer related implementation parameters in executing innovative solutions.
- Collaborates on complex tasks and project focused work groups that may comprise one or a combination of cross-functional entities, including legal, purchasing, auditor, payroll, budget, labor union, department human resource managers and employee representatives.
- Presents technical information clearly and logically in a manner that is easily understood to Commissioners Court, various and diverse audiences.
- Directs the administration of total rewards, classification and compensation and performance management programs and services to facilitate recruitment, employee development and retention of a productive workforce. Ensures compliance with the Fair Labor Standards Act.
- Directs the administration of staffing, training, employee relations programs and services, such as EEOC, FMLA, organizational development and employee assistance programs.
- Directs the administration of employment investigations programs and services.
- Directs the administration of HRIS programs and services.

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TRAVIS COUNTY JOB DESCRIPTION
DRAFT

JOB TITLE: Human Resources Management Director

JOB CODE:	30346	**FLSA STATUS:**	Exempt
PAY GRADE:	30	**LAST REVISED:**	10/01/09

DUTIES AND RESPONSIBILITIES: (Cont.)

- Directs the administration of group insurance employee and retiree benefits, wellness clinic, risk management, owner controlled insurance programs, health and safety, and Americans with Disabilities Act programs and services.
- Develops departmental strategic plans, work plans, work activities, projects and programs, monitors workflow and, budgets, reviews and evaluates work products, and performance measures.
- Approves expenditures and manages departmental budget, additional resources, personnel, and equipment and facilities.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:
Bachelor's degree in Human Resource Management, Public Administration, Business Administration or a directly related field AND eight (8) years of increasingly responsible experience in a Human Resources, including four (4) 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:
Senior Professional in Human Resources (SPHR); OR, Professional in Human Resources Certification (PHR).
Valid Texas Driver's License.

Preferred:
Certified Compensation Professional (CCP).
Certified Employee Benefits Specialist (CEBS); OR, Certified Benefits Professional (CBP).
Certified Mediator.

Knowledge, Skills, and Abilities:
Knowledge of:

- All areas of human resource management.
- Management and supervisory principles, practices and techniques.
- Recent human resources developments and current literature.
- County policies and procedures.
- Federal, State, Local and County applicable laws, rules, regulations and guidelines relating to the field, including: Title VII, Civil Rights Act; Fair Labor Standards Act (FLSA); Age Discrimination in Employment Act (ADEA); Public Information Act; Equal Employment Opportunity (EEO); Equal Pay Act; Health Insurance Portability and Accountability Act (HIPPA); Consolidated Omnibus Budget Reconciliation Act (COBRA); Family and Medical Leave Act (FMLA); American with Disabilities Act (ADA); Immigration and Reform Act; Texas Workers Compensation; TX Commission on Human Rights; TX Workforce Commission; Department of Labor/Wage and Hour Division.
- Labor relations methods and practices.
- State and local government budget, planning, systems, documents, issues, and trends.
- Negotiating and coordinating changes to human resources rules, policies and procedures.
- Leading-edge Enterprise Resource Planning (ERP) solutions, HRIS applications and systems development.
- Society for Human Resource Management (SHRM) and Local Human Resource Management Associations.
- Human Resource Publications and information sources.

TRAVIS COUNTY JOB DESCRIPTION
DRAFT

JOB TITLE: Human Resources Management Director

JOB CODE:	30346	**FLSA STATUS:**	Exempt
PAY GRADE:	30	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Knowledge of: (Cont.)
- 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:
- Improving seamless customer service delivery.
- Building and maintaining strong relationships with the Commissioners Court, citizens groups, community, and other county employees and officials, representatives of outside agencies, and the general public.
- Supervisory principles, practices and techniques.
- Negotiating and coordinating changes to human resources rules, policies and procedures.
- Developing, implementing, interpreting, applying and enforcing human resources policies and procedures per laws, rules, regulations, and codes.
- Contract management and project management.
- Working with executive management, and elected and appointed officials.
- Applying human resources methods.
- Developing strategic plans, budgets, and programmatic evaluation tools.
- Developing creative programs and solutions to address county needs.
- Developing human resources policies, total reward compensation and benefit systems, and employee relations/staff development programs.
- Problem-solving and decision-making.
- Operating a variety of modern office equipment, including a computer.
- Explaining complicated technical problems in simple non-technical language.
- Both verbal and written communication.

Ability to:
- Direct, motivate, train, develop and evaluate staff.
- Direct, plan, organize and implement department programs, functions, operations and activities.
- Plan, direct, and coordinate the work of others through subordinates.
- Make appropriate and effective public presentations.
- Provide management, administration, organizational leadership and team building.
- Manage and prioritize projects and activities.
- Work independently.
- Exercise sound judgment and make decisions.
- Perform technical research, calculations and computations, and prepare plans and reports.
- Convey complex ideas and concepts verbally and in writing.
- Communicate goals to a wide and diverse audience.
- Plan, assign, supervise, train and evaluate the work of professional and administrative support staff.
- Communicate goals to a wide and diverse audience.
- Mediate and resolve employee grievances and differences at all levels externally and internally to the Human Resources department.
- Manage time well, perform multiple tasks and organize diverse activities.
- Evaluate human resources problems and issues and recommend effective technical HRIS-related solutions.
- Perform in a fast-paced and stressful environment, while maintaining a professional manner.
- Establish and maintain effective working relationships with Executive Managers, Commissioners Court and staff, Elected and Appointed Officials, Attorneys, Judges, all levels of management, other Department Heads, union representatives, departmental clientele, contractors, representatives of outside agencies and providers, other County employees and officials, and the public.

TRAVIS COUNTY JOB DESCRIPTION
DRAFT

JOB TITLE: Human Resources Management Director

JOB CODE:	30346	**FLSA STATUS:**	Exempt
PAY GRADE:	30	**LAST REVISED:**	10/01/09

WORK ENVIRONMENT AND PHYSICAL DEMANDS:
Physical requirements include the ability to lift/carry up to 15-20 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, 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: Building Maintenance Division Manager

JOB CODE:	26047	**FLSA STATUS:**	Exempt
PAY GRADE:	26	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Directs the day-to-day operations and staff performing all building maintenance, construction and repair activities, custodial services, groundskeeping and building security services. Directs activities through subordinate managers and supervisors. Plans, develops and implements new methods and procedures designed to improve operations.

DISTINGUISHING CHARACTERISTICS:

This is a job classification within the Senior Management/Middle Management job family. Incumbents in this classification are responsible for directing the operations and staff engaged in building maintenance and repair, custodial services, grounds keeping and security services functions. This classification is distinguished from other building maintenance classes due to functioning as the highest-level manager in this program area and reporting to the department head. Has broad scope of operational and staff responsibility and directs through subordinate managers and supervisors.

DUTIES AND RESPONSIBILITIES:

- Directs subordinate managers and staff, including hiring, training, performance evaluation, disciplinary actions and dismissals, ensuring activities are consistent with policies, procedures, laws, regulations, goals and objectives. Creates opportunities for improved performance, learning and development of staff. Identifies and addresses problems or conflicts.
- Inspects and oversees control inspections of buildings and facilities for building maintenance and repair, minor construction, custodial and grounds maintenance work. Coordinates and manages utilization of vendors and contractors. Manages inventory and purchases materials for maintenance, construction and custodial supplies as needed.
- Develops, recommends and maintains long-range planning for staff and buildings, including development of new maintenance and repair programs for buildings under construction.
- Plans, develops and oversees implementation of new methods and procedures designed to improve operations, minimize operating costs and effect greater utilization of labor and materials.
- Oversees development and implementation of preventive maintenance programs. Collaborates with staff to develop new maintenance and inspection programs. Monitors and evaluates program effectiveness.
- Develops, prepares and administers the annual budget for repair and maintenance operations. Directs ongoing administration of approved budget and oversees expenditures.
- Directs, plans and schedules department warehouse operations.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:
Bachelor's degree in Public Administration or Business Administration a directly related field AND seven (7) years increasingly responsible facilities maintenance experience, including three (3) years mid- to senior level supervisory 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.

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TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Building Maintenance Division Manager

JOB CODE:	26047	**FLSA STATUS:**	Exempt
PAY GRADE:	26	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Knowledge, Skills, and Abilities:

Knowledge of:

- Management and supervisory principles, practices and techniques.
- Policies, practices, methods and procedures within area of assignment.
- Federal, State and Local program laws and requirements.
- Applicable safety practices and regulations.
- Budgetary 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:

- Planning, assigning, directing and coordinating a variety of functional specialties with overlapping work areas.
- Managing, motivating, developing and evaluating staff.
- Developing and implementing goals, objectives, procedures, work standards and management controls.
- Allocating resources and evaluating programs.
- Carpentry, painting, plastering, masonry, plumbing, electrical repairs and installations and machine servicing.
- Troubleshooting, diagnosing and performing maintenance and repair needs.
- Reading and interpreting schematics and blueprints.
- Problem-solving and decision-making.
- Developing and monitoring program budgets.
- Both verbal and written communication, including presentations.

Ability to:

- Direct, motivate, train, develop and evaluate staff.
- Plan, schedule and oversee building maintenance, custodial, groundskeeping and security functions.
- Read and interpret documents, such as safety rules, operating and maintenance instructions, and procedure manuals.
- Evaluate conditions and recommend effective technical solutions.
- Safely and correctly apply building and equipment maintenance and repair techniques, and operate tools and equipment.
- 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 public.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

Physical requirements include the ability to lift/carry up to 35 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 extreme temperatures, outside elements, noise, vibration, contact with dust, fumes and hazardous chemicals, foul odors, animal and human 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.

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TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Facilities Management Director

JOB CODE:	32682	**FLSA STATUS:**	Exempt
PAY GRADE:	32	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Under administrative direction of the Executive Manager Administrative Operations, directs the countywide utilization, maintenance, planning, design, construction, renovation, and maintenance repair of new and existing facilities. Plans and manages bond/capital facilities management projects. Oversees the management of the County Real Estate function. Oversees staffing operations. Oversees the operations and provides management direction to Exposition Center. Oversees the maintenance, operations and housekeeping of all facilities and grounds. Coordinates and works closely with officials, department heads and outside agencies. Serves as professional technical advisor, and may represent the department and/or County with customers and media. Monitors and oversees that services delivered are in compliance with statutory applicable laws, rules, regulations and applicable standards and procedures established by the state, court, and the department. Performs all work using appropriate safety procedures.

DISTINGUISHING CHARACTERISTICS:

This is a job classification within the Senior Management/Middle Management job family. Incumbent's in this classification serves as the administrator. This classification is distinguished by the administrative duties and responsibilities, license as a Registered Architect (R.A.) or Professional Engineer (P.E.) in the State of Texas, and required additional senior level management, project management and entertainment and convention industry facility management experience. This classification may require a flexible work schedule in order to meet the needs of the department.

DUTIES AND RESPONSIBILITIES:

- Plans, organizes, directs, monitors, reviews and evaluates the overall operations and development of Facilities Management functional department program areas, including planning, design, construction and renovation and maintenance repair of new and existing facilities, bond/capital projects, Exposition Center, architecture, structural, mechanical, electrical, civil engineering project management, building physical plant, HVAC, utility management systems, building maintenance, custodial, electrical, security, cost estimating, leasing and acquisition of property, zoning and land planning, and inspections-compliance and codes.
- Makes presentations to Executive Manager Administrative Operations, other Departments, Appointed or Elected Officials, City/State officials citizen groups and policy-making entities regarding current and future development and planning, design, construction and maintenance/operation of facilities.
- Represents the department in Commissioners Court, makes presentations and recommendations to court regarding critical departmental issues.
- Works with Commissioners Court, citizens groups and other County staff to establish priorities and set schedules and budgets for timely completion of planning, design, construction and renovation and maintenance repair projects. Oversees and develops long-term strategies in integration, coordination and direction in construction, maintenance and leasing of facilities and development of long-term maintenance/replacement plans. Oversees, plans, organizes and manages the management and administration of short-term and long-term improvement plans for facilities, including acquisition of new properties and disposition of existing properties.
- Coordinates and works closely with officials, department heads, multiple outside suppliers, other County staff and outside agencies. Serves as professional technical advisor and may represent the County with customers and media.
- Oversees development and makes recommendations on best alternatives for awarding contracts to competing contractors, and negotiates and oversees the contracts. Works with architects, engineers and contractors. Oversees the preparation of bid documents and contracts, presentation of cost estimates and design specifications, and plans for construction and modification of facilities. Manages these contracts to successful completion. Monitors inter-governmental actions.
- Directs the goals and objectives to be consistent with priorities, and policies and procedures. Monitors and oversees that services delivered are in compliance with statutory applicable laws, rules, regulations, building codes and ordinances and applicable standards established by the state, court and the department.

600

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Facilities Management Director

JOB CODE:	32682	**FLSA STATUS:**	Exempt
PAY GRADE:	32	**LAST REVISED:**	10/01/09

DUTIES AND RESPONSIBILITIES: (Cont.)

- Directs the department personnel, capital improvement, operating and project budgets. Manages the resources of the department to ensure projects are on time and under budget, including the identification of cost savings, efficiencies and resource allocations. Oversees and administers these budgets, as well as the budgets for targeted improvements from long-term plans. Develops, initiates and reviews plans, reports, budget estimates and proposals. Manages the preparation and administration of the budget. Prepares a variety of fiscal and administrative reports.
- Directs and participates in the development and implementation of strategic short and long-term plans, develops and implements goals, objectives, policies, procedures and priorities, and coordinates with officials to achieve those goals. Plans, schedules, reviews and evaluates work needs on a short and long-term basis. Studies and standardizes department policies and practices.
- Supervises professional, technical and administrative support staff, evaluates staff job performance and coordinates schedules and assignments. Authorizes staff productive and non-productive work hours. Determines professional development and training needs. Confers with and advises staff on problems related to the design, operation, interpretation and compliance of systems.
- Oversees development of promotional marketing plans and enhances economic strategies of the Exposition Center. Oversees the negotiation of contracts and the preparation of bid documents and contracts. Manages these contracts to successful completion and monitors actions.
- Represents the County by attending meetings, community meetings, seminars, conferences and professional association meetings. Participates in private organizations and serves on related committees.
- Analyzes and responds to difficult inquires, grievances or complaints.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:
Bachelor's degree in Architecture, Structural, Mechanical, Electrical or Civil Engineering AND eight (8) years of directly related, increasingly responsible and varied professional facilities, architecture, construction, engineering, project management, developing projects, building maintenance management, and managing construction or municipal management experience, including five (5) years of senior level management, project management and entertainment and convention industry facility management experience.

Licenses, Registrations, Certifications, or Special Requirements:
Possession of a license as a Registered Architect (R.A.) or Professional Engineer (P.E.) issued by the State of Texas. If licensed in another state, must acquire license reciprocity in the State of Texas within six (6) months of date of hire.
Valid Texas Driver's License.

Preferred:
Master's degree in Engineering or Architecture and Business Administration (M.B.A.) or in Public Administration (M.P.A).

Knowledge, Skills, and Abilities:
Knowledge of:

- Principles, practices, programs, systems, methods and techniques of planning, design, construction, renovation, and maintenance repair of new and existing facilities, and acquisition of properties.
- Technical, legal, financial and public relation problems involved in the conduct of Facilities Management departmental programs.
- Procedures and techniques of planning, design, construction and renovation, maintenance and repair, and operation of new and existing facilities, and acquisition of properties, buildings and grounds.
- Contract administration and facility management practices, procedures, methods and negotiation techniques and services of an entertainment and convention/conference facilities program.
- Federal, State, Local and County applicable laws, regulatory codes, ordinances, rules, permits, licenses, purposes, sources, standards, policies and procedures.

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TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Facilities Management Director

JOB CODE:	32682	**FLSA STATUS:**	Exempt
PAY GRADE:	32	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Knowledge of: (Cont.)

- Methods of preparing designs, plans, specifications, estimates, reports and recommendations relating to proposed facilities.
- Principles of project management, including scheduling, estimating, contracts and budgeting.
- Theory, principles, practices and methods of state and local facilities, engineering, construction, maintenance and contract administration.
- Advanced mathematical and statistical methods as used in engineering and planning.
- Recent developments and current literature in engineering and architecture.
- Methods, practices and techniques of inspections, compliance and enforcement.
- Budget preparation and office management.
- Computer software applications to include word processing, presentations, spreadsheets, databases, maps, records, graphics, project scheduling and management, and other related engineering/architectural applications.
- Business letter writing, grammar and punctuation, and report preparation.

Skill in:

- Planning and directing a variety of facilities management, engineering and architectural projects.
- Improving seamless customer service delivery.
- Building and maintaining strong relationships with the Commissioners Court, citizens groups, community, and other County employees and officials, representatives of outside agencies, and the general public.
- Analyzing and evaluating complex data, technical facilities management, engineering and architectural data and reports.
- Contract negotiation, compliance and dispute resolution.
- Supervisory principles, practices and techniques.
- Applying principles and practices as used in Architecture, Structural, Mechanical, Electrical or Civil Engineering.
- Adapting approved facilities management, engineering, and architectural methods and standards.
- Contract management and project budgeting.
- Using and caring of equipment, tools and testing materials.
- Explaining complicated technical problems in simple non-technical language.
- Problem-solving and technical decision-making for developing effective solutions.
- Both verbal and written communication.

Ability to:

- Establish and maintain effective public relations in a complex environment involving technical and non-technical personnel.
- Direct, plan and implement department operations and activities.
- Make appropriate and effective public presentations.
- Provide management, administration, organizational leadership and team building.
- Manage and prioritize programs, projects and activities.
- Delegate authority and responsibility, and to schedule and program work on a long-term basis.
- Perform complex engineering/architectural studies, analysis and design.
- Work independently.
- Exercise sound judgment and make decisions.
- Manage time well, perform multiple tasks and organize diverse activities.
- Perform technical research, calculations and computations, and prepare plans and reports.
- Convey complex ideas and concepts verbally and in writing.
- Plan, assign, supervise, train and evaluate the work of professional, technical and administrative support staff.
- Interpret plans, specifications, standards, policies, procedures and regulatory codes.
- Respond to inquiries from customers, regulatory agencies or members of the professional community.
- Perform in a fast-paced and stressful environment while maintaining a professional manner.
- Establish and maintain effective working relationships with County employees and officials, developers, engineers, architects, contractors, representatives of outside agencies, and the general public.

602

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Facilities Management Director

JOB CODE:	32682	**FLSA STATUS:**	Exempt
PAY GRADE:	32	**LAST REVISED:**	10/01/09

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

Physical requirements include the ability to lift/carry up to 10-60 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, travel to various construction work sites, moving equipment, cleaning chemicals, electrical hazards, and indoors/outdoors in all types of weather (excessive heat and cold) 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. Duties and responsibilities and overtime eligibility may vary based on the specific tasks assigned to the position.

603

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Engineering Division Manager

JOB CODE:	28255	**FLSA STATUS:**	Exempt
PAY GRADE:	28	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Manages the development and implementation of complex engineering project scopes, schedules and budgets, and programs. Develops policies and procedures. Allocates resources, staffing, equipment and material. Monitors budget and oversees all other administrative matters for the division. Coordinates and works closely with officials, department heads and outside agencies. Directs and supervises interdisciplinary group of professional and technical staff. Functions as a project director providing Professional Engineering certification for work projects. Monitors and oversees that services delivered are in compliance with applicable laws, rules, regulations and applicable standards and procedures established by the State, court and the department. Performs all work using appropriate safety procedures.

DISTINGUISHING CHARACTERISTICS:

This is a job classification within the Senior Management/Middle Management job family. This classification is distinguished by the manager duties and responsibilities, license as a Professional Engineer, and required additional senior level management, project management and/or administrative experience. This classification may require a flexible work schedule in order to meet the needs of the department.

DUTIES AND RESPONSIBILITIES:

- Plans, organizes, reviews and evaluates the activities, functions and operations of the division. Coordinates programs through staffing resources. Manages resources to ensure the completion of projects. Determines staffing requirements and hires accordingly. Prepares a variety of fiscal, administrative and technical correspondence and reports.
- Coordinates and works closely with officials, department heads, multiple outside suppliers, other County staff and outside agencies. Negotiates with private engineering firms for outsourcing work.
- Develops, manages and controls division's work programs, schedules, budgets and personnel. Plans future budgetary requirements for division. Purchases, monitors and maintains fixed assets common to division. Evaluates and reports on program performance of division. Prepares process analyses and uses statistical process controls to continually improve quality of processes and output.
- Monitors and oversees that services delivered are in compliance with applicable laws, rules, regulations and applicable standards and procedures established by the State, court and the department.
- Develops and monitors division/department policies and operating procedures. Implements, communicates and effectively utilizes department policies and procedures. Coordinates with other division directors, departments, agencies and organizations to accomplish division/department goals and objectives.
- Negotiates and oversees services contracts and supplemental agreements and services assuring financial integrity.
- Participates in the development and implementation of strategic short and long-term division plans, develops and implements goals, objectives, policies, procedures and priorities. Coordinates with officials to achieve those goals. Plans, schedules, reviews and evaluates work needs on a short and long-term basis. Studies and standardizes divisional policies and practices.
- Supervises professional, technical and administrative support staff, evaluates staff job performance. Coordinates schedules and assignments. Authorizes staff productive and non-productive work hours. Confers with and advises staff on problems related to the design, operation, interpretation and compliance of systems.
- Analyzes and responds to difficult inquires, grievances and complaints.
- Represents the County by attending meetings, community meetings, seminars, conferences and professional association meetings. Participates in private organizations and participates serves on related committees.
- Performs other job-related duties as assigned.

604

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Engineering Division Manager

JOB CODE:	28255	**FLSA STATUS:**	Exempt
PAY GRADE:	28	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS:

Education and Experience:
Bachelor's degree in Civil Engineering AND five (5) years of directly related, increasingly responsible professional engineering design and/or analysis experience as a licensed Professional Engineer, including three (3) years of mid- to senior level supervisory/management or project management experience.

Licenses, Registrations, Certifications, or Special Requirements:
License as a Professional Engineer (P.E.) issued by the State of Texas. If licensed as a P.E. in another state, must become licensed in the State of Texas within six (6) months of date of hire.
Valid Texas Driver's License.

Knowledge, Skills, and Abilities:

Knowledge of:
- Principles, procedures, practices, programs, systems, methods and techniques of engineering.
- Advanced mathematical and statistical methods as used in engineering and planning.
- Principles of project management, including scheduling, estimating, contracts and budgeting.
- Supervisory principles, practices and techniques.
- Federal, State, Local and County applicable laws, regulatory codes, rules, permits, licenses, purposes, sources, standards, policies and procedures.
- Recent developments and current literature regarding engineering.
- Methods, practices and techniques of inspections, compliance and enforcement.
- Computer equipment to include word processing, presentations, spreadsheets, databases, maps, records, graphics, project scheduling and management, and other related engineering applications.
- Business letter writing, grammar and punctuation, and report preparation.

Skill in:
- Planning and directing a variety of engineering projects.
- Contract management and project budgeting.
- Analyzing and evaluating complex data, technical engineering data and reports.
- Contract negotiation, compliance and dispute resolution.
- Supervisory principles, practices and techniques.
- Applying principles and practices as used in engineering.
- Adapting approved engineering methods and standards in a variety of engineering projects.
- Using and caring of equipment, tools and testing materials.
- Using and caring of computer-aided design and drafting (CADD), Geographic Information System (GIS) and other related electronic equipment.
- Explaining complicated technical problems in simple non-technical language.
- Problem-solving and technical decision-making for developing effective solutions.
- Both verbal and written communication.

Ability to:
- Coordinate, plan, and prioritize programs, projects, and activities.
- Plan, assign, supervise, train and review the work of professional and technical subordinates.
- Convey complex ideas and concepts verbally and in writing.
- Interpret plans and specifications, standards, policies, procedures, regulatory codes.
- Perform complex engineering studies, analysis and design.
- Perform technical research, calculations and computations, and prepare plans and reports.
- Manage time well, perform multiple tasks and organize diverse activities.
- Work independently.
- Exercise sound judgment and make decisions.

605

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Engineering Division Manager

JOB CODE:	28255	**FLSA STATUS:**	Exempt
PAY GRADE:	28	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Ability to: (Cont.)

- Respond to inquiries from customers, regulatory agencies or members of the professional community.
- Perform in a stressful environment while maintaining a professional manner.
- Make appropriate and effective public presentations.
- Establish and maintain effective working relationships with County employees and officials, developers, engineers, contractors, representatives of outside agencies, and the general public.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

Physical requirements include the ability to lift/carry up to 10-60 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 noise, vibration, fumes, foul odor, dirt, dust, mist, gases, and poor ventilation, parts, and tools or machinery. Requires use of protective devices such as masks, goggles, and gloves. Requires fieldwork, and exposure to traffic, public work development sites, construction site hazards, climbing and walking and traveling over rough, uneven, mud, rocky, high grass terrain, and indoors/outdoors in all types of weather (excessive heat and cold).

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.

606

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Engineering Services Division Director

JOB CODE:	29254	**FLSA STATUS:**	Exempt
PAY GRADE:	29	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Under administrative direction of the Executive Manager TNR, directs the development and implementation of complex engineering projects and programs. Develops policies and procedures. Allocates resources, staffing, equipment and material. Monitors budget and oversees all other administrative matters for the division. Coordinates and works closely with officials, department heads and outside agencies. Supervises and directs work of professional and technical staff. Monitors and oversees that services delivered are in compliance with applicable laws, rules, regulations and applicable standards and procedures established by the State, court and the department. Performs all work using appropriate safety procedures.

DISTINGUISHING CHARACTERISTICS:

This is a job classification within the Senior Management/Middle Management job family. This classification is distinguished by the director duties and responsibilities, license as a Professional Engineer, and required additional senior level management, project management and/or administrative experience. This classification may require a flexible work schedule in order to meet the needs of the department.

DUTIES AND RESPONSIBILITIES:

- Plans, organizes and directs, reviews and evaluates the activities, functions and operations of the division. Manages resources to ensure the completion of projects. Determines staffing requirements and hires accordingly. Prepares a variety of fiscal and administrative reports.
- Coordinates and works closely with officials, department heads, multiple outside suppliers, other County staff and outside agencies. Negotiates with firms for outsourcing work.
- Develops, manages and controls division's programs, budgets and personnel. Plans future budgetary requirements for division. Purchases, monitors and maintains fixed assets common to division. Evaluates and reports on program performance of division. Prepares process analyses and uses statistical process controls to continually improve quality of processes and output.
- Monitors and oversees that services delivered are in compliance with applicable laws, rules, regulations and applicable standards and procedures established by the State, court and the department.
- Directs, develops and monitors division/department policies and operating procedures. Implements, communicates and effectively utilizes department policies and procedures. Coordinates with other division directors, departments, agencies and organizations to accomplish division/department goals and objectives.
- Negotiates and oversees services contracts, supplemental agreements and services assuring financial integrity.
- Participates in the development and implementation of strategic short-term and long-term division plans. Develops and implements goals, objectives, policies, procedures and priorities, and coordinates with officials to achieve those goals. Plans, schedules, reviews and evaluates work needs on a short and long-term basis. Studies and standardizes divisional policies and practices.
- Supervises professional, technical and administrative support staff, evaluates staff job performance and coordinates schedules and assignments. Authorizes staff productive and non-productive work hours. Confers with and advises staff on problems related to the design, operation, interpretation and compliance of systems.
- Analyzes and responds to difficult inquires, grievances or complaints.
- Represents the County by attending meetings, community meetings, seminars, conferences and professional association meetings. Participates in private organizations and participates serves on related committees.
- Performs other job-related duties as assigned.

607

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Engineering Services Division Director

JOB CODE:	29254	**FLSA STATUS:**	Exempt
PAY GRADE:	29	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS:

Education and Experience:
Bachelor's degree in Civil Engineering AND six (6) years of directly related, increasingly responsible professional engineering design and/or analysis experience as a licensed Professional Engineer, including four (4) years of mid- to senior level supervisory/management or project management experience.

Licenses, Registrations, Certifications, or Special Requirements:
License as a Professional Engineer (P.E.) issued by the State of Texas. If licensed as a P.E. in another state, must become licensed in the State of Texas within six (6) months of date of hire.
Valid Texas Driver's License.

Knowledge, Skills, and Abilities:
Knowledge of:
- Principles, procedures, practices, programs, systems, methods and techniques of engineering.
- Advanced mathematical and statistical methods as used in engineering and planning.
- Principles of project management, including scheduling, estimating, contracts and budgeting.
- Supervisory principles, practices and techniques.
- Federal, State, Local and County applicable laws, regulatory codes, rules, permits, licenses, purposes, sources, standards, policies and procedures.
- Recent developments and current literature regarding engineering.
- Methods, practices and techniques of inspections, compliance and enforcement.
- Computer equipment to include word processing, presentations, spreadsheets, databases, maps, records, graphics, project scheduling and management, and other related engineering applications.
- Business letter writing, grammar and punctuation, and report preparation.

Skill in:
- Planning and directing a variety of engineering projects.
- Analyzing and evaluating complex data, technical engineering data and reports.
- Contract negotiation, compliance, and dispute resolution.
- Contract management and project budgeting.
- Supervisory principles, practices and techniques.
- Applying principles and practices as used in engineering.
- Adapting approved engineering methods and standards a variety of engineering projects.
- Using and caring of equipment, tools, and testing materials.
- Using and caring of computer-aided design and drafting (CADD), Geographic Information System (GIS) and other related electronic equipment.
- Explaining complicated technical problems in simple non-technical language.
- Problem-solving and technical decision-making for developing effective solutions.
- Both verbal and written communication.

Ability to:
- Coordinate, plan and prioritize programs, projects, and activities.
- Plan, assign, supervise, train and review the work of professional and technical subordinates.
- Convey complex ideas and concepts verbally and in writing.
- Interpret plans and specifications, standards, policies, procedures and regulatory codes.
- Perform complex engineering studies, analysis and design.
- Perform technical research, calculations and computations, and prepare plans and reports.
- Manage time well, perform multiple tasks and organize diverse activities.
- Work independently.
- Exercise sound judgment and make decisions.

608

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Engineering Services Division Director

JOB CODE:	29254	**FLSA STATUS:**	Exempt
PAY GRADE:	29	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Ability to: (Cont.)

- Respond to inquiries from customers, regulatory agencies or members of the professional community.
- Perform in a stressful environment while maintaining a professional manner.
- Make appropriate and effective public presentations.
- Establish and maintain effective working relationships with County employees and officials, developers, engineers, contractors, representatives of outside agencies, and the general public.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

Physical requirements include the ability to lift/carry up to 10-60 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 noise, vibration, fumes, foul odor, dirt, dust, mist, gases, and poor ventilation, parts, and tools or machinery. Requires use of protective devices such as masks, goggles, and gloves. Requires fieldwork, and exposure to traffic, public work development sites, construction site hazards, climbing and walking and traveling over rough, uneven, mud, rocky, high grass terrain, and indoors/outdoors in all types of weather (excessive heat and cold).

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.

609

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Public Works Director

JOB CODE:	32256	**FLSA STATUS:**	Exempt
PAY GRADE:	32	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Under administrative direction of the Executive Manager TNR, plans, organizes, directs, reviews and evaluates the activities, functions and operations of the Public Works division. Coordinates and works closely with officials, department heads and outside agencies. Serves as professional technical advisor, and may represent the department and/or County with customers and media. Monitors and oversees that services delivered are in compliance with statutory applicable laws, rules, regulations and applicable standards and procedures established by the state, court and the department. Performs all work using appropriate safety procedures.

DISTINGUISHING CHARACTERISTICS:

This is a job classification within the Senior Management/Middle Management job family. Incumbent's in this classification serves as the administrator. This classification is distinguished by the administrative duties and responsibilities, license as a Professional Engineer, and required additional senior level management, project management and/or administrative experience. This classification may require a flexible work schedule in order to meet the needs of the department.

DUTIES AND RESPONSIBILITIES:

- Plans, organizes, directs, reviews and evaluates the activities, functions and operations of the division.
- Coordinates and works closely with officials, department heads, multiple outside suppliers, other County employees and outside agencies. Serves as professional technical advisor, and may represent the department and/or County with customers and media.
- Monitors and oversees that services delivered are in compliance with statutory applicable laws, rules, regulations and applicable standards and procedures established by the state, court and the department.
- Manages the resources of the department to ensure the completion of long-term projects on time and under budget. Develops and implements plans for financing improvements and reviews and approves the improvements. Reviews plans, reports, budget estimates and proposals. Manages the preparation and administration of the budget. Prepares a variety of fiscal and administrative reports.
- Negotiates and oversees services contracts, supplemental agreements and services assuring financial integrity. Oversees the preparation of bid documents and contracts, and manages these contracts to successful completion. Monitors inter-governmental actions.
- Directs and participates in the development and implementation of strategic short and long-term plans. Develops and implements goals, objectives, policies, procedures or priorities, and coordinates with officials to achieve those goals. Plans, schedules, reviews and evaluates work needs on a short and long-term basis. Studies and standardizes department policies and practices.
- Supervises professional, technical and administrative support staff, evaluates staff job performance, coordinates schedules and assignments. Authorizes staff productive and non-productive work hours. Confers with and advises staff on problems related to the design, operation, interpretation and compliance of systems.
- Analyzes and responds to difficult inquires, grievances and complaints.
- Represents the County by attending meetings, community meetings, seminars, conferences and professional association meetings. Participates in private organizations and participates serves on related committees.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:
Bachelor's degree in Civil Engineering AND eight (8) years of directly related, increasingly responsible and varied professional engineering project management, developing and managing public works, or municipal management experience, including five (5) years of senior level management, project management and/or administrative experience.

610

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Public Works Director

JOB CODE:	32256	**FLSA STATUS:**	Exempt
PAY GRADE:	32	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Licenses, Registrations, Certifications, or Special Requirements:
License as a Professional Engineer (P.E.) issued by the State of Texas. If licensed as a P.E. in another state, must become licensed in the State of Texas within six (6) months of date of hire.
Valid Texas Driver's License.

Preferred:
Master's degree in Civil Engineering a directly related field.

Knowledge, Skills, and Abilities:
Knowledge of:

- Principles and practices, programs, systems, methods and techniques of municipal public works, including planning, design, construction, operation and maintenance.
- Technical, legal, financial and public relation problems involved in the conduct of a municipal public works program.
- Methods of preparing designs, plans, specifications, estimates, reports and recommendations relating to proposed public works facilities.
- Principles of project management, including scheduling, estimating, contracts and budgeting.
- Theory, principles, practices and methods of state and local public engineering, construction, street maintenance and contract administration.
- Advanced mathematical and statistical methods as used in engineering and planning.
- Federal, State, Local and County applicable laws, regulatory codes, rules, permits, licenses, purposes, sources, standards, policies and procedures.
- Recent developments and current literature regarding engineering.
- Methods, practices and techniques of inspections, compliance and enforcement.
- Budget preparation and office management.
- Computer equipment to include word processing, presentations, spreadsheets, databases, maps, records, graphics, project scheduling and management, and other related engineering applications.
- Business letter writing, grammar and punctuation, and report preparation.

Skill in:

- Planning and directing a variety of engineering projects.
- Improving seamless customer service delivery.
- Building and maintaining strong relationships with the community, employees and other agencies.
- Analyzing and evaluating complex data, technical engineering data and reports.
- Contract negotiation, compliance and dispute resolution.
- Supervisory principles, practices and techniques.
- Applying principles and practices as used in engineering.
- Adapting approved engineering methods and standards in variety of engineering projects.
- Contract management and project budgeting.
- Using and caring of equipment, tools and testing materials.
- Using and caring of computer-aided design and drafting (CADD), Geographic Information System (GIS) and other related electronic equipment.
- Explaining complicated technical problems in simple non-technical language.
- Problem-solving and technical decision-making for developing effective solutions.
- Both verbal and written communication.

611

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Public Works Director

JOB CODE:	32256	**FLSA STATUS:**	Exempt
PAY GRADE:	32	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Ability to:

- Direct, plan and implement division operations and activities.
- Provide operational management, administration, organizational leadership and team building.
- Manage and prioritize programs, projects and activities.
- Delegate authority and responsibility, and to schedule and program work on a long-term basis.
- Perform complex engineering studies, analysis and design.
- Work independently.
- Exercise sound judgment and make decisions.
- Manage time well, perform multiple tasks and organize diverse activities.
- Perform technical research, calculations and computations, and prepare plans and reports.
- Convey complex ideas and concepts verbally and in writing.
- Plan, assign, supervise, train and review the work of professional and technical subordinates.
- Interpret plans, specifications, standards, policies, procedures and regulatory codes.
- Respond to inquiries from customers, regulatory agencies, or members of the professional community.
- Perform in a fast-paced and stressful environment while maintaining a professional manner.
- Make appropriate and effective public presentations.
- Establish and maintain effective working relationships with County employees and officials, developers, engineers, contractors, representatives of outside agencies, and the general public.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

Physical requirements include the ability to lift/carry up to 10-60 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 noise, vibration, fumes, foul odor, dirt, dust, mist, gases, and poor ventilation, parts, and tools or machinery. Requires use of protective devices such as masks, goggles, and gloves. Requires fieldwork, and exposure to traffic, public work development sites, construction site hazards, climbing and walking and traveling over rough, uneven, mud, rocky, high grass terrain, and indoors/outdoors in all types of weather (excessive heat and cold).

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.

612

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Human Resources Assistant I

JOB CODE:	12301	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	12	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Works under moderate supervision and normally receives detailed instruction on work assignments. Supports Human Resources management activities in various divisions throughout the organization. Assists in administration of Human Resources management programs. Performs entry-level Human Resources support activities and maintains confidentiality regarding Human Resources related issues.

DISTINGUISHING CHARACTERISTICS:

This is a job classification within the Human Resources job family. Entry level Human Resources Assistant position.

DUTIES AND RESPONSIBILITIES:

- Assists with administrative processing of new hires and terminations. Processes applications, pre-employment screening, testing, scheduling interviews, meetings, training sessions, conducting employment verifications, responding to applicants regarding job openings, and responding to departmental and other inquires related to Human Resources issues. Prepares job postings and job descriptions, as required.
- Logs data and maintains personnel and/or payroll files, records and/or budget information.
- Assists with the administration and communication of policies and procedures pertaining to: ADA, FMLA, Workers Compensation, health insurance, billings, employee benefits enrollment, and light duty assignments. Provides guidance and recommendations concerning policy, procedures, and personnel issues, as required.
- Assists in the preparation, processing and monitoring of Personnel Action Forms (PAFs) and coordination with payroll personnel ensuring conformity to State and Federal laws and regulations, and County policies.
- Processes and logs various personnel actions including employee performance appraisal forms, family medical leave requests, vacation requests, and time-sheets.
- Assists in evaluating jobs, preparing job descriptions, conducting internal and external surveys to compile information, and analyzing information for reports and presentations.
- Provides assistance to include typing, data entry, filing, coordinating statistical data, scheduling appointments, assisting with payroll functions, and maintaining personnel, medical and training records and data.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:
Associate's degree in Personnel Management, Human Resources Management, Business Administration or a directly related field AND one (1) year of administrative experience supporting Human Resources 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:
Valid Texas Driver's License.

Preferred:
Specialized coursework in the area of Human Resources.

613

TRAVIS COUNTY JOB DESCRIPTION
DRAFT

JOB TITLE: Human Resources Assistant I

JOB CODE:	12301	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	12	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Knowledge, Skills, and Abilities:

Knowledge of:

- File management and techniques.
- County policies, procedures and terminology.
- Principles and practices of Human Resources management.
- Federal, State, and Local regulations and laws pertaining to employment, Workers Compensation, American with Disabilities Act, Family Medical Leave Act, Fair Labor Standards Act.
- 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:

- Resolving problems.
- Conducting research and presenting information.
- Compiling data.
- Both verbal and written communication.

Ability to:

- Maintain confidential data and information.
- Maintain effective filing systems and retrieve and disseminate information.
- Explain information.
- 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.

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.

614

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Human Resources Assistant II

JOB CODE:	14308	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	14	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Works under moderate supervision and normally receives detailed instruction on work assignments. Supports Human Resources management activities in various divisions throughout the organization. Assists in administration of Human Resources management programs. Performs Human Resources support activities and maintains confidentiality regarding Human Resources related issues.

DISTINGUISHING CHARACTERISTICS:

This is a job classification within the Human Resources job family.

DUTIES AND RESPONSIBILITIES:

- Coordinates administrative processing of new hires and terminations. Processes applications, pre-employment screening, testing, scheduling interviews, meetings, training sessions, conducting employment verifications, responding to applicants regarding job openings, and responding to departmental and other inquires related to Human Resources issues. Prepares job postings and job descriptions, as required.
- Logs data and maintains personnel and/or payroll files, records and/or budget information.
- Assists in the administration and communication of policies and procedures. Responds to requests from employees, applicants, public, management, and other County departments regarding ADA, FMLA, FLSA, Workers Compensation, health insurance, billings, employee benefits enrollment, hiring procedures, job requirements, training, light duty assignments. Processes required forms and provides recommendations concerning procedures and personnel issues, as required.
- Prepares, processes and monitors Personnel Action Forms and coordinates with payroll personnel ensuring conformity to State and Federal laws and regulations and County policies.
- Processes and logs various personnel actions including employee performance appraisal forms, family medical leave requests, vacation requests, and time-sheets.
- Assists in evaluating jobs, preparing job descriptions, conducting internal and external surveys to compile information, and analyzing information for reports and presentations.
- Drafts, develops and processes memos, letters, reports, newsletters, forms, and other documents.
- Assists with payroll functions, and maintaining training records and data. Researches and produces Human Resources related statistical reports and presentations, as required.
- Advises management and employees on Human Resources issues, Employment Law, Civil Service Regulations, County Policy, FLSA, FMLA, ADA, Workers Compensation, and Sheriff's Office Policy.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:
Associate's degree in Personnel Management, Human Resources Management, Business Administration or a directly related field AND three (3) years of administrative experience supporting Human Resources 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.

615

TRAVIS COUNTY JOB DESCRIPTION
DRAFT

JOB TITLE: Human Resources Assistant II

JOB CODE:	14308	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	14	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Licenses, Registrations, Certifications, or Special Requirements:
None required.

Preferred:
Specialized coursework in the area of Human Resources.
Bachelor's degree in Personnel Management, Human Resources Management, Public Administration, Business Administration.
Valid Texas Driver's License.

Knowledge, Skills, and Abilities:
Knowledge of:
- File management and techniques.
- County policies, procedures and terminology.
- Principles and practices of Human Resources management.
- Federal, State, and Local regulations and laws pertaining to employment, Workers Compensation, American with Disabilities Act, Family Medical Leave Act, Fair Labor Standards Act.
- 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:
- Resolving complex problems.
- Conducting research and presenting information.
- Compiling data and generating reports.
- Both verbal and written communication.

Ability to:
- Maintain confidential data and information.
- Create effective filing systems and retrieve and disseminate information.
- Work independently and accomplish department/division objectives.
- Compile data and to write clear and comprehensive reports.
- Perform multitasking.
- Explain information.
- 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.

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.

6/6

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Human Resources Assistant Senior

JOB CODE:	16310	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	16	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Works under limited supervision. Supports Human Resources management activities in various departments throughout the organization. Assists in administration of Human Resources management programs. Performs moderately complex Human Resources support activities in such areas as employment, compensation, benefits, training, employment relations, compliance, budget, and maintains confidentiality in these areas, as required. Exercises a high degree of discretion, initiative, and latitude in executing work priorities. Maintains frequent contact with employees at all levels in the organization.

DISTINGUISHING CHARACTERISTICS:

This is a job classification within the Human Resources job family. Senior level Human Resources Assistant position.

DUTIES AND RESPONSIBILITIES:

- Coordinates administrative processing of new hires and terminations. Processes applications, pre-employment screening, testing, scheduling interviews, meetings, training sessions, conducting employment verifications, responding to applicants regarding job openings, and responding to departmental and other inquires related to Human Resources issues. Prepares job postings and job descriptions, as required.
- Logs data and maintains personnel and/or payroll files, records and/or budget information.
- Performs direct administrative and office management support services to department head and staff. Assists and prepare Commissioners Court agenda items for requested action (i.e., approve County Holidays, Leadership Training, Tuition Refund).
- Coordinates and administers Peace Officers Pay Scale (POPS) Skill Based Pay and Bilingual Testing process.
- Prepares budget balance reports, fund transfers, purchase requisitions/purchase orders in H T E.
- Assists in the administration and communication of policies and procedures. Responds to requests and coordinates employee, applicant, public, management, and other County departments regarding ADA, FMLA, Workers Compensation, health insurance, billings, employee benefits enrollment, hiring procedures, job requirements, training, light duty assignments. Processes required forms and provides recommendations concerning procedures and personnel issues, as required.
- Prepares, processes and monitors Personnel Action Forms and coordinate with payroll personnel ensuring conformity to State and Federal laws and regulations, and County policies.
- Processes and logs various personnel actions including employee performance appraisal forms, family medical leave requests, vacation requests, and time-sheets.
- Interprets and completes personnel forms, Workers Compensation claims, Family Medical Leave Act (FMLA) claims, Americans with Disabilities Act (ADA) interpretation and light duty work requests, requests for payroll, sets up and maintains personnel files; verifies and updates time sheets on-line; distributes payroll and operating checks. Issue badges, keys, telephone calling cards and personal identification numbers.
- Assists in evaluating jobs, preparing job descriptions, conducting internal and external surveys to compile information, and analyzing information for reports and presentations.
- Drafts, develops and processes memos, letters, reports, newsletters, forms, and other documents.
- Assists with payroll functions, and maintaining training records and data. Researches and produces Human Resources related statistical reports and presentations, as required.
- Advises management and employees on Human Resources issues, Employment Law, Civil Service Regulations, County Policy, FLSA, FMLA, ADA, and Sheriff's Office Policy.
- Performs other job-related duties as assigned.

617

TRAVIS COUNTY JOB DESCRIPTION
DRAFT

JOB TITLE: Human Resources Assistant Senior

JOB CODE:	16310	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	16	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS:

Education and Experience:
Associate's degree in Personnel Management, Human Resources Management, Business Administration or a directly related field AND five (5) years of administrative experience supporting Human Resources 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:
None required.

Preferred:
Bachelor's degree in Personnel Management, Human Resources Management, Public Administration, Business Administration.
Senior Professional in Human Resources (SPHR); OR, Professional in Human Resources Certification (PHR).
Valid Texas Driver's License.

Knowledge, Skills, and Abilities:
Knowledge of:
- County policies, procedures and terminology.
- Principles and practices of Human Resources management.
- Federal, State, and Local regulations and laws pertaining to employment, Workers Compensation, American with Disabilities Act, Family Medical Leave Act, Fair Labor Standards Act.
- 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:
- Resolving complex problems.
- Conducting research and presenting information.
- Compiling data and generating reports.
- Both verbal and written communication.

Ability to:
- Maintain confidential data and information.
- Work independently and accomplish department/division objectives.
- Compile data and to write clear and comprehensive reports.
- Perform multitasking.
- Explain information.
- 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.

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.

618

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Benefits Assistant I

JOB CODE:	12304	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	12	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Works under moderate supervision and normally receives detailed instruction on work assignments. Performs entry-level benefits administration/human resources support activities and maintains confidentiality regarding related issues. Supports activities in such areas as health, life, welfare, retirement and maintains confidentiality in these areas as appropriate. Assists employees and retirees with inquiries and questions concerning health, welfare and retirement benefits. Provides support for employee orientation, open enrollment, claims submissions and verification of eligibility status.

DISTINGUISHING CHARACTERISTICS:

This is a job classification within the Human Resources job family. Entry level benefits assistant position that provides benefits administration support from Corporate Human Resources.

DUTIES AND RESPONSIBILITIES:

- Provides support for New Hire Orientation. Assists in ensuring vendors are on time and keep within allotted time given for presentation. Coordinates with Liaisons via email when new hires should report to HRMD for orientation. Assembles information to be handed out at orientation. Assists in conducting New Hire Orientation and describing Travis County health benefit coverage. Assists new hires on how to use the online benefits system.
- Provides customer service in assisting employees and retirees with any issues they are having regarding claims and bills. Assists walk-in customers with questions. Gathers important documents that are needed to resolve the problem (e.g., marriage license, birth certificates, loss of coverage documents, gaining insurance coverage documents). Contacts outside vendors, as directed.
- Assembles reports on weekly basis from department email system to terminate employees.
- Assists with the review of employee benefit eligibility. Makes change in status for employees when requested within the allowable thirty-day time frame. Makes determination of validity of the request. Makes the proper changes in the open enrollment system for employees who are retiring. Enters employees who are retiring into the outside vendor system for billing purpose.
- Submits claim information. Processes short and long-term disability claim forms for employees. Reviews forms when they are turned into Human Resources to ensure they are filled out correctly before faxing to outside vendor.
- Assists in processing terminations from enrollment, receiving data from payroll on terminated employees. Accesses vendors system to add terminated employees into their system for COBRA information to be sent out to employee.
- Assists with arranging offsite open enrollment locations. Gathers information to take to location. Answers questions employees may have about benefits.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:
Associate's degree in Human Resources, Public Administration or a directly related field AND one (1) year of administrative experience supporting human resources 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.

619

TRAVIS COUNTY JOB DESCRIPTION
DRAFT

JOB TITLE: Benefits Assistant I

JOB CODE:	12304	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	12	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Licenses, Registrations, Certifications, or Special Requirements:
Certified Employee Benefits Specialist (CEBS) coursework.
Valid Texas Driver's License.

Preferred:
Bachelor's degree in Personnel Management, Human Resources Management, Public Administration, Business Administration.
Specialized coursework in the area of Human Resources.
Proficient at speaking, English, Spanish and/or sign language.

Knowledge, Skills, and Abilities:
Knowledge of:
- County policies, procedures and terminology associated with the organization's benefits programs.
- Medical terminology.
- Principles and practices of Human Resources management.
- Federal, State, and Local regulations and laws pertaining to employment, Workers Compensation, American with Disabilities Act, Family Medical Leave Act, COBRA, HIPPA.
- Benefit and Insurance - Summary Plan Descriptions.
- Internal Revenue Service guidelines concerning insurance, wellness and benefits.
- Vendor Billing Computer 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:
- Resolving problems.
- Conducting research and presenting information.
- Compiling data and generating reports.
- Both verbal and written communication.

Ability to:
- Maintain confidential data and information.
- Accomplish department/division objectives.
- Perform multitasking.
- Provide excellent customer service.
- 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.

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.

620

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Benefits Assistant II

JOB CODE:	14305	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	14	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Works under general supervision with latitude for the use of initiative in executing work priorities. Assists in administration of benefits and human resource programs. Performs semi-routine to moderately complex benefits administration support activities in such areas as health, life, welfare, retirement and maintains confidentiality in these areas as appropriate. Maintains frequent contact with employees at all levels in the organization. Responsible for assisting employees and retirees with inquiries and questions concerning health, welfare and retirement benefits. Provides support and may coordinate employee orientation, open enrollment, claims submissions and verification of eligibility status.

DISTINGUISHING CHARACTERISTICS:

This is a job classification within the Human Resources job family. Intermediate benefits assistant position that provides benefits administration support from Corporate Human Resources.

DUTIES AND RESPONSIBILITIES:

- Provides support for New Hire Orientation, schedules new employees for Orientation. Assists in ensuring vendors are on time and keep within allotted time given for presentation. Coordinates with Liaisons via email when new hires should report to HRMD for orientation. Assembles information to be handed out at orientation. Assists in conducting New Hire Orientation and describing Travis County health benefit coverage. Assists new hires on how to use the online benefits system.
- Provides customer service in assisting employees and retirees with any issues they are having regarding claims and bills. Assists walk-in customers with questions. Gathers important documents that are needed to resolve the problem (e.g., marriage license, birth certificates, loss of coverage documents, gaining insurance coverage documents). Contacts outside vendors, as directed.
- Assembles reports on weekly basis from department email system to terminate employees.
- Reviews benefit eligibility. Makes change in status for employees when requested within the allowable thirty-day time frame. Makes determination of validity of the request. Makes the proper changes in the open enrollment system for employees who are retiring. Enters the employees who are retiring into the outside vendor system for billing purpose.
- Submits claim information. Processes short and long-term disability claim forms for employees. Reviews forms when they are turned into Human Resources to ensure they are filled out correctly before faxing to outside vendor.
- Assists in processing terminations from enrollment. Receives data from payroll on terminated employees. Terminates employees in the open enrollment system. Accesses vendors system to add terminated employees into their system for COBRA information to be sent out to employee.
- Assists with arranging offsite open enrollment locations. Gathers information to take to location. Answers questions employees may have about benefits.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:
Associate's degree in Personnel Management, Human Resources Management, Public Administration, Business Administration or a directly related field AND three (3) years of administrative experience supporting human resources 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.

TRAVIS COUNTY JOB DESCRIPTION
DRAFT

JOB TITLE: Benefits Assistant II

JOB CODE:	14305	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	14	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Licenses, Registrations, Certifications, or Special Requirements:
Certified Employee Benefits Specialist (CEBS) coursework.
Valid Texas Driver's License.

Preferred:
Specialized coursework in the area of Human Resources.
Bachelor's degree in Personnel Management, Human Resources Management, Public Administration, Business Administration.
Proficient at speaking, English, Spanish and/or sign language.

Knowledge, Skills, and Abilities:
Knowledge of:
- County policies, procedures and terminology associated with the organization's benefits programs.
- Medical terminology.
- Principles and practices of Human Resources management.
- Federal, State, and Local regulations and laws pertaining to employment, Workers Compensation, American with Disabilities Act, Family Medical Leave Act, COBRA, HIPPA.
- Benefit and Insurance - Summary Plan Descriptions.
- Internal Revenue Service guidelines concerning insurance, wellness and benefits.
- Vendor Billing Computer 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:
- Resolving problems.
- Conducting research and presenting information.
- Compiling data and generating reports.
- Both verbal and written communication.

Ability to:
- Maintain confidential data and information.
- Accomplish department/division objectives.
- Perform multitasking.
- Provide excellent customer service.
- 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.

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.

622

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Benefits Assistant Senior

JOB CODE:	16311	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	16	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Works under limited supervision. Responsible for assisting employees and retirees with inquiries and questions concerning health, welfare and retiree benefits. Performs employee orientation, open enrollment, claims submissions and verification of eligibility status.

DISTINGUISHING CHARACTERISTICS:

This is a job classification within the Human Resources job family. Senior level benefits assistant position that provides benefits administration support from Corporate Human Resources.

DUTIES AND RESPONSIBILITIES:

- Performs New Hire Orientation, schedules new employees for Orientation. Makes sure vendors are on time and keep within allotted time given for presentation. Coordinates with Liaisons via email when new hires should report to HRMD for orientation. Assembles information to be handed out at orientation. Conducts New Hire Orientation and describes all Travis County health benefit coverage. Instructs new hires how to use the online benefits system.
- Provides customer service in assisting employees and retirees with any issues they are having regarding claims and bills. Assists walk-in customers with questions. Gathers important documents that are needed to resolve the problem (e.g., marriage license, birth certificates, loss of coverage documents, gaining insurance coverage documents). Contacts outside vendors, as directed.
- Assembles reports on weekly basis from department email system to terminate employees.
- Reviews benefit eligibility. Makes change in status for employees when requested within the allowable thirty-day time frame. Makes determination of validity of the request. Makes the proper changes in the open enrollment system for employees who are retiring. Enters the employees who are retiring into the outside vendor system for billing purpose.
- Submits claim information. Processes short and long-term disability claim forms for employees. Reviews forms when they are turned into Human Resource to ensure they are filled out correctly before faxing to outside vendor.
- Processes terminations from enrollment. Receives data from payroll on terminated employees. Terminates employees in the open enrollment system. Accesses vendors system to add terminated employees into their system for COBRA information to be sent out to employee.
- Arranges for offsite open enrollment locations. Gathers information to take to location. Answers questions employees may have about benefits.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:
Associate's degree in Personnel Management, Human Resources Management, Public Administration, Business Administration or a directly related field AND five (5) years of benefit 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:
Certified Employee Benefits Specialist (CEBS) coursework.
Valid Texas Driver's License.

TRAVIS COUNTY JOB DESCRIPTION
DRAFT

JOB TITLE: Benefits Assistant Senior

JOB CODE:	16311	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	16	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Preferred:
Specialized coursework in the area of Human Resources.
Bachelor's degree in Personnel Management, Human Resources Management, Public Administration, Business Administration.
Proficient at speaking, English, Spanish and/or sign language.
Certified Government Benefits Administrator (CGBA).

Knowledge, Skills, and Abilities:
Knowledge of:
- County policies, procedures and terminology associated with the organization's benefits programs.
- Medical terminology.
- Principles and practices of Human Resources management.
- Federal, State, and Local regulations and laws pertaining to employment, Workers Compensation, American with Disabilities Act, Family Medical Leave Act, COBRA, HIPPA.
- Benefit and Insurance - Summary Plan Descriptions.
- Internal Revenue Service guidelines concerning insurance, wellness and benefits.
- Vendor Billing Computer 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:
- Resolving complex problems.
- Conducting research and presenting information.
- Compiling data and generating reports.
- Both verbal and written communication.

Ability to:
- Maintain confidential data and information.
- Work independently and accomplish department/division objectives.
- Compile data and to write clear and comprehensive reports.
- Perform multitasking.
- Explain information.
- Provide excellent customer service.
- 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.

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.

624

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Benefits Assistant Senior/Wellness Specialist

JOB CODE:	16312	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	16	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Works under limited supervision. Responsible for assisting employees and retirees with inquiries and questions concerning health, welfare and retiree benefits. Performs employee orientation, open enrollment, claims submissions and verification of eligibility status.

DISTINGUISHING CHARACTERISTICS:

This is a job classification within the Human Resources job family. Senior level benefits assistant position that provides benefits administration support from Corporate Human Resources.

DUTIES AND RESPONSIBILITIES:

- Performs New Hire Orientation, schedules new employees for Orientation. Makes sure vendors are on time and keep within allotted time given for presentation. Coordinates with Liaisons via email when new hires should report to HRMD for orientation. Assembles information to be handed out at orientation. Conducts New Hire Orientation and describes all Travis County health benefit coverage. Instructs new hires how to use the online benefits system.
- Provides customer service in assisting employees and retirees with any issues they are having regarding claims and bills. Assists walk-in customers with questions. Gathers important documents that are needed to resolve the problem (e.g., marriage license, birth certificates, loss of coverage documents, gaining insurance coverage documents). Contacts outside vendors, as directed.
- Assembles reports on weekly basis from department email system to terminate employees.
- Reviews benefit eligibility. Makes change in status for employees when requested within the allowable thirty-day time frame. Makes determination of validity of the request. Makes the proper changes in the open enrollment system for employees who are retiring. Enters the employees who are retiring into the outside vendor system for billing purpose.
- Submits claim information. Processes short and long-term disability claim forms for employees. Reviews forms when they are turned into Human Resources to ensure they are filled out correctly before faxing to outside vendor.
- Processes terminations from enrollment. Receives data from payroll on terminated employees. Terminates employees in the open enrollment system. Accesses vendors system to add terminated employees into their system for COBRA information to be sent out to employee.
- Assists in planning, developing, implementing and maintaining wellness programs. Coordinates with Health and Lifestyle various program partners. Develops and maintains wellness programs. Assists with providing ongoing communication to employees regarding health and wellness improvement events, activities and seminars. Tracks members progress. Tracks program statistical data and prepares management reports. Assists in implementation of wellness initiatives and provides guidance for wellness strategies. Coaches and guides employees on lifestyle behaviors and lowering risk factors. Prepares all marketing material and information for the program.
- Arranges for offsite open enrollment locations. Gathers information to take to location. Answers questions employees may have about benefits.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:

Associate's degree in Personnel Management, Human Resources Management, Public Administration, Business Administration or a directly related field AND five (5) years of benefits and wellness 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.

625

TRAVIS COUNTY JOB DESCRIPTION
DRAFT

JOB TITLE: Benefits Assistant Senior/Wellness Specialist

JOB CODE:	16312	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	16	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Licenses, Registrations, Certifications, or Special Requirements:
Certified Employee Benefits Specialist (CEBS) coursework.
Valid Texas Driver's License.

Preferred:
Specialized coursework in the area of Human Resources.
Bachelor's degree in Personnel Management, Human Resources Management, Public Administration, Business Administration.
Proficient at speaking, English, Spanish and/or sign language.
Certified Government Benefits Administrator (CGBA).

Knowledge, Skills, and Abilities:
Knowledge of:
- County policies, procedures and terminology associated with the organization's benefits and wellness programs.
- Medical terminology.
- Principles and practices of Human Resources management.
- Federal, State, and Local regulations and laws pertaining to employment, Workers Compensation, American with Disabilities Act, Family Medical Leave Act, COBRA, HIPPA.
- Benefit and Insurance - Summary Plan Descriptions.
- Internal Revenue Service guidelines concerning insurance, wellness and benefits.
- Vendor Billing Computer 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:
- Resolving complex problems.
- Conducting research and presenting information.
- Compiling data and generating reports.
- Both verbal and written communication.

Ability to:
- Maintain confidential data and information.
- Work independently and accomplish department/division objectives.
- Compile data and to write clear and comprehensive reports.
- Perform multitasking.
- Explain information.
- Provide excellent customer service.
- 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.

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.

626

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Human Resources Specialist I

JOB CODE:	18314	**FLSA STATUS:**	Exempt
PAY GRADE:	18	**LAST REVISED:**	10/01/09

JOB SUMMARY:

This entry-level professional Human Resources position assists in the coordination, and administration of Human Resource programs in County Departments or in the Corporate Human Resources Office. Performs generalist Human Resources services such as Human Resource program administration, recruitment, staff training and development, job analysis, administration of personnel actions, employee relations. Provides internal consulting services and advises management on specific Human Resources programs and services and provides information and interpretation of County and Human Resources policies and procedures.

DISTINGUISHING CHARACTERISTICS:

This is a job classification within the Human Resources job family. Entry level Human Resources generalist position. This classification may require a flexible work schedule in order to meet the needs of the department.

DUTIES AND RESPONSIBILITIES:

- Consults with employees and management on employee relations matters. Conducts documentation review and recommends to management mutually acceptable solutions by taking corrective actions and/or through facilitation and/or mediation to support disciplinary actions, demotions, suspensions, progressive disciplines, termination process, performance evaluation process, and appeal process. Participates in or leads the process of resolving conflicts, complaints, and problems.
- Investigates employee complaints, grievances, confrontations, performance improvement or disagreements in a constructive manner. Writes reports and investigative documentation to support findings, makes determinations on policy violations and recommendations for course of action.
- Assists with the development and/or customization of training programs for employees. Develops lesson plans and delivers those programs. Assists in the development of curriculum and coordinates training.
- Evaluates and assesses organizational training and employee development needs. Recommends training and program enhancements to ensure appropriate skills are developed. Plans training program schedules. Serves as liaison with departments, management staff, and training consultants. Assists in the evaluation and selection of training consultants.
- Conducts Human Resources research and sources for background and supporting information. Prepares written analysis of such research.
- Confers with management in the development or modification of Human Resources policies, procedures, rules, and practices of specific Human Resources programs and services. Recommends changes and improvements, and ensures compliance with Federal, State and Local employment regulations and County objectives.
- Reviews performance evaluations and explains the process and appeals process.
- Attends grievance panel deliberations, and advises panel on policy.
- Advises managers, supervisors, and employees on human resource policies and procedures and State and Federal laws and regulations such as Americans with Disabilities Act, Family and Medical Leave Act, Fair Labor Standards Act and Equal Employment Opportunity.
- Administers Human Resources programs, services and events such as Tuition Refund, Employee Recognition, Leadership Training, Exit Interviews to determine reasons why employees leave Travis County and monitor compliance with employment law requirements such as FMLA, Workers Compensation, and ADA.
- Responds to unemployment claims and appeal hearings to contest benefits requested by former employees.
- Assists in the response to charges filed with the Equal Employment Opportunity Commissioner/Texas Commission on Human Rights.
- Responds to open records requests and subpoenas.

TRAVIS COUNTY JOB DESCRIPTION
DRAFT

JOB TITLE: Human Resources Specialist I

JOB CODE:	18314	**FLSA STATUS:**	Exempt
PAY GRADE:	18	**LAST REVISED:**	10/01/09

DUTIES AND RESPONSIBILITIES: (Cont.)

- Develops and delivers training for departments and make presentations.
- Conducts new employee orientation from a policy perspective, summarizing the structure of Travis County, retirement, at-will status, and other benefits not related to group benefits.
- Responds to inquiries and complaints from employees and the public about employment opportunities.
- Assists with the coordination of recruitment activities and acts as a recruiter for the department. Researches and identifies trends for appropriate advertising sources. Designs, prepares and places job vacancy advertisements in targeted professional journals, newspapers, internet employment sites and other related sources.
- Assists with the maintenance of the electronic mail box for receipt of applications. Processes the applications. Screens and evaluates applications for acceptability.
- Supports the Employee Relations function as a member of the case review team.
- Makes presentations to employees on Human Resources-related topics.
- Consults with managers, supervisors and employees regarding human resource policies and procedures.
- Prepares correspondence, reports, conducts review studies and research on a variety of Human Resources issues.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:
Bachelor's degree in Personnel Management, Human Resources Management, Public Administration, Business Administration or a directly related field AND one (1) year of directly related demonstrated experience as to assigned Human Resources position;

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:
Certified Compensation Professional (CCP); OR, Certified Benefits Professional (CBP).
Senior Professional in Human Resources (SPHR); OR, Professional in Human Resources Certification (PHR).
Specialized coursework in the area of Human Resources.
Valid Texas Driver's License.

Knowledge, Skills, and Abilities:
Knowledge of:

- Federal, State and Local regulations, codes and laws: Employment laws and Affirmative Action, Title VII of Civil Rights Act, Equal Pay Act, FLSA, ADA, FMLA, EEOC, I-9, Texas Workforce Commission Rules, Regulations and Statutes, Open Records Act, and Texas Governor's Committee on Disabilities.
- Principles and practices of Human Resources management.
- County policies, procedures and terminology.
- Compiling data and generating reports.
- Recent Human Resources developments and current literature.
- 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.

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TRAVIS COUNTY JOB DESCRIPTION
DRAFT

JOB TITLE: Human Resources Specialist I

JOB CODE:	18314	**FLSA STATUS:**	Exempt
PAY GRADE:	18	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Skill in:
- Applying Human Resources methods.
- Problem solving and decision-making.
- Customer service delivery.
- Explaining complicated technical problems in simple non-technical language.
- Both verbal and written communication.

Ability to:
- Interpret policies, procedures, and Federal, State and Local applicable laws.
- Develop and make effective presentations.
- Convey complex ideas and concepts verbally and in writing.
- Work independently as well as in a team environment.
- Manage time well, 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 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.

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: Human Resources Specialist II

JOB CODE:	20320	**FLSA STATUS:**	Exempt
PAY GRADE:	20	**LAST REVISED:**	10/01/09

JOB SUMMARY:

This is an intermediate level generalist position that works closely with management to provide professional level human resource management services to include recruitment and staffing, compensation and benefit administration, employment relations, organization development. Works on problems of moderate scope where review of problems or situations requires evaluation of identifiable factors. Exercises judgment within defined practices and policies in selecting methods, techniques, and evaluation criterion for obtaining results. Provides assistance with Union negotiations and administration. Responsible for facilitating effective problem-solving processes and employee relations training. Ensures compliance with applicable Federal, State and County employment laws and policies. Develops and maintains key relationships and alliances with relevant County, City and State management staff. Provides assistance and coordination of administrative processing and recordkeeping for all personnel actions for the department; including hiring, staffing, compensation, benefits, performance and leave.

DISTINGUISHING CHARACTERISTICS:

This is a job classification within the Human Resources job family. Intermediate level Human Resources generalist position. This classification may require a flexible work schedule in order to meet the needs of the department.

DUTIES AND RESPONSIBILITIES:

- Provides advice and counsel to Managers and Supervisors regarding Human Resource Management issues. Facilitates problem-solving strategies. Develops and contributes to Human Resource program goals, initiatives and best-practices, ensuring adherence to and compliance with applicable Federal, State and Local laws and departmental and County policies and practices.
- Researches, compiles data, drafts and prepares correspondence and written analysis for revising or creating Human Resources policies and procedures that are consistent with Federal and State laws and regulations.
- Consults with outside agencies (professional organizations, other employers, and government agencies) for advice in policy development.
- Responds to unemployment claims and appeal hearings to contest benefits requested by former employees.
- Responds to open records requests and subpoenas.
- Serves as a liaison and works in cooperation with other County offices and departments.
- Counsels and coaches with employees on issues, concerns and grievances, professional development, and other work-related issues.
- Provides assistance to management and employees on conflict resolution; researching, reporting and responding to informal and formal complaints; provides advice, preparation and responses to grievance hearings, pre-deprivation meetings, alternative dispute resolution/mediation and EEOC/TCHR complaints.
- Provides administration, coordination and communication of policies and procedures regarding various Human Resource laws and practices including: EEO, FMLA, Workers Compensation, ADA, FLSA, hiring/staffing, compensation and associated recordkeeping. Provides technical support to other professional human resource support staff in carrying out these functions.
- Develops and delivers training to departments and staff and makes presentations. Conducts new employee orientation from a policy perspective, summarizing the structure of Travis County, retirement, at-will status, and other benefits not related to group benefits.
- Compiles and analyzes wage data. Oversees and approves Department Personnel Action process. Provides advice on classification, compensation, salary administration matters.
- Evaluates jobs, develops job descriptions, conducts internal and external surveys to compile information, and analyze information for reports and presentations.

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TRAVIS COUNTY JOB DESCRIPTION
DRAFT

JOB TITLE: Human Resources Specialist II

JOB CODE:	20320	**FLSA STATUS:**	Exempt
PAY GRADE:	20	**LAST REVISED:**	10/01/09

DUTIES AND RESPONSIBILITIES: (Cont.)

- Plans, staffs, evaluates, and directs work of others.
- Serves a role in the development of departmental staff development strategies.
- Assists in the design, development, presentation, coordination, facilitation and evaluation of learning strategies and training programs and initiatives for department employees.
- Provides assistance pertaining to the department's performance management systems and strategies.
- Serves as a resource and member of the team in strategic planning, budgeting, communications and policy development initiatives for the department.
- Develops, creates and delivers oral reports, presentations, letters and policy revisions, as required.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:
Bachelor's degree in Personnel Management, Human Resources Management, Public Administration, Business Administration or a directly related field AND three (3) years of directly related demonstrated experience as to assigned Human Resources position;

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:
Certified Compensation Professional (CCP); OR, Certified Benefits Professional (CBP).
Senior Professional in Human Resources (SPHR); OR, Professional in Human Resources Certification (PHR).
Specialized coursework in the area of Human Resources.
Valid Texas Driver's License.

Knowledge, Skills, and Abilities:
Knowledge of:

- Federal, State and Local regulations, codes and laws: Employment laws and Affirmative Action, Title VII of Civil Rights Act, Equal Pay Act, FLSA, ADA, FMLA, EEOC, I-9, Texas Workforce Commission Rules, Regulations and Statutes, Open Records Act, and Texas Governor's Committee on Disabilities.
- Principles and practices of Human Resources management.
- County policies, procedures and terminology.
- Compiling data and generating reports.
- Recent Human Resources developments and current literature.
- 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:

- Applying Human Resources methods.
- Problem solving and decision-making.
- Customer service delivery.
- Explaining complicated technical problems in simple non-technical language.
- Both verbal and written communication.

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TRAVIS COUNTY JOB DESCRIPTION
DRAFT

JOB TITLE: Human Resources Specialist II

JOB CODE:	20320	**FLSA STATUS:**	Exempt
PAY GRADE:	20	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Ability to:

- Interpret policies, procedures, and Federal, State and Local applicable laws.
- Develop and make effective presentations.
- Convey complex ideas and concepts verbally and in writing.
- Work independently as well as in a team environment.
- Manage time well, 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 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.

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: Human Resources Specialist Senior

JOB CODE:	22319	**FLSA STATUS:**	Exempt
PAY GRADE:	22	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Works closely with management to provide advanced professional level human resource management services to include recruitment and staffing, compensation and benefit administration, employment relations, organization development. Serves as a management consultant on organizational development and strategic human resource planning. Works on problems of diverse scope where review of problems or situations requires evaluation of identifiable factors. Exercises judgment within broadly defined practices and policies in selecting methods, techniques, and evaluation criterion for obtaining results. Provides assistance and guidance with Union negotiations and administration. Responsible for facilitating effective problem-solving processes and employee relations. Ensures compliance with applicable Federal, State and County employment laws and policies. Develops and maintains key relationships and alliances with relevant County, City and State management staff. Provides technical leadership or oversee the coordination of administrative processing and recordkeeping for all personnel actions for the department; including hiring, staffing, compensation, benefits, performance and leave.

DISTINGUISHING CHARACTERISTICS:

This is a job classification within the Human Resources job family. Senior Human Resources generalist position. This classification may require a flexible work schedule in order to meet the needs of the department.

DUTIES AND RESPONSIBILITIES:

- Provides competent advice and counsel to Managers and Supervisors regarding Human Resource Management issues. Facilitates problem-solving strategies. Develops and contributes to Human Resources program goals, initiatives and best-practices, ensuring adherence to and compliance with applicable Federal, State and Local laws and departmental and County policies and practices.
- Researches, compiles data, drafts and prepares correspondence and written analysis for revising or creating Human Resources policies and procedures that are consistent with Federal and State laws and regulations.
- Consults with outside agencies (professional organizations, other employers, and government agencies) for advice in policy development.
- Responds to unemployment claims and appeal hearings to contest benefits requested by former employees.
- Responds to open records requests and subpoenas.
- Serves as a liaison and works in cooperation with other County offices and departments.
- Counsels and coaches with employees on issues, concerns and grievances.
- Provides direction to management and employees on conflict resolution; researching, reporting and responding to informal/formal complaints; provides advice, preparation and responses to grievance hearings, pre-deprivation meetings, alternative dispute resolution/mediation and EEOC/TCHR complaints.
- Provides administration, coordination and communication of policies and procedures regarding various Human Resource laws and practices including: EEO, FMLA, Workers Compensation, ADA, FLSA, hiring/staffing, compensation and associated recordkeeping. Provides technical support, and direction to other professional human resource support staff in carrying out these functions.
- Develops and delivers training for departments and staff and makes presentations. Conducts new employee orientation from a policy perspective, summarizing the structure of Travis County, retirement, at-will status, and other benefits not related to group benefits.
- Prepares and makes presentations to employees and Commissioners Court on Human Resource programs and services, and Human Resource related topics.
- Serves in a key role in the development of departmental staff development strategies.

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TRAVIS COUNTY JOB DESCRIPTION
DRAFT

JOB TITLE: Human Resources Specialist Senior

JOB CODE:	22319	**FLSA STATUS:**	Exempt
PAY GRADE:	22	**LAST REVISED:**	10/01/09

DUTIES AND RESPONSIBILITIES: (Cont.)

- Assists in the design, development, presentation, coordination, facilitation and evaluation of learning strategies and training programs and initiatives for department employees.
- Provides advice and recommendations pertaining to the department's performance management systems and strategies.
- Serves as a key resource and member of the team in strategic planning, budgeting, communications and policy development initiatives.
- Develops, creates and delivers oral reports, presentations, letters and policy revisions, as required.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:
Bachelor's degree in Personnel Management, Human Resources Management, Public Administration, Business Administration or a directly related field AND five (5) years of directly related demonstrated experience as to assigned Human Resources position;

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:
Certified Compensation Professional (CCP); OR, Certified Benefits Professional (CBP).
Senior Professional in Human Resources (SPHR); OR, Professional in Human Resources Certification (PHR).
Specialized coursework in the area of Human Resources.
Valid Texas Driver's License.

Knowledge, Skills, and Abilities:
Knowledge of:
- Federal, State and Local regulations, codes and laws: Employment laws and Affirmative Action, Title VII of Civil Rights Act, Equal Pay Act, FLSA, ADA, FMLA, EEOC, I-9, Texas Workforce Commission Rules, Regulations and Statutes, Open Records Act, and Texas Governor's Committee on Disabilities.
- Principles and practices of Human Resources management.
- County policies, procedures and terminology.
- Compiling data and generating reports.
- Recent Human Resources developments and current literature.
- 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:
- Applying Human Resources methods.
- Problem-solving and decision-making.
- Customer service delivery.
- Explaining complicated technical problems in simple non-technical language.
- Both verbal and written communication.

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TRAVIS COUNTY JOB DESCRIPTION
DRAFT

JOB TITLE: Human Resources Specialist Senior

JOB CODE:	22319	**FLSA STATUS:**	Exempt
PAY GRADE:	22	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Ability to:

- Interpret policies, procedures, and Federal, State and Local applicable laws.
- Develop and make effective presentations.
- Convey complex ideas and concepts verbally and in writing.
- Work independently as well as in a team environment.
- Manage time well, 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 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.

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: Employment Specialist

JOB CODE:	24321	**FLSA STATUS:**	Exempt
PAY GRADE:	24	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Overall responsibility for conducting internal investigations of complaints pursuant to the procedures and requirements of Federal, State and Local government Equal Employment Opportunity (EEO) laws and regulations and other Federal, State, and Local laws related to employment.

DISTINGUISHING CHARACTERISTICS:

This is a job classification within the Human Resources job family. This position performs highly advanced employment specialist professional level human resource management duties. This position may require a flexible work schedule in order to meet the needs of the organization.

DUTIES AND RESPONSIBILITIES:

- Investigates and responds to complaints of discrimination based on Title VII, Civil Rights Act of 1964 and 1991, Americans with Disabilities Act, Age Discrimination in Employment Act, and other Federal and State EEO laws and affirmative action regulations and other Federal, State, and Local laws related to employment.
- Serves as the point of contact for discrimination complaints filed with the Human Resources Management Department to log complaints and track the investigation process and activities to ensure timely and efficient processing.
- Evaluates complaints in consultation with legal counsel and collaboratively develop an investigation strategy, if an investigation is warranted.
- Plans, schedules, coordinates and conducts investigations of discrimination allegations on the basis of race, color, religion, sex, national origin, disability, veteran status, sexual orientation, and retaliation in accordance with sound and applicable investigative principles, techniques and procedures.
- Completes thorough, timely and well documented investigation reports that include recommendations based on findings to prevent discriminatory environments or potentially discriminatory employment practices.
- Report findings and discuss recommendations with management in an effort to initiate change in the workplace environment that may be perceived as discriminatory in consultation with legal counsel.
- Identifies, monitors and reports significant trends to mitigate risks and liabilities.
- Completes appropriate closure including acceptance/rejection decision making, preparation of closure letters, report of investigation reviews and the development of proposed dispositions pursuant of EEOC guidelines.
- Initiate resolution process in consultation with legal counsel including gathering, analyzing and evaluating documents for purposes of preparing files for investigations, hearings, requests and/or other administrative requirements.
- Acts as a management advisor in the area of investigations. Assists in advocating for just and fair application of policies and procedures. Assists legal counsel in representing department in fact-finding hearings and on-site investigations of charges.
- Assists Counsel (internal/external) in discovery and preparation in event of a lawsuit.
- Attends meetings and provides staffing for department.
- Performs other job-related duties as assigned.

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TRAVIS COUNTY JOB DESCRIPTION
DRAFT

JOB TITLE: Employment Specialist

JOB CODE:	24321	**FLSA STATUS:**	Exempt
PAY GRADE:	24	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS:

Education and Experience:
Bachelor's degree in Human Resources, Business Administration, Public Administration, Organizational Development or a directly related field AND five (5) to seven (7) years of experience in Human Resources functions e.g., EEO/AA compliance, including legal interpretation, complaint investigation and reporting; grievance processes and outreach, and discipline/discharge procedures. Must have demonstrated experience with Federal, State, and Local employment laws, diversity, and investigative strategies. Demonstrated experience with EEO training and presentations. Demonstrated knowledge of current EEO `best practices', human resource compliance law, and policy & procedure development and interpretation. Demonstrated computer competency and preferably knowledgeable of HRIS systems;

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:
Senior Professional in Human Resources (SPHR); OR, Professional in Human Resources Certification (PHR).

Knowledge, Skills, and Abilities:
Knowledge of:
- Employment law and Affirmative Action.
- Investigative processes.
- Developed analytical, organizational, and communication skills.
- Various Countywide and regional resources.
- Leadership.
- Highly developed organizational and analytic skills.
- Discrimination theories.
- Principles and practices of human resource management.
- Federal, State, and Local laws, including complex federal, and state regulations regarding employment, Affirmative Actions/EEO, diversity, and investigative strategies.
- Compiling data and generating reports.
- Federal, State laws and significant employment statutes.
- Equal Employment Opportunity Commission.
- Texas Workforce Commission – Civil Rights Division.
- Texas Governor's Committee on Disabilities.
- Exemplary communication skills (both written and oral) evidenced by background in investigations.
- Computer equipment to include word processing, spreadsheets and databases, and related software applications.

Skill in:
- Human Resources rules, policies and procedures.
- Project management.
- Working with executive management, and Elected and Appointed Officials.
- Applying Human Resources and consulting methods.
- Developing reports and conducting data analysis.
- Problem-solving and decision-making.
- Explaining complicated technical problems in simple non-technical language.
- Both verbal and written communication.

TRAVIS COUNTY JOB DESCRIPTION
DRAFT

JOB TITLE: Employment Specialist

JOB CODE:	24321	**FLSA STATUS:**	Exempt
PAY GRADE:	24	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Ability to:

- Demonstrate strong work ethic and professional demeanor.
- Maintain current with changing customers and federal EEO compliance laws.
- Work independently and as part of a team.
- Interpret information accurately and make decisions according to existing laws, regulations, and policies.
- Produce written documents with clearly organized thoughts using proper sentence construction, punctuation, and grammar.
- Counsel, mediate, and work cooperatively and tactfully with employees, management, clients, and business associates of various backgrounds.
- Explain information in a clear and understandable manner to non-technical persons.
- Analyze and interpret complex federal and state legislation.
- Interpret County policies and procedures.
- Prepare various reports.
- Communicate effectively and in writing.
- Develop and make effective presentations.
- 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.

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: Human Resources Analyst I

JOB CODE:	18347	**FLSA STATUS:**	Exempt
PAY GRADE:	18	**LAST REVISED:**	10/01/09

JOB SUMMARY:

This position works under direct supervision with latitude for independent judgment and performs analysis on assigned compensation, benefits or related human resources issues. Serves as team member on analysis projects. Assists with the handling of assigned human resource areas such as compensation, benefits, or retirement programs, with some contact with administrators and employees. Performs some human resource assignments. Performs assigned analytical work involved in the planning and implementation of Travis County's compensation systems and programs. Assists higher level analyst positions with compliance of County policies and procedures.

DISTINGUISHING CHARACTERISTICS:

This is a job classification within the Human Resources job family. This is the entry level Human Resource Analyst position. Performs analysis and entry-level professional Human Resource management duties.

DUTIES AND RESPONSIBILITIES:

- Assists in the design, development, and implementation of compensation, benefit, human resource, economic, or retirement systems, policies, programs, procedures and guidelines for Travis County. Complies with regulatory laws and County directives.
- Conducts analysis studies to assist in determining proper classifications, market pricing, benefits cost, and retirement planning.
- Assists in market studies and internal equity analysis of jobs to ensure countywide consistency and equity, analyzing position questionnaires, conducting desk audits of positions to enhance job analysis. Presents findings to management.
- Performs compensation studies and research on supplemental pay practices, salary structures, benefit experience rates, recruitment and retention initiatives. Provides findings to management for further action.
- Participates in external market salary, benefit, retirement, or best practices surveys.
- Writes job descriptions for County jobs.
- Develops databases and spreadsheets to capture analysis information for reports.
- Assists in the preparation of fiscal impact reports of new or revised compensation, benefit, or human resource research programs, and analytical studies.
- Utilizes knowledge of Federal, State and Local compensation, benefit or retirement laws, policies and practices and County directives to ensure organizational compliance and facilitate meeting the business needs of the organization.
- Conducts research and compiles data for compensation, benefits or human resource measurements for reports, analysis and management utilization.
- Maintains thorough and current human resource knowledge specific to compensation, benefits, or human resource measurement and advises administrators, department management, staff, and employees on Federal and State laws and regulations, and County human resource policies, wage and salary administration rules and payroll rules, COBRA, ERISA, as required. Assists management in assuring compliance with regulatory laws and County directives, as required.
- Assists in organizational development processes specific to compensation, benefits, and/or human resource measurement to include assisting on departmental on-site audits and specialized classes. Participates in continuous quality improvement strategies, practices, training and processes.
- Performs other job-related duties as assigned.

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TRAVIS COUNTY JOB DESCRIPTION
DRAFT

JOB TITLE: Human Resources Analyst I

JOB CODE:	18347	**FLSA STATUS:**	Exempt
PAY GRADE:	18	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS:

Education and Experience:
Bachelor's degree in Personnel Management, Human Resources Management, Public Administration, Business Administration or a directly related field AND one (1) year of experience in compensation, benefits administration, Retirement 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:
Valid Texas Driver's License.

Preferred:
Senior Professional in Human Resources (SPHR); OR, Professional in Human Resources Certification (PHR).
Certified Compensation Professional (CCP); OR, Certified Benefits Professional (CBP).
Certified Employee Benefits Specialist (CEBS).

Knowledge, Skills, and Abilities:
Knowledge of:
- Federal, State and Local regulations, codes and laws: Title VII of Civil Rights Act, Equal Pay Act, FLSA, ADA, FMLA, EEOC, I-9.
- State and local government budget, planning, systems, documents, issues, and trends.
- Recent Human Resources developments and current literature.
- HRIS systems.
- Training programs.
- County policies, procedures and terminology.
- 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:
- Human Resources rules, policies and procedures.
- Applying Human Resources and consulting methods.
- Developing reports and conducting data analysis.
- Problem-solving and decision-making.
- Explaining complicated technical problems in simple non-technical language.
- Both verbal and written communication.

Ability to:
- Evaluate human resources problems and issues.
- Interpret policies, procedures, and Federal, State and Local applicable laws.
- Exercise sound judgment and make decisions.
- Respond to inquiries.
- Work independently and as part of a team.
- Convey complex ideas and concepts verbally and in writing.
- Communicate goals to a wide and diverse audience.
- Prepare and conduct training.
- Manage time well, perform multiple tasks and organize diverse activities.
- Make appropriate and effective public presentations.
- Establish and maintain effective working relationships with departmental clientele, representatives of outside agencies and providers, other County employees and officials, and the general public.

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Human Resources Analyst I

JOB CODE:	18347	**FLSA STATUS:**	Exempt
PAY GRADE:	18	**LAST REVISED:**	10/01/09

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.

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: Human Resources Analyst II

JOB CODE:	20348	**FLSA STATUS:**	Exempt
PAY GRADE:	20	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Performs more complex analysis of human resources related projects and programs. Performs technical analysis on assigned compensation, benefits or related human resources issues. Assists in higher-level analysis projects. This position works under direction with increasing latitude for independent judgment. Performs a variety of professional analytical work involved in the planning and implementation of Travis County's compensation systems and programs. Assist in the evaluation of compensation, benefit, retirement, or related programs, policies and procedures consistent with professional standards and in compliance with the County's policies and procedures.

DISTINGUISHING CHARACTERISTICS:

This is a job classification within the Human Resources job family. This is an intermediate Human Resources Analyst position. Performs complex analysis and professional level Human Resource Management duties.

DUTIES AND RESPONSIBILITIES:

- Performs some technical analysis in designing, developing, and implementing compensation, benefit, human resource, economic, or retirement systems, policies, programs, procedures and guidelines for Travis County. Ensures compliance with regulatory laws and County directives.
- Reviews and evaluates existing programs and monitors effectiveness. Researches and models trends and recommends improvements.
- Conducts more complex analysis studies to determine proper classifications, market pricing, benefits cost, retirement planning.
- Analyzes market and internal equity of jobs to ensure countywide consistency and equity. Analyzes position questionnaires, conducting desk audits of positions to enhance job analysis. Makes recommendations for proper classification and market to management.
- Performs some specialized compensation analysis of supplemental pay practices, salary structures, benefit experience rates, recruitment and retention initiatives.
- Participates in external market salary, benefit, retirement, or best practices surveys and may conduct surveys to supplement third-party and public sector market data sources.
- Creates, revises, and maintains job descriptions for County jobs.
- Researches, drafts, and provides input toward new and/or revised compensation, benefit, retirement-related policies and procedures. Consults with department management, external public, and/or private sector organizations, as required, to facilitate policy development.
- Develops databases and spreadsheets and prepares statistical reports and analysis. Provides input towards fiscal impact reports of new or revised compensation, benefit, or Human Resource research programs, and analytical studies.
- Maintains thorough and current knowledge of Federal, State and Local compensation, benefit or retirement laws, policies and practices and County directives to ensure organizational compliance and facilitate meeting the business needs of the organization. Remains abreast of best practices and industry standards associated with these disciplines.
- Assists in the administration of compensation, benefits, or statistical human resources functions to Travis County departments, including collaboration with department's management.
- Researches and compiles data for compensation, benefits or Human Resource measurements for reports, analysis and management utilization. Conducts project analysis. Develops and maintains knowledge and skill in the use of computerized tools, databases, spreadsheets and communication techniques.

TRAVIS COUNTY JOB DESCRIPTION
DRAFT

JOB TITLE: Human Resources Analyst II

JOB CODE:	20348	**FLSA STATUS:**	Exempt
PAY GRADE:	20	**LAST REVISED:**	10/01/09

DUTIES AND RESPONSIBILITIES: (Cont.)

- Reviews and evaluates policies, procedures, and programs, within specialized human resource analytical areas and recommends changes or improvements, as required.
- Assists in the development of written communications material, including correspondence, policy revisions, reports, employee manuals, articles for publications and other informational materials. Assists in the communication of policies to organizational staff through the use of memorandums, meetings, training programs and individual contacts.
- Assists in organizational development processes specific to compensation, benefits, and/or human resource measurement including performing departmental on-site audits and conducting specialized classes. Participates in continuous quality improvement strategies, practices, training and processes.
- Assists in analyzing, developing, and recommending the implementation of total compensation strategies or systems.
- Performs job analysis, job documentation, job evaluations, benefits analysis, turnovers, cost to hire, Human Resource performance analysis and metrics, and policy and procedure review.
- Assists in evaluating and implementing compensation, performance assessments and/or benefits programs.
- Assists in planning, developing, and implementing training programs specific to compensation or benefits administration enhancements or changes to assist with management and employee communications regarding changes.
- Communicates with, and advises supervisors, managers, and employees on related services, resources, laws and policies associated with compensation, benefits, or human resource statistical reports.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:
Bachelor's degree in Personnel Management, Human Resources Management, Public Administration, Business Administration or a directly related field AND three (3) years of experience in Human Resources Administration or 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:
Valid Texas Driver's License.

Preferred:
Senior Professional in Human Resources (SPHR); OR, Professional in Human Resources Certification (PHR).
Certified Compensation Professional (CCP); OR, Certified Benefits Professional (CBP).
Certified Employee Benefits Specialist (CEBS).

Knowledge, Skills, and Abilities:
Knowledge of:
- Principles and practices of human resource management.
- Federal, State, and Local laws, statutes, and regulations relating to the field.
- Analyzing and evaluating data; in providing recommendations; in using automated human resource management systems.

TRAVIS COUNTY JOB DESCRIPTION
DRAFT

JOB TITLE: Human Resources Analyst II

JOB CODE:	20348	**FLSA STATUS:**	Exempt
PAY GRADE:	20	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Knowledge of: (Cont.)
- Federal, State and Local regulations, codes and laws: Title VII of Civil Rights Act, Equal Pay Act, FLSA, ADA, FMLA, EEOC, I-9.
- State and local government budget, planning, systems, documents, issues, and trends.
- Recent Human Resources developments and current literature.
- HRIS systems.
- Training programs.
- County policies, procedures and terminology.
- 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:
- Human Resources rules, policies and procedures.
- Applying Human Resources and consulting methods.
- Developing reports and conducting data analysis.
- Problem-solving and decision-making.
- Explaining complicated technical problems in simple non-technical language.
- Both verbal and written communication.

Ability to:
- Evaluate human resources problems and issues.
- Interpret policies, procedures, and Federal, State and Local applicable laws.
- Exercise sound judgment and make decisions.
- Respond to inquiries.
- Work independently and as part of a team.
- Convey complex ideas and concepts verbally and in writing.
- Communicate goals to a wide and diverse audience.
- Prepare and conduct training.
- Manage time well, perform multiple tasks and organize diverse activities.
- Make appropriate and effective public presentations.
- 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 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.

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: Human Resources Analyst Senior

JOB CODE:	22354	**FLSA STATUS:**	Exempt
PAY GRADE:	22	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Performs advanced analysis of human resources related projects and programs. Performs technical analysis on assigned compensation, benefits or related human resources issues. Assists in higher-level analysis projects. This position works under direction with increasing latitude for independent judgment. Performs a variety of professional analytical work involved in the planning and implementation of Travis County's compensation systems and programs. Assists in the evaluation of compensation, benefit, retirement, or related programs, policies and procedures consistent with professional standards and in compliance with the County's policies and procedures.

DISTINGUISHING CHARACTERISTICS:

This is a job classification within the Human Resources job family. This is the senior Human Resources Analyst position. Performs advanced analysis and professional level Human Resource Management duties.

DUTIES AND RESPONSIBILITIES:

- Performs highly technical analysis in designing, developing, and implementing innovative compensation, benefit, human resource, economic, or retirement systems, policies, programs, procedures and guidelines for Travis County. Ensures compliance with regulatory laws and County directives.
- Reviews and evaluates existing programs and monitors effectiveness. Researches and models trends and recommends improvements.
- Conducts more complex analysis studies to determine proper classifications, market pricing, benefits cost, retirement planning.
- Analyzes market and internal equity of jobs to ensure countywide consistency and equity. Analyzes position questionnaires, conducting desk audits of positions to enhance job analysis. Makes recommendations for proper classification and market to management.
- Performs specialized compensation analysis of supplemental pay practices, salary structures, benefit experience rates, recruitment and retention initiatives.
- Participates in external market salary, benefit, retirement, or best practices surveys and may conduct surveys to supplement third-party and public sector market data sources.
- Creates, revises, and maintains job descriptions for County jobs.
- Researches, drafts, and provides input toward new and/or revised compensation, benefit, retirement-related policies and procedures. Consults with department management, external public, and/or private sector organizations, as required, to facilitate policy development.
- Develops databases and spreadsheets and prepares statistical reports and analysis. Provides input towards fiscal impact reports of new or revised compensation, benefit, or Human Resource research programs, and analytical studies.
- Maintains thorough and current knowledge of Federal, State and Local compensation, benefit or retirement laws, policies and practices and County directives to ensure organizational compliance and facilitate meeting the business needs of the organization. Remains abreast of best practices and industry standards associated with these disciplines.
- Assists in the administration of compensation, benefits, or statistical human resources functions to Travis County departments, including collaboration with department's management.
- Identifies, analyzes, and recommends solutions for various compensation, benefits and/or human resources problems, monitoring implementation of agreed upon actions until problems are resolved.

TRAVIS COUNTY JOB DESCRIPTION
DRAFT

JOB TITLE: Human Resources Analyst Senior

JOB CODE:	22354	**FLSA STATUS:**	Exempt
PAY GRADE:	22	**LAST REVISED:**	10/01/09

DUTIES AND RESPONSIBILITIES: (Cont.)

- Researches and compiles data for compensation, benefits or Human Resource measurements for reports, analysis and management utilization. Conducts project analysis. Develops and maintains knowledge and skill in the use of computerized tools, databases, spreadsheets and communication techniques.
- Reviews and evaluates policies, procedures, and programs, within specialized human resource analytical areas and recommends changes or improvements, as required.
- Assists in the development of written communications material, including correspondence, policy revisions, reports, employee manuals, articles for publications and other informational materials. Assists in the communication of policies to organizational staff through the use of memorandums, meetings, training programs and individual contacts.
- Assists in organizational development processes specific to compensation, benefits, and/or human resource measurement including performing departmental on-site audits and conducting specialized classes. Participates in continuous quality improvement strategies, practices, training and processes.
- Assists in analyzing, developing, and recommending the implementation of total compensation strategies or systems.
- Performs job analysis, job documentation, job evaluations, benefits analysis, turnover, cost to hire, Human Resource performance analysis and metrics, and policy and procedure review.
- Evaluates and implements compensation, performance assessment and/or benefits programs.
- Assists in the planning, development, and implementation of training programs specific to compensation or benefits administration enhancements or changes to assist with management and employee communications regarding changes.
- Communicates with, and advises supervisors, managers, and employees on related services, resources, laws and policies associated with compensation, benefits, or human resource statistical reports.
- Assists in policy formulation, consultations, and implementation of highly advanced compensation, benefits, or Human Resource generalist programs, policies and/or procedures.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:
Bachelor's degree in Personnel Management, Human Resources Management, Public Administration, Business Administration or a directly related field AND five (5) years of experience in Human Resources Administration or 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:
Valid Texas Driver's License.

Preferred:
Senior Professional in Human Resources (SPHR); OR, Professional in Human Resources Certification (PHR).
Certified Compensation Professional (CCP); OR, Certified Benefits Professional (CBP).
Certified Employee Benefits Specialist (CEBS).

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TRAVIS COUNTY JOB DESCRIPTION
DRAFT

JOB TITLE: Human Resources Analyst Senior

JOB CODE:	22354	**FLSA STATUS:**	Exempt
PAY GRADE:	22	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Knowledge, Skills, and Abilities:

Knowledge of:

- Federal, State and Local regulations, codes and laws: Title VII of Civil Rights Act, Equal Pay Act, FLSA, ADA, FMLA, EEOC, I-9.
- State and local government budget, planning, systems, documents, issues, and trends.
- Recent Human Resources developments and current literature.
- HRIS systems.
- Training programs.
- County policies, procedures and terminology.
- Office management.
- Service oriented leadership and hands on practitioner.
- 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:

- Human Resources rules, policies and procedures.
- Project management.
- Applying Human Resources and consulting methods.
- Developing reports and conducting data analysis.
- Problem-solving and decision-making.
- Explaining complicated technical problems in simple non-technical language.
- Both verbal and written communication.

Ability to:

- Evaluate human resources problems and issues.
- Interpret policies, procedures, and Federal, State and Local applicable laws.
- Exercise sound judgment and make decisions.
- Respond to inquiries.
- Work independently and as part of a team.
- Convey complex ideas and concepts verbally and in writing.
- Communicate goals to a wide and diverse audience.
- Prepare and conduct training.
- Manage time well, perform multiple tasks and organize diverse activities.
- Make appropriate and effective public presentations.
- 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 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.

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: Human Resources Analyst Specialist

JOB CODE:	24355	**FLSA STATUS:**	Exempt
PAY GRADE:	24	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Performs highly advanced analysis of human resources related projects and programs. Performs technical analysis on assigned compensation, benefits or related human resources issues. Assists in advanced analysis projects. This position works under minimal direction having extensive latitude for independent judgment. Performs a variety of highly technical analytical work involved in the planning and implementation of Travis County's compensation systems and programs. Plans, develops, recommends, facilitates implementation of and evaluates compensation, benefit, retirement, or related programs, policies and procedures consistent with the County's philosophy to meet organizational needs. Ensures compliance with County policies and procedures. Assists in the evaluation of compensation, benefit, retirement, or related programs, policies and procedures consistent with professional standards and in compliance with the County's policies and procedures.

DISTINGUISHING CHARACTERISTICS:

This is a job classification within the Human Resources job family. Highest Human Resources Analyst position. This position performs highly advanced analysis and professional level human resource management duties. This position may require a flexible work schedule in order to meet the needs of the organization.

DUTIES AND RESPONSIBILITIES:

- Performs highly technical analysis in designing, developing, and implementing innovative compensation, benefit, human resource, economic, or retirement systems, policies, programs, procedures and guidelines for Travis County. Ensures compliance with regulatory laws and County directives.
- Reviews and evaluates existing programs and monitors effectiveness. Researches and models trends and recommends improvements.
- Conducts complex analysis studies to determine proper classifications, market pricing, benefits cost, and retirement planning.
- Analyzes market and internal equity of jobs to ensure countywide consistency and equity. Analyzes position questionnaires, conducts desk audits of positions to enhance job analysis. Makes recommendations for proper classification and market to management.
- Performs specialized compensation analysis of supplemental pay practices, salary structures, benefit experience rates, recruitment and retention initiatives.
- Participates in external market salary, benefit, retirement, or best practices surveys and may conduct surveys to supplement third-party and public sector market data sources.
- Creates, revises, and maintains job descriptions for County jobs.
- Researches, drafts, and provides input toward new and/or revised compensation, benefit, retirement-related policies and procedures. Consults with department management, external public, and/or private sector organizations, as required, to facilitate policy development.
- Develops databases and spreadsheets and prepares statistical reports and analysis. Provides input towards fiscal impact reports of new or revised compensation, benefit, or human resources research programs, and analytical studies.
- Maintains thorough and current knowledge of Federal, State and Local compensation, benefit or retirement laws, policies and practices and County directives to ensure organizational compliance and facilitate meeting the business needs of the organization. Remains abreast of best practices and industry standards associated with these disciplines.
- Assists in the administration of compensation, benefits, or statistical human resources functions to Travis County departments, including collaboration with department's management.
- Identifies, analyzes, and recommends solutions for various compensation, benefits and/or human resources problems, monitoring implementation of agreed upon actions until problems are resolved.

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TRAVIS COUNTY JOB DESCRIPTION
DRAFT

JOB TITLE: Human Resources Analyst Specialist

JOB CODE:	24355	**FLSA STATUS:**	Exempt
PAY GRADE:	24	**LAST REVISED:**	10/01/09

DUTIES AND RESPONSIBILITIES: (Cont.)

- Researches and compiles data for compensation, benefits or human resources measurements for reports, analysis and management utilization. Conducts project analysis. Develops and maintains knowledge and skill in the use of computerized tools, databases, spreadsheets and communication techniques.
- Reviews and evaluates policies, procedures, and programs, within specialized human resource analytical areas and recommends changes or improvements, as required.
- Provides consulting to elected and appointed officials, executive managers, department heads, human resources coordinators and other departmental staff. Identifies issues, analyzes and recommends solutions. Monitors implementation of approved recommendations, as required.
- Functions as a specialist in chosen human resources discipline and serves as a lead analyst providing direction and training to less experienced staff members, reviewing and monitoring their work.
- Advises, counsels, directs, and administers compensation, benefits, or statistical human resources functions to Travis County departments, including collaboration with department's upper management in selection and implementation of human resources programs. Develops and implements processes for standard operating procedures for departments. Provides guidance for special project and analysis requests. Mentor's and trains department liaisons, supervisors and managers on human resources processes, policies and procedures. Provides guidance to elected officials on compensation, benefit, or statistical human resources issues.
- Assists in the development of written communications material, including correspondence, policy revisions, reports, employee manuals, articles for publications and other informational materials. Assists in the communication of policies to organizational staff through the use of memorandums, meetings, training programs and individual contacts.
- Assists in organizational development processes specific to compensation, benefits, and human resource measurement including performing departmental on-site audits and conducting specialized classes. Participates in continuous quality improvement strategies, practices, training and processes.
- Assists in analyzing, developing, and recommending the implementation of total compensation strategies or systems.
- Performs job analysis, job documentation, job evaluation, benefits analysis, turnover, cost to hire, human resources performance analysis and metrics, and policy and procedure review.
- Maintains thorough and current human resource knowledge specific to compensation, benefits, or human resource measurement and advises administrators, department management, staff, and employees on Federal and State laws and regulations, and County human resource policies, wage and salary administration rules and payroll rules, COBRA, ERISA, as required. Assures compliance with regulatory laws and County directives, as required.
- Evaluates and implements compensation, performance assessment and benefits programs.
- Assists in the planning, development, and implementation of training programs specific to compensation or benefits administration enhancements or changes to assist with management and employee communications regarding changes.
- Communicates with, and advises supervisors, managers, and employees on related services, resources, laws and policies associated with compensation, benefits, or human resource statistical reports.
- Assists in policy formulation, consultation, and implementation of highly advanced compensation, benefits, or human resources generalist programs, policies and/or procedures.
- Performs other job-related duties as assigned.

TRAVIS COUNTY JOB DESCRIPTION
DRAFT

JOB TITLE: Human Resources Analyst Specialist

JOB CODE:	24355	**FLSA STATUS:**	Exempt
PAY GRADE:	24	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS:

Education and Experience:
Bachelor's degree in Personnel Management, Human Resources Management, Public Administration, Business Administration or a directly related field AND six (6) years of increasingly responsible experience in a human resources area of specialization or 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:
Valid Texas Driver's License.

Preferred:
Senior Professional in Human Resources (SPHR); OR, Professional in Human Resources Certification (PHR).
Certified Compensation Professional (CCP); OR, Certified Benefits Professional (CBP).
Certified Employee Benefits Specialist (CEBS).

Knowledge, Skills, and Abilities:
Knowledge of:
- Federal, State and Local regulations, codes and laws: Title VII of Civil Rights Act, Equal Pay Act, FLSA, ADA, FMLA, EEOC, I-9.
- Principles, procedures, practices, programs, systems, methods, and techniques of Compensation.
- SHRM and World at Work publications and websites; AHRMA and Central Texas Comp and Benefits Assoc websites; Bureau of Labor Statistics (BLS) and other publications; human resources related websites.
- Third party salary and benefit surveys (e.g., Mercer, Watson Wyatt, Hay, Aon); public sector surveys (e.g., Texas Assoc of Counties, Texas Municipal League); Federal, State and Local legislative websites; human resources textbooks and journals.
- Travis County policy and budget manuals; organization websites (Federal, State, City, County); any other human resources reference material.
- Job analysis.
- State and local government budget, planning, systems, documents, issues, and trends.
- Recent Human Resources developments and current literature.
- Principles of project management.
- Advanced methods used in Compensation.
- HRIS systems.
- Intermediate to advanced MS Excel.
- Statistical analysis.
- Training programs.
- County policies, procedures and terminology.
- Organizational design methodology.
- Office management.
- Service oriented leadership and hands on practitioner.
- 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: Human Resources Analyst Specialist

JOB CODE:	24355	**FLSA STATUS:**	Exempt
PAY GRADE:	24	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Skill in:
- Creating policies and procedures.
- Human Resources rules, policies and procedures.
- Project management.
- Working with executive management, and Elected and Appointed officials.
- Applying Human Resources and consulting methods.
- Developing reports and conducting data analysis.
- Problem-solving and decision-making.
- Explaining complicated technical problems in simple non-technical language.
- Both verbal and written communication.

Ability to:
- Conduct market salary surveys.
- Evaluate human resources problems and issues.
- Coordinate, plan, and prioritize programs, projects, and activities.
- Interpret policies, procedures, and Federal, State and Local applicable laws.
- Exercise sound judgment and make decisions.
- Respond to inquiries.
- Work independently and as part of a team.
- Perform technical research, calculations and computations, and prepare plans and reports.
- Convey complex ideas and concepts verbally and in writing.
- Communicate goals to a wide and diverse audience.
- Prepare and conduct training.
- Manage time well, perform multiple tasks and organize diverse activities.
- Perform in a fast-paced and stressful environment, while maintaining a professional manner.
- Make appropriate and effective public presentations.
- 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 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.

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: Human Resources Manager I

JOB CODE:	24370	**FLSA STATUS:**	Exempt
PAY GRADE:	24	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Manages and administers broad professional level human resource management programs for an operating unit within the County in partnership with upper management and the County's Human Resources Management Department. Serves in a management consultant role to the Department Head and management team on organizational development and strategic Human Resources planning for the department. Serves in a key leadership role fostering positive labor-relations within the department and Union (as applicable). Manages and facilitates effective problem-solving processes and employee relations throughout the organization. Ensures department's compliance with applicable Federal, State, County, and Local employment laws and regulations. Develops and maintains key relationships and alliances with relevant County, City and State management staff. Directs the coordination of administrative processing and record keeping for all personnel actions for the department; including hiring, staffing, compensation, benefits, performance and leave. Frequently consults with administrators, supervisors, and line staff on specific Human Resources areas such as hiring, compensation, benefits, employee relations, and training. Provides information regarding Human Resources policies and procedures. This position works under minimal direction with considerable latitude for independent judgment.

DISTINGUISHING CHARACTERISTICS:

This is a job classification within the Human Resources job family. Management position for small to medium scope operating units within the County (based on budget and employee size). This classification may require a flexible work schedule in order to meet the needs of the department.

DUTIES AND RESPONSIBILITIES:

- Schedules, monitors and deploys human, operating, and capital resources to accomplish departmental policies, plans, and programs and achieves performance outcome measures. Assists in the development of program goals, initiatives and best practices; ensuring adherence to and compliance with applicable Federal, State and Local laws and departmental and County policies and practices.
- Supervises, evaluates and disciplines employees. Resolves conflicts. Oversees and directs employee development activities such as progressive training and development, motivation, and goal setting.
- Provides competent directions, advice and counsel to the Department Head, Division Directors, Managers and Supervisors regarding Human Resources Management issues. Facilitates problem-solving strategies. Serves as a liaison and works in cooperation with the County's HRMD, the County Attorney's office and the Union, as required.
- Counsels and coaches employees on issues, concerns and grievances related to professional development and other work-related issues. Provides direction to management and employees on conflict resolution; researching, reporting and responding to informal and blind formal complaints. Provides advice, preparation and response to grievance hearings, pre-deprivation meetings, alternative dispute resolution/mediation and EEOC/TCHR complaints.
- Directs the administration, coordination and communication of policies and procedures regarding various Human Resources laws and practices including: EEO, FMLA, Workers Compensation, ADA, FLSA, hiring/staffing, compensation and associated record keeping. Provides management support, direction and evaluation of professional Human Resources support staff in carrying out these functions.
- Provides leadership in the development of departmental organizational and staff development strategies. Designs, develops, presents, coordinates, facilitates and evaluates learning strategies and training programs and initiatives for department employees.
- Provides advice and recommendations pertaining to department's performance management systems and strategies.

TRAVIS COUNTY JOB DESCRIPTION
DRAFT

JOB TITLE: Human Resources Manager I

JOB CODE:	24370	**FLSA STATUS:**	Exempt
PAY GRADE:	24	**LAST REVISED:**	10/01/09

DUTIES AND RESPONSIBILITIES: (Cont.)

- Directs, develops and monitors organizational policies and operating procedures. Interprets and explains personnel policies, including performance evaluations, equal employment opportunity, sexual harassment and discipline, as required. Implements, communicates and effectively uses policies and procedures to manage the organization. Coordinates with division directors, departments, agencies and organizations to accomplish goals and objectives.
- Directs and administers the organization's recruitment and hiring process.
- Supervises background investigators and Human Resources staff, which administer recruiting; advertising; hiring process; promotional process; licensing; PAF's; payroll; medical case files; and background investigations.
- Provides recommendations to upper management for all Human Resources needs, which includes the recruiting and hiring process, compensation, benefits administration, disciplinary issues, FLSA, FMLA, ADEA, ADA, Workers Compensation and EEO.
- Administers, reviews, and provides recommendations to upper management concerning market analysis, compensation justification, budget information for new positions, reclassifications, job postings, and Position Analysis Questionnaire content.
- In cooperation with upper management and other Department supervisors, plans, proposes and implements Human Resources policies, procedures, and operating practices.
- Fills vacant Human Resources staff positions utilizing the job task analysis, and completing vacancy announcement requests, preparing hiring process materials, conducting interviews, and making candidate selections.
- Provides direction to personnel in the completion of staffing, training, benefits administration, compensation administration and employee relations functions at a tactical level. Leads, directs and coordinates strategic initiatives with staff, peers and customers to foster continuing improvements in processes and services. Manages and evaluates the performance of Human Resources professionals and administrative staff.
- Consults with managerial and executive staff regarding employment decisions, policy interpretation, disciplinary action review, staffing options, compensation determinations, insurance and benefit offerings, and training and development opportunities.
- Manages the design and development of curriculum for adult learners and implements training programs, as required.
- Procures training and development services from vendors including price negotiations, contract review, and curriculum content analysis.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:
Bachelor's degree in Personnel Management, Human Resources Management, Public Administration, Business Administration, Organizational Development or a directly related field AND six (6) years of directly related demonstrated experience as to assigned Human Resources position; including one (1) years of mid to senior level supervisory or management experience. Prefer candidates who demonstrate requisite job knowledge and additional competencies including organizational commitment, teamwork, negotiations, change management, adaptability, conflict resolution, initiative, and 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.

TRAVIS COUNTY JOB DESCRIPTION
DRAFT

JOB TITLE: Human Resources Manager I

JOB CODE:	24370	**FLSA STATUS:**	Exempt
PAY GRADE:	24	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Licenses, Registrations, Certifications, or Special Requirements:
Valid Texas Driver's License.

Preferred:
Master's degree in Personnel Administration, Human Resources Management, Public Administration, Business Administration or a directly related field.
Certified Compensation Professional (CCP); OR, Certified Benefits Professional (CBP).
Senior Professional in Human Resources (SPHR); OR, Professional in Human Resources Certification (PHR).
Specialized coursework in the area of Human Resources.

Knowledge, Skills, and Abilities:
Knowledge of:
- Federal, State and Local regulations, codes and laws: Employment laws and Affirmative Action, Title VII of Civil Rights Act, Equal Pay Act, FLSA, ADA, FMLA, EEOC, I-9.
- Principles and practices of Human Resources management.
- Management and supervisory principles, practices and techniques.
- State and local government budget, planning, systems, documents, issues, and trends.
- County policies, procedures and terminology.
- Recent Human Resources developments and current literature.
- Innovative Human Resources programs.
- Various countywide and regional resources.
- Budget preparation.
- Office management.
- Service oriented leadership and hands on practitioner.
- Computer equipment to include word processing, spreadsheets, databases and a variety of software packages.
- Developed analytical, organizational, and communication skills.
- Business letter writing, grammar and punctuation, and report preparation.

Skill in:
- Developing, implementing, interpreting, applying and enforcing Human Resources policies and procedures per laws, rules, regulations, and codes.
- Creating policies and procedures.
- Applying Human Resources methods.
- Supervisory principles, practices and techniques.
- Developing budgets and programmatic evaluation tools.
- Problem-solving and decision-making.
- Customer service delivery.
- Explaining complicated technical problems in simple non-technical language.
- Using information systems such as HRIS.
- Both verbal and written communication.

Ability to:
- Manage, plan, assign, supervise, motivate, train, evaluate and supervise professional and administrative support staff.
- Interpret policies, procedures, and Federal, State and Local applicable laws.
- Manage, plan, organize, prioritize, and implement department programs, projects, functions, operations and activities.
- Provide management and team building.
- Prepare and conduct training.
- Convey complex ideas and concepts verbally and in writing.
- Work independently as well as in a team environment.

TRAVIS COUNTY JOB DESCRIPTION
DRAFT

JOB TITLE: Human Resources Manager I

JOB CODE:	24370	**FLSA STATUS:**	Exempt
PAY GRADE:	24	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Ability to: (Cont.)
- Manage time well and perform multiple tasks, and organize diverse activities.
- Exercise sound judgment and make decisions.
- Organize varied work assignments and meet appropriate priorities.
- 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.

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 for 10/1/09

JOB TITLE: Human Resources Manager II

JOB CODE:	26371	**FLSA STATUS:**	Exempt
PAY GRADE:	26	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Responsible for management and supervision of the planning, development, implementation, administration, and budgeting of most or all of the following Human Resources functions: staffing, training, employee relations, employment investigation, complaint investigation, background investigations, organizational development, affirmative action, and HRIS. Establishes operational objectives and assignments, and delegating assignments to subordinate staff. Develops, interprets, and recommends program goals and objectives, policies, procedures, and courses of action. Administers and interprets procedures; provides advice and counsel to managers and supervisors based on sound administrative and personnel practices, policy, and ensures compliance with laws and regulations. Directs the development of staffing strategies; streamlines and enhances staffing systems, tracking, reporting, and analysis. Manages and evaluates staff performance. Consults with managerial and executive staff countywide regarding policy and Human Resources practice decisions. Manages and administers payroll functions and supervise Human Resources/Payroll positions. Manages assigned staff and reports to the Department Head.

DISTINGUISHING CHARACTERISTICS:

This is a job classification within the Human Resources job family. Senior level Human Resources Management position for large scope operating units (based on budget and employee size) and / or a corporate functional management department. This classification may require a flexible work schedule in order to meet the needs of the department.

DUTIES AND RESPONSIBILITIES:

- Manages and evaluates the performance of Human Resources professionals and administrative staff.
- Consults with managerial and executive staff countywide regarding employment decisions, policy interpretation, disciplinary action review, staffing options, compensation determinations, insurance and benefit offerings, and training, professional development opportunities and HRIS.
- Provides recommendations to upper management for all Human Resources needs, which includes the recruiting and hiring process, compensation, benefits administration, disciplinary issues, employment laws and Affirmative Action, Title VII of Civil Rights Act, Equal Pay Act, FLSA, ADA, FMLA, EEOC, I-9.
- In cooperation with upper management and other County supervisors, plans, proposes and implements Human Resources policies, procedures, and operating practices.
- Directs and administers the organization's recruitment and hiring process.
- Develops and maintains the organization's Affirmative Action and / or EEO Plan.
- Manages and provides direction to personnel in the completion of staffing, training, employee relations, employment investigation, complaint investigation, background investigations, organizational development, affirmative action, and HRIS at a tactical level. Leads, directs and coordinates strategic initiatives with staff, peers and customers to foster continuing improvements in processes and services.
- Manages functions including disciplinary and complaint/grievance processes, new employee orientation, recruiting, posting job vacancies, applicant tracking, employee recognition, training, tuition refunds and unemployment claims. Consults with management on a wide range of Human Resources issues, programs, policies, initiatives, and procedures to accomplish objectives.
- Initiates projects that support customer needs that may include organizational studies and analysis and provides recommendations on appropriate course of action, customized training and recruitment strategies. Prepares narrative, administrative, statistical and analytical reports.

TRAVIS COUNTY JOB DESCRIPTION

DRAFT for 10/1/09

JOB TITLE: Human Resources Manager II

JOB CODE:	26371	**FLSA STATUS:**	Exempt
PAY GRADE:	26	**LAST REVISED:**	10/01/09

DUTIES AND RESPONSIBILITIES: (Cont.)

- Administers unemployment insurance processes, employee recognition and employee assistance programs.
- Oversees employee training and tuition refund programs.
- Functions as HR department manager on all matters relating to HRIS. Serves as technical manager for HR process design, re-design and improvement and requirement definitions. Provides hands-on functional support, consultation, development and maintenance of Human Resources data management systems. Provides technical and analytical support to the HR department for information system needs.
- Serves a HRIS functional and technical Human Resources subject expert.
- Serves as an interface between internal and external customers and core team members to ensure delivery of HRIS.
- Manages active participation for process improvement and solutions to proactively use approaches and methods in using HRIS, up to and including solutions of creating efficiencies and effective business solutions. Partners with departments to analyze work process and flow. Recommends policies and procedures to support streamline work flow and process efficiencies and improvements.
- Provides vision, planning, project management for the HRIS integrated framework for all HR applications and systems. Participates in testing, upgrades and new configurations for HRIS; include ensuring systems are maintained. Adheres to project plans and schedules.
- Keeps abreast of market trends related to Human Resources issues and legislative or regulatory trends.
- Schedules, monitors and deploys human, operating, and capital resources to accomplish policies, plans, and programs and achieve performance outcome measures.
- Supervises, evaluates and disciplines employees. Resolves conflicts. Oversees and directs employee development activities such as progressive training and development, motivation, and goal setting.
- Directs, develops and monitors organizational policies and operating procedures. Interprets and explains personnel policies, including performance evaluations, equal employment opportunity, sexual harassment and discipline as appropriate. Implements, communicates and effectively uses policies and procedures to manage the organization. Coordinates with division directors, departments, agencies and organizations to accomplish goals and objectives.
- Supervises background investigators and Human Resources staff, which administer recruiting; advertising; hiring process; promotional process; licensing; PAF's; payroll; medical case files; and background investigations.
- Administers, reviews, and provides recommendations to upper management concerning job analysis projects, compensation justification, budget information for new positions, reclassifications, job postings, and Position Analysis Questionnaire (PAQ) content.
- Fills vacant Human Resources staff positions utilizing the job task analysis, and completing vacancy announcement requests, preparing hiring process materials, conducting interviews, and making candidate selections.
- Procures consulting services from vendors to include price negotiations, contract review, and content/scope analysis.
- Manages and investigates alleged policy violations such as harassment, discrimination, theft and workplace violence.
- Manages the design and development of curriculum for adult learners and implements training programs, as required.
- Procures training and development services from vendors including price negotiations, contract review, and curriculum content analysis.
- Performs other job-related duties as assigned.

TRAVIS COUNTY JOB DESCRIPTION

DRAFT for 10/1/09

JOB TITLE: Human Resources Manager II

JOB CODE:	26371	**FLSA STATUS:**	Exempt
PAY GRADE:	26	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Education and Experience:
Bachelor's degree in Personnel Management, Human Resources Management, Public Administration, Business Administration, Organizational Development, Information Systems, Computer Science or a directly related field AND seven (7) years of directly related demonstrated experience as to assigned Human Resources position, including three (3) years of mid to senior level supervisory or management experience, including four (4) years of which must have been in a responsible position within employee relations or HRIS system-related HR solutions projects or Compensation or Benefits or EEO/AA compliance or an HR associate or assistant department head. Prefer candidates who demonstrate requisite job knowledge and additional competencies including organizational commitment, teamwork, negotiations, change management, adaptability, conflict resolution, initiative, and project management. Experiences should include training delivery;

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 Personnel Administration, Human Resources Management, Public Administration, Business Administration or a directly related field.
Certified Compensation Professional (CCP); OR, Certified Benefits Professional (CBP).
Microsoft Office Suite Certification.
Senior Professional in Human Resources (SPHR); OR, Professional in Human Resources Certification (PHR).
Certified Mediator.
HR Generalist background and experiences needed to manage Human Resources programs, processes and initiatives including compensation, HRIS, benefits, wellness, affirmative action, staffing, training, employee relations, program development, process improvements, organizational development, legal interpretation, complaint investigation and reporting; grievance processes and outreach, and discipline/discharge procedures.
HRIS systems implementation experience, including requirements analysis, data migration, software application testing and implementation.

Knowledge, Skills, and Abilities:
Knowledge of:

- Federal, State and Local regulations, codes and laws: Employment laws and Affirmative Action, Title VII of Civil Rights Act, Equal Pay Act, FLSA, ADA, FMLA, EEOC, I-9.
- Principles and practices of Human Resources management.
- Leading-edge Enterprise Resource Planning (ERP) solutions, HRIS applications and systems development.
- Texas Workforce Commission – Civil Rights Division and Texas Governor's Committee on Disabilities.
- Leadership.
- Investigative processes and discrimination theories.
- Training programs.
- Organizational design methodology.
- State and local government budget, planning, systems, documents, issues, and trends.
- County policies, procedures and terminology.
- Recent Human Resources developments and current literature.
- Innovative Human Resources programs.
- Negotiating and coordinating changes to Human Resources rules, policies and procedures.

TRAVIS COUNTY JOB DESCRIPTION
DRAFT for 10/1/09

JOB TITLE: Human Resources Manager II

JOB CODE:	26371	**FLSA STATUS:**	Exempt
PAY GRADE:	26	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Knowledge of: (Cont.)
- Principles of project management, including scheduling, estimating, budgeting.
- Advanced methods in Compensation.
- EEO best practices Human Resources compliance law, and policy & procedure development and interpretation.
- Computer competency and HRIS systems.
- Analyzing, designing, and developing systems and applications.
- HR processes, data, database design, structure, and functions.
- Information systems design, implementation and maintenance, including database applications.
- Intermediate to advanced MS Excel.
- Various countywide and regional resources.
- Statistical and trend analysis.
- Office management.
- Service oriented leadership and hands on practitioner.
- Computer equipment to include word processing, spreadsheets, databases and a variety of software packages.
- Developed analytical, organizational, and communication skills.
- Business letter writing, grammar and punctuation, and report preparation.

Skill in:
- Developing, implementing, interpreting, applying and enforcing Human Resources policies and procedures per laws, rules, regulations, and codes.
- Contract management and project management.
- Creating policies and procedures.
- Developing budgets and programmatic evaluation tools.
- Compiling data and generating reports.
- Coordinating changes to Human Resources rules, policies and procedures.
- Project management.
- Working with executive management and Elected and Appointed officials.
- Applying Human Resources and consulting methods.
- Supervisory principles, practices and techniques.
- System-related projects, which may include payroll, position control, budgeting, compensation management, report generation, forms, staffing, training, recruiting, employee relations, benefits, new hire orientation, government compliance, performance management, employee self service, electronic filing, dealing with vendors, and organizational development.
- HR database management.
- Using information systems such as HRIS.
- Using databases and other information systems tools.
- Developing reports and conducting data analysis.
- Participating and applying project planning skills that may require the revision, development and/or re-design of existing Compensation program.
- Problem-solving and decision-making.
- Explaining complicated technical problems in simple non-technical language.
- Customer service delivery.
- Both verbal and written communication.

TRAVIS COUNTY JOB DESCRIPTION

DRAFT for 10/1/09

JOB TITLE: Human Resources Manager II

JOB CODE:	26371	**FLSA STATUS:**	Exempt
PAY GRADE:	26	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Ability to:

- Manage, plan, assign, supervise, motivate, train, evaluate and supervise professional and administrative support staff.
- Interpret policies, procedures, and Federal, State and Local applicable laws.
- Lead and implement continuous improvement processes.
- Evaluate Human Resources problems and issues and recommend effective technical HRIS-related solutions.
- Manage, plan, organize, prioritize, and implement department programs, projects, functions, operations and activities.
- Convey complex ideas and concepts verbally and in writing.
- Provide management and team building.
- Communicate goals to a wide and diverse audience.
- Prepare and conduct training.
- Work independently as well as in a fast paced team environment.
- Design and deliver training.
- Respond to inquiries.
- Manage time well, perform multiple tasks, and organize and prioritize diverse activities, changing priorities and follow through to completion.
- Exercise sound judgment and make decisions.
- Organize varied work assignments and meet appropriate priorities.
- Ensure compliance with assigned guidelines, processes and procedures.
- Perform in a fast-paced and stressful environment while maintaining a professional manner.
- Make appropriate and effective public presentations.
- Establish and maintain effective working relationships with County employees and officials, all levels of management, other Department Heads, departmental clientele, representatives of outside agencies and providers, other County employees and officials, and the 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.

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: HRIS Specialist

JOB CODE:	24372	**FLSA STATUS:**	Exempt
PAY GRADE:	24	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Under administrative direction of department head. Serves as key liaison and technical point-of-contact with other stakeholders and provides hands-on functional support, consultation, development, and maintenance of human resources data management systems. Assists subject matter experts to ensure data integrity, upgrades and testing of system changes, running queries, analyzing data and standard report writing. Researches and resolves data management problems. Recommends solutions or alternate methods to meet requirements. Develops procedures, guidelines and documentation to train on new processes and new system users. Provides project management for a given HR initiative.

DISTINGUISHING CHARACTERISTICS:

This is a job classification within the Human Resources job family. This classification is responsible for performing highly technical and advanced HRIS work while serving as a functional HR generalist. This classification typically reports to the department head. This classification may require a flexible work schedule in order to meet the needs of the department.

DUTIES AND RESPONSIBILITIES:

- Functions as a key liaison and technical point-of-contact with other stakeholders and provides hands-on functional support, consultation, development and maintenance of human resources data management systems. Serves as a technical consultant in planning, researching, designing, developing and implementing new organization-wide information systems.
- Maintains the accuracy and integrity of human resources information through all stages of system design, development, testing, implementation, upgrade and change. Creates and recommends systems solutions necessary to implement the department's vision for improved HRIS services and increased options for web-based self-service. Contributes to the functional specifications for new systems development and enhancement.
- Functions as HR departmental lead and point of contact on all matters relating to HRIS. HR process design, redesign and improvement and requirements definition.
- Develops, maintains and supports a variety of HR-related reports and queries utilizing appropriate reporting tools. Designs and generates databases, tools and management reports, to support the information needs.
- Develops user procedures, guidelines and documentation in support of all applications. Delivers end-user technology support and training.
- Researches best HR practices/processes for all HR functions, including HRIS and incorporates in the development and implementation of effective and efficient information systems. Reviews and evaluates existing programs, practices and systems to identify opportunities for systems improvements.
- Maintains thorough and current knowledge of Federal, State and Local HR-related laws, policies and practices and County directives to ensure organizational compliance and facilitates meeting the business needs of the organization.
- Supports functional testing, upgrades and enhancements of systems; provides detailed analysis and documentation of upgrade changes and makes recommendations; communicates to end users.
- Tracks relevant HR measures, creates and generates complex qualitative and quantitative reports and analysis, consults internally and externally on information systems and human resources policies and procedures.
- Communicates both orally and in writing representing HRMD to Commissioners Court, departments, other public and private sector entities, and the public, as required of position and assigned. Develops and fosters partnerships to define workable business solutions that support business requirements.
- Performs other job-related duties as assigned.

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: HRIS Specialist

JOB CODE:	24372	**FLSA STATUS:**	Exempt
PAY GRADE:	24	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS:

Education and Experience:
Bachelor's degree in Personnel Management, Public Administration, Business Administration, Human Resources Management, Information Systems, Computer Science or a directly related field AND six (6) years of increasingly responsible HRIS or Human Resources generalist or specialist experiences and previous exposure, including a minimum of three (3) years project management experiences through active participation in system-related projects, which may include payroll, position control, budgeting, compensation management, report generation, forms, staffing, training, recruiting, employee relations, benefits, new hire orientation, government compliance, performance management, employee self service, electronic filing, dealing with vendors, and organizational development. Experiences should include training delivery;

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:
Senior Professional in Human Resources (SPHR); OR, Professional in Human Resources Certification (PHR).

Knowledge, Skills, and Abilities:
Knowledge of:
- Leading-edge Enterprise Resource Planning (ERP) solutions, HRIS applications and systems development.
- Analyzing, designing, and developing systems and applications.
- HR processes, data, database design, structure, and functions.
- Information systems design, implementation and maintenance, including database applications.
- Policies, practices, procedures and terminology of assigned function.
- Federal, State, Local and County applicable laws, rules, regulations and guidelines.
- Problem-solving and decision-making.

Skill in:
- Using of database and other information systems tools.
- Project management.
- Computer equipment to include word processing, spreadsheets, databases and a variety of software applications such as MS Excel, Word and PowerPoint.
- Planning and analytical.
- Both verbal and written communication.

Ability to:
- Lead and implement continuous improvement processes.
- Work independently as well as in a fast paced team environment.
- Evaluate human resources problems and issues and recommend effective technical HRIS-related solutions.
- Design and deliver training.
- Interpret policies and procedures.
- Manage time well, perform multiple tasks, organize and prioritize diverse activities and changing priorities.
- Establish and maintain effective working relationships with County employees and officials, representatives of outside agencies, and the general public.

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: HRIS Specialist

JOB CODE:	24372	**FLSA STATUS:**	Exempt
PAY GRADE:	24	**LAST REVISED:**	10/01/09

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.

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: Benefits Administrator

JOB CODE:	24374	**FLSA STATUS:**	Exempt
PAY GRADE:	24	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Responsible for ensuring employees are aware and informed of their benefits and choices and that the benefits programs are accessible to all employees. Handles day-to-day benefits administration. Evaluates plan experience for management and makes recommendations for future plans and/or plan revisions.

DISTINGUISHING CHARACTERISTICS:

This is a job classification within the Human Resources job family. Position serves as the Corporate Benefits Administrator. This position may require a flexible work schedule in order to meet the needs of the organization.

DUTIES AND RESPONSIBILITIES:

- Audits stop-loss and other claims on a weekly basis. Ensures appropriate use of funds in insurance funds and monitors TPA payment of claims.
- Provides problem-solving solutions for employee claim/eligibility issues that have escalated. Ensures vendor compliance with County contracts.
- Facilitates regular ongoing benefit committee meetings, includes preparation of materials for use in meetings including experience data, benefit information, research of plan design or other benefit plans.
- Chairs the Retiree Policy Committee.
- Prepares and releases Benefit Requests for Proposals (RFP's) for all benefit related contracts. Conducts negotiations, contract awarding and implementation of new contracts. Manages renewal of contracts on an annual basis.
- Analyzes claims and experience data and formulates reports and charts that show claim transactions. Prepares reports and briefs the Commissioners Court and management, as required.
- Participates in annual open enrollment, including preparation of employee informational materials, (such as summaries of benefits/rates and comparison of plan choices), auditing of data, and monitoring County online enrollment system issues to help insure accuracy of data.
- Prepares Summary Plan Descriptions for each contract.
- Performs other duties and special projects to include: filing death claims, research, and preparation of materials for Court, management, and meetings. Conducts training of employees for benefits HIPPA, FSA, Retirement, and New Employee Orientation.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:
Bachelor's degree in Personnel Management, Human Resources Management, Public Administration, Business Administration, Health Care field or a directly related field AND six (6) years of demonstrated increasingly responsible experience in benefits administration or 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:
Valid Texas Driver's License.

TRAVIS COUNTY JOB DESCRIPTION
DRAFT

JOB TITLE: Benefits Administrator

JOB CODE:	24374	**FLSA STATUS:**	Exempt
PAY GRADE:	24	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Preferred:
Master's degree in Personnel Management, Human Resources Management, Public Administration, Business Administration or a directly related field.
Strong background in health insurance administration, medical claims experience, and insurance underwriting.
Certified Employee Benefits Specialist (CEBS).
Certified Government Benefits Administrator (CGBA).
Health Insurance Associate (HIA).
Microsoft Office Suite Certification.
Certified Compensation Professional (CCP); OR, Certified Benefits Professional (CBP).
Senior Professional in Human Resources (SPHR); OR, Professional in Human Resources Certification (PHR).

Knowledge, Skills, and Abilities:
Knowledge of:
- County policies, procedures and terminology.
- Federal, State, and Local laws, statutes, and regulations relating to the field, including HIPPA, COBRA.
- Request for Proposal Guidelines and Rules.
- Health plans, and insurance.
- Medical terminology, ICD-9, and CPT codes.
- Local government codes and purchasing acts.
- Contract administration and negotiation skills.
- Claims background and an understanding of vendor claims processes.
- Program evaluation.
- State and local issues.
- Organization and management principles.
- Manual and automated systems relating to 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:
- Project management, managing staff, allocating resources and evaluating programs.
- Problem-solving and decision-making.
- Public policy research.
- Statistical methods.
- Financial analysis.
- Strategic planning.
- Analytical methods.
- Developing financial spreadsheets and financial trend analysis.
- Reviewing and completing professional financial reports.
- Long-range planning and evaluating financial processes.
- Developing financial policies and procedures.
- Both verbal and written communication, including public presentations.

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Benefits Administrator

JOB CODE:	24374	**FLSA STATUS:**	Exempt
PAY GRADE:	24	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Ability to:

- Provide counsel and benefits information to family members in death claim situations.
- Facilitate committees and meetings.
- Research, compile, analyze, interpret, and prepare a variety of reports and presentations.
- Work independently and as part of a team.
- Manage time well, 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 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.

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: Risk / Safety Specialist Assistant II

JOB CODE:	14515	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	14	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Works under moderate supervision and normally receives detailed instruction on work assignments. Supports Risk Specialist in claim management activities and in various capacities throughout the organization. Assists in administration of Risk Management programs. Performs Intermediate-level human resources support activities and maintains confidentiality regarding human resource related issues.

DISTINGUISHING CHARACTERISTICS:

This is a job classification within the Human Resources job family. Intermediate-level Human Resource Assistant position with experience in claims adjusting.

DUTIES AND RESPONSIBILITIES:

- Coordinates administrative processing of new Risk Management claims including all lines. Tracks and inputs into the Risk Management Information System. Logs data and maintains claim and/or salary continuation.
- Assists in the administration and communication of policies and procedures. Responds to requests from employees, public, management, and other County Departments regarding ADA, Workers Compensation, insurance, training, light duty assignments. Processes required forms and provides recommendations concerning procedures.
- Prepares, processes and monitors All Lines Claim (including property, casualty, auto liability and workers compensation). Forms and coordinates with payroll personnel ensuring conformity to State and Federal laws and regulations, and County policies for workers compensation.
- Drafts, develops and processes memos, letters, reports, newsletters, forms, and other documents.
- Assists with payroll functions for workers compensation.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:
Associate's degree in Personnel Management, Human Resources Management, Public Administration, Business Administration or a directly related field AND three (3) years of administrative experience supporting claims adjusting 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:
Valid Texas Driver's License.

Preferred:
Bachelor's degree in Personnel Management, Human Resources Management, Public Administration, Business Administration.
Specialized coursework in the area of All Lines Claims Adjusting & Insurance courses.

TRAVIS COUNTY JOB DESCRIPTION
DRAFT

JOB TITLE: Risk / Safety Specialist Assistant II

JOB CODE:	14515	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	14	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Knowledge, Skills, and Abilities:

Knowledge of:

- County policies, procedures and terminology.
- Principles and practices of Human Resource Management and Risk Management.
- Federal, State, and Local laws, statutes, and regulations relating to employment, Workers Compensation, American with Disabilities Act.
- Occupational Health & Safety Administration.
- Workers compensation procedures and practices.
- Recent Risk Management developments and current literature.
- Compiling data and generating reports.
- 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:

- Resolving complex problems.
- Conducting research and presenting information.
- Problem-solving and decision-making.
- Customer service delivery.
- Compiling data and generating reports.
- Explaining complicated technical problems in simple non-technical language.
- Prioritizing work assignments.
- Both verbal and written communication.

Ability to:

- Work independently as well as in a team environment.
- Interpret, conduct research, analyze programs and policies, practices, and procedures.
- Manage time well, perform multiple tasks and organize diverse activities.
- Establish and maintain effective working relationships with County employees and officials, representatives of outside agencies, construction safety management, construction safety subcontractors, 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

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: Risk / Safety Specialist I

JOB CODE:	18524	**FLSA STATUS:**	Exempt
PAY GRADE:	18	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Performs professional entry-level Risk / Safety management duties and responsibilities which may include but not limited to contract administration for Third Party Administrators (TPA's) and case management contractors, administration of workers compensation program, oversight of the return to work program, administration of the salary continuation policy, insurance coverage analysis for vendors and County, implementation of contracts and RFP's, safety inspections, fire safety training, life safety code inspections, ergonomic assessments, safety and health training, loss prevention assessments, and hazard identification. Assists with the County's Commercial Defensive Driving Program. Assists in ADA compliance inspection efforts, identifying deficiencies in compliance, and recommended accessibility improvements. Assists with employee pre-employment and post-accident drug screening, loss prevention, statistical reporting and trend analysis, education and training, and awareness through investigations and inspections. Provides assistance with the administration of loss prevention and safety programs at either the department or corporate level of the organization. Follows standard practices and procedures in analyzing situations.

DISTINGUISHING CHARACTERISTICS:

This is a job classification within the Human Resources job family. Entry level Risk / Safety Specialist position.

DUTIES AND RESPONSIBILITIES:

- Maintains a comprehensive underwriting database for both self-insured and insured coverage, utilizing risk assessment tools such as risk survey, review of financial reports and on-site inspections.
- Assists management with the development of policies and procedures, particularly as related to self-insurance programs or workers compensation administration. Updates and revises existing policies and procedures, as required.
- Assists management with the development and advertising of Requests for Proposal for a variety of services, including insurance coverage and professional services relating to claims administration activities. Provides assistance in the review and analyses of RFP responses.
- Researches insurance coverage and other risk management issues, makes suggestions and provides input regarding certain aspects of the risk management program, to include whether or not to insure specific types of exposures.
- Maintains property schedule on database and property book for insurance purposes.
- Reviews open workers compensation claims to verify that TPA is adjusting claims in accordance with minimum claims adjusting standards, as set forth in the contract.
- Maintains contact with TPA regarding workers compensation and liability claims; provides technical assistance regarding procedures for handling claims.
- Provides technical assistance regarding workers compensation and liability claims, insurance coverage and other risk management issues and provides information, as required.
- Provides workers compensation training, as required. Develops training materials and handouts.
- Assists with periodic audits of workers compensation files; identifies any areas of non-compliance with the contract; issues audit reports outlining findings.
- Attends workers compensation hearings, including Medical Dispute Resolution Hearings, Benefit Review Conferences and Contested Case Hearings. Assists attorney as appropriate in preparation of cases for hearings. Identifies issues and provides information needed to support the County's position.
- Assists with the administration of the Risk Management Information system (RIM's) to include data entry, accuracy validation, weekly data download from TPA, and departmental reports.

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Risk / Safety Specialist I

JOB CODE:	18524	**FLSA STATUS:**	Exempt
PAY GRADE:	18	**LAST REVISED:**	10/01/09

DUTIES AND RESPONSIBILITIES: (Cont.)

- Verifies workers compensation time taken by employees. Verifies time was appropriate and authorized and notifies Payroll of any TIBS payments that need to be deducted from employee's pay. As appropriate, notifies employees of the expiration of salary continuation time and ineligibility to use workers compensation time for lost time.
- Assists with the development of safety training for County employees, (defensive driving, forklift safety, office safety, ergonomic training, lifting safety, hazardous waste, CPR and First-aid, AED, vehicle safety and vehicle safety policy).
- Assists with facility inspections (fire safety inspections and ADA inspections).
- Assists with mold damage remediation work.
- Assists with vehicle and equipment inspections and vehicle safety policies. Assists with training employees on written requirements for vehicle safety policy.
- Provides assistance on Accident/Incident investigations. Interviews personnel involved in accident, performs area survey for preventative a corrective actions. (Loss or damage to vehicle, heavy equipment or injury to 3rd party).
- Assists with the development, implementation and training on countywide ergonomic program. Provides recommended preventative and corrective actions, as required.
- Posts workers compensation injury recommendations and equipment purchasing to data files.
- Provides backup duties during absence of safety engineer.
- Assists with the inspection of County construction projects to ensure safety of County personnel and property and compliance with federal laws. (Safety meetings, site inspections, and accident investigations).
- Assists with the County's Health and Wellness Program, and County festival on healthy life awareness, exercises wellness, walking wellness and healthy life styles.
- Assists with County employee DOT random drug testing, pre-employment exams, EAP program, Post-accident testing, and reasonable suspicion. Assists the Drug and Alcohol Program Coordinator.
- Assists with Safety/Health Program Maintenance: Implements department's work safety programs in coordination with upper management. Implements associated safety related procedures and requirements to ensure compliance with applicable federal and state laws and regulations, County policies and procedures.
- Evaluates specific activity job tasks, determines safety related needs and incorporates process safety criteria, personal protective equipment and other safety related requirements, as required.
- Investigates, inspects and/or conducts statistical reporting on employee injuries, lost time injuries, and makes recommendations to prevent reoccurrence utilizing preventive safety measures.
- Interviews employees and supervisors concerning vehicular collisions, determines preventive measures and writes reports reflecting recommendations to minimize reoccurrence. Investigates major incidents involving third parties, and reports findings and recommendations to affected parties.
- Works with the County Risk Management Department concerning loss minimization directed in areas where trends are observed.
- Maintains database for recording and reporting loss experiences.
- Schedules and presents monthly, quarterly and other required safety training sessions for employees, supervisors and managers. Incorporates preventive measures as determined by accident and injury investigations to communicate procedures to utilize to minimize reoccurrence of similar losses. Conducts special training sessions, as required.
- Completes organizational paperwork, as required.
- Performs other job-related duties as assigned.

TRAVIS COUNTY JOB DESCRIPTION
DRAFT

JOB TITLE: Risk / Safety Specialist I

JOB CODE:	18524	**FLSA STATUS:**	Exempt
PAY GRADE:	18	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS:

Education and Experience:
Bachelor's degree in Personnel Management, Human Resources Management, Public Administration, Business Administration, Environmental Sciences, Safety Engineering, Chemistry or a directly related field AND one (1) year of directly related demonstrated 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:
Certified Safety Professional.
Certified Industrial Hygienist.
Certified Government Benefits Administrator.
Certified Employee Benefits Specialist.
Associate in Risk Management.

Knowledge, Skills, and Abilities:
Knowledge of:
- County policies, procedures and terminology.
- Federal, State, and Local laws, statutes, and regulations relating to the field.
- Occupational Health & Safety Administration.
- Principles and practices of Human Resources management.
- Recent Risk Management developments and current literature.
- Principles and practices of insurance underwriting.
- Workers compensation procedures and practices.
- Currently accepted risk management and loss control.
- Investigative methods, procedures and techniques.
- Work management and work leadership concepts and skills.
- Compiling data and generating reports.
- American's With Disability Act, HIPPA, Department of Transportation FAA Drug and Alcohol Testing requirements and the Texas Workers Compensation Program.
- TWCC Field Safety designation.
- Digital photography, air quality meters, air sampling equipment, moisture meters, and anemometers.
- Negotiating, interviewing and investigative practices and techniques.
- 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:
- Using respirators.
- Problem-solving and decision-making.
- Customer service delivery.
- Explaining complicated technical problems in simple non-technical language.
- Prioritizing work assignments.
- Both verbal and written communication.

TRAVIS COUNTY JOB DESCRIPTION
DRAFT

JOB TITLE: Risk / Safety Specialist I

JOB CODE:	18524	**FLSA STATUS:**	Exempt
PAY GRADE:	18	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Ability to:

- Analyze and evaluate data and identify trends.
- Operate photographic equipment.
- Operate personal protective equipment.
- Work independently as well as in a team environment.
- Interpret, conduct research, analyze and develop programs and policies, practices, and procedures.
- Manage time well, perform multiple tasks and organize diverse activities.
- Network and interact with a diverse workforce, community and customer population.
- Establish and maintain effective working relationships with County employees and officials, representatives of outside agencies, construction safety management, construction safety subcontractors, and the general public.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

Physical requirements include the ability to lift/carry 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 dust, extreme temperatures/weather change, extreme heat, extreme cold, humidity, dangerous machinery, 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: Risk / Safety Specialist II

JOB CODE:	20525	**FLSA STATUS:**	Exempt
PAY GRADE:	20	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Performs intermediate level professional Risk / Safety management duties and responsibilities which may include but are not limited to contract administration for Third Party Administrators (TPA's) and case management contractors, administration of workers compensation program, oversight of the return to work program, administration of the salary continuation policy, insurance coverage analysis for vendors and County, implementation of contracts and RFP's, safety inspections, fire safety training, life safety code inspections, ergonomic assessments, safety and health training, loss prevention assessments, hazard identification. Assists with the County's Commercial Defensive Driving Program. Assists in ADA compliance inspection efforts, identifying deficiencies in compliance, and recommended accessibility improvements. Assists with employee pre-employment and post-accident drug screening, loss prevention, statistical reporting and trend analysis, education and training, and awareness through investigations and inspections. Provides assistance with the administration of loss prevention and safety programs at either the Department or Corporate level of the organization. Works on problems of moderate scope, and exercises judgment within defined procedures and practices.

DISTINGUISHING CHARACTERISTICS:

This is a job classification within the Human Resources job family. Intermediate level Risk / Safety Specialist position.

DUTIES AND RESPONSIBILITIES:

- Maintains a comprehensive underwriting database for both self-insured and insured coverage, utilizing risk assessment tools such as risk survey, review of financial reports and on-site inspections.
- Assists management with the development of policies and procedures, particularly as related to self-insurance programs or workers compensation administration. Updates and revises existing policies and procedures, as required.
- Assists management with the development and advertising of Requests for Proposal for a variety of services, including insurance coverage and professional services relating to claims administration activities. Provides assistance in the review and analyses of RFP responses.
- Researches insurance coverage and other risk management issues, makes suggestions and provides input regarding certain aspects of the risk management program, to include whether or not to insure specific types of exposures.
- Reviews open workers compensation claims to verify that TPA is adjusting claims in accordance with minimum claims adjusting standards, as set forth in the contract.
- Maintains contact with TPA regarding workers compensation and liability claims; provides technical assistance regarding procedures for handling claims.
- Provides technical assistance regarding workers compensation and liability claims, insurance coverage and other risk management issues and provides information, as required.
- Provides workers compensation training, as required. Develops training materials and handouts.
- Assists with periodic audits of workers compensation files; identifies any areas of non-compliance with the contract; issues audit reports outlining findings.
- Attends workers compensation hearings, including Medical Dispute Resolution Hearings, Benefit Review Conferences and Contested Case Hearings. Assists attorney as appropriate in preparation of cases for hearings. Identifies issues and provides information needed to support the County's position.
- Assists with the administration of the Risk Management Information system (RIM's) to include data entry, accuracy validation, weekly data download from TPA, and departmental reports.
- Verifies workers compensation time taken by employees. Verifies time was appropriate and authorized and notifies Payroll of any TIBS payments that need to be deducted from employee's pay. As appropriate, notifies employees of the expiration of salary continuation time and ineligibility to use workers compensation time for lost time.

TRAVIS COUNTY JOB DESCRIPTION
DRAFT

JOB TITLE: Risk / Safety Specialist II

JOB CODE:	20525	**FLSA STATUS:**	Exempt
PAY GRADE:	20	**LAST REVISED:**	10/01/09

DUTIES AND RESPONSIBILITIES: (Cont.)

- Assists with the development of safety training for County employees, (defensive driving, forklift safety, office safety, ergonomic training, lifting safety, hazardous waste, CPR and First-aid, AED, vehicle safety and vehicle safety policy).
- Assists with facility inspections (fire safety inspections and ADA inspections).
- Assists with mold damage remediation work.
- Assists with vehicle and equipment inspections and vehicle safety policies. Assists with training employees on written requirements for vehicle safety policy.
- Provides assistance on Accident/Incident investigations. Interviews personnel involved in accident, performs area survey for preventative a corrective actions. (Loss or damage to vehicle, heavy equipment or injury to 3rd party).
- Assists with the development, implementation and training on countywide ergonomic program. Provides recommended preventative and corrective actions, as required.
- Posts workers compensation injury recommendations and equipment purchasing to data files.
- Provides backup during absence of Safety Engineer.
- Assists with the inspection of County construction projects to ensure safety of County personnel and property and compliance with federal laws. (Safety meetings, site inspections and accident investigations).
- Assists with the County's Health and Wellness Program, and County festival on healthy life awareness, exercises wellness, walking wellness and healthy life styles.
- Assists with County employee DOT random drug testing, pre-employment exams, EAP program, Post-accident testing, and reasonable suspicion. Assists the Drug and Alcohol Program Coordinator.
- Assists with Safety/Health Program Maintenance: Implements department's work safety programs in coordination with upper management. Implements associated safety related procedures and requirements to ensure compliance with applicable Federal and State laws and regulations, County policies and procedures.
- Evaluates specific activity job tasks, determines safety related needs and incorporates process safety criteria, personal protective equipment and other safety related requirements, as required.
- Investigates, inspects and/or conducts statistical reporting on employee injuries, lost time injuries, and makes recommendations to prevent reoccurrence utilizing preventive safety measures.
- Interviews employees and supervisors concerning vehicular collisions, determines preventive measures and writes reports reflecting recommendations to minimize reoccurrence. Investigates major incidents involving third parties, and reports findings and recommendations to affected parties.
- Works with the County Risk Management Department concerning loss minimization directed in areas where trends are observed.
- Maintains database for recording and reporting loss experiences.
- Schedules and presents monthly, quarterly and other required safety training sessions for employees, supervisors and managers. Incorporates preventive measures as determined by accident and injury investigations to communicate procedures to utilize to minimize reoccurrence of similar losses. Conducts special training sessions, as required.
- Completes organizational paperwork, as required.
- Performs other job-related duties as assigned.

TRAVIS COUNTY JOB DESCRIPTION
DRAFT

JOB TITLE: Risk / Safety Specialist II

JOB CODE:	20525	**FLSA STATUS:**	Exempt
PAY GRADE:	20	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS:

Education and Experience:
Bachelor's degree in Personnel Management, Human Resources Management, Public Administration, Business Administration, Environmental Sciences, Safety Engineering, Chemistry or a directly related field AND three (3) years of directly related demonstrated 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:
Certified Safety Professional.
Certified Industrial Hygienist.
Certified Government Benefits Administrator.
Certified Employee Benefits Specialist.
Associate in Risk Management.

Knowledge, Skills, and Abilities:
Knowledge of:
- County policies, procedures and terminology.
- Federal, State, and Local laws, statutes, and regulations relating to the field.
- Occupational Health & Safety Administration.
- Principles and practices of Human Resources management.
- Recent Risk Management developments and current literature.
- Principles and practices of insurance underwriting.
- Workers compensation procedures and practices.
- Currently accepted risk management and loss control.
- Investigative methods, procedures and techniques.
- Work management and work leadership concepts and skills.
- Compiling data and generating reports.
- Americans With Disability Act, HIPPA, Department of Transportation FAA Drug and Alcohol Testing requirements and the Texas Workers Compensation Program.
- TWCC Field Safety designation.
- Digital photography, air quality meters, air sampling equipment, moisture meters, and anemometers.
- Negotiating, interviewing and investigative practices and techniques.
- 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:
- Using respirators.
- Problem-solving and decision-making.
- Customer service delivery.
- Explaining complicated technical problems in simple non-technical language.
- Prioritizing work assignments.
- Both verbal and written communication.

TRAVIS COUNTY JOB DESCRIPTION
DRAFT

JOB TITLE: Risk / Safety Specialist II

JOB CODE:	20525	**FLSA STATUS:**	Exempt
PAY GRADE:	20	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Ability to:

- Analyze and evaluate data and identify trends.
- Operate photographic equipment.
- Operate personal protective equipment.
- Work independently as well as in a team environment.
- Interpret, conduct research, analyze and develop programs and policies, practices, and procedures.
- Manage time well, perform multiple tasks and organize diverse activities.
- Network and interact with a diverse workforce, community and customer population.
- Establish and maintain effective working relationships with County employees and officials, representatives of outside agencies, construction safety management, construction safety subcontractors, and the general public.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

Physical requirements include the ability to lift/carry 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 dust, extreme temperatures/weather change, extreme heat, extreme cold, humidity, dangerous machinery, 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: Risk / Safety Specialist Senior

JOB CODE:	22526	**FLSA STATUS:**	Exempt
PAY GRADE:	22	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Performs advanced, senior level professional Risk / Safety management duties and responsibilities which may include but are not limited to contract administration for Third Party Administrators (TPA's) and case management contractors, administration of auto and general liability and property claims, workers compensation program, oversight of the return to work program, administration of the salary continuation policy, insurance coverage analysis for vendors and County, implementation of contracts and RFP's, safety inspections, fire safety training, life safety code inspections, ergonomic assessments, safety and health training, loss prevention assessments, and hazard identification. Assists with the County's Commercial Defensive Driving Program. Assists in ADA compliance inspection efforts, identifies deficiencies in compliance, and recommends accessibility improvements. Assists with employee pre-employment and post-accident drug screening, loss prevention, statistical reporting and trend analysis, education and training, and awareness through investigations and inspections. Provides assistance with the administration of loss prevention and safety programs at either the department or corporate level of the organization. Works on problems of diverse scope.

DISTINGUISHING CHARACTERISTICS:

This is a job classification within the Human Resources job family. Senior level Risk / Safety Specialist position.

DUTIES AND RESPONSIBILITIES:

- Maintains a comprehensive underwriting database for both self-insured and insured coverage, utilizing risk assessment tools such as risk survey, review of financial reports and on-site inspections.
- Assists management with the development of policies and procedures, particularly as related to self-insurance programs or workers compensation administration. Updates and revises existing policies and procedures, as required.
- Assists management with the development and advertising of Requests for Proposal for a variety of services, including insurance coverage and professional services relating to claims administration activities. Provides assistance in the review and analysis of RFP responses.
- Researches insurance coverage and other risk management issues, makes suggestions and provides input regarding certain aspects of the risk management program, to include whether or not to insure specific types of exposures.
- Reviews open workers compensation auto and casualty claims to verify that TPA is adjusting claims in accordance with minimum claims adjusting standards, as set forth in the contract.
- Maintains contact with TPA regarding workers compensation and liability claims; provides technical assistance regarding procedures for handling claims.
- Provides technical assistance regarding workers compensation and liability claims, insurance coverage and other risk management issues and provides information, as required.
- Provides workers compensation training, as required. Develops training materials and handouts.
- Assists with periodic audits of workers compensation files; identifies any areas of non-compliance with the contract; issues audit reports outlining findings.
- Attends workers compensation hearings, including Medical Dispute Resolution Hearings, Benefit Review Conferences and Contested Case Hearings. Assists Attorney, as required, in preparation of cases for hearings. Identifies issues and provides information needed to support the County's position.
- Assists with the administration of the Risk Management Information system (RIM's) to include data entry, accuracy validation, weekly data download from TPA, and departmental reports.
- Verifies workers compensation time taken by employees. Verifies time was appropriate and authorized and notifies Payroll of any TIBS payments that need to be deducted from employee's pay. Notifies employees of the expiration of salary continuation time and ineligibility to use workers compensation time for lost time.

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TRAVIS COUNTY JOB DESCRIPTION
DRAFT

JOB TITLE: Risk / Safety Specialist Senior

JOB CODE:	22526	**FLSA STATUS:**	Exempt
PAY GRADE:	22	**LAST REVISED:**	10/01/09

DUTIES AND RESPONSIBILITIES: (Cont.)

- Assists with the development of safety training for County employees, (defensive driving, forklift safety, office safety, ergonomic training, lifting safety, hazardous waste, CPR & First-aid, AED, vehicle safety, and vehicle safety policy).
- Assists with facility inspections (fire safety inspections, and ADA inspections).
- Assists with mold damage remediation work.
- Assists with vehicle and equipment inspections and vehicle safety policies. Assists with training employees on written requirements for vehicle safety policy.
- Provides assistance on Accident/Incident investigations. Interviews personnel involved in accident, performs area survey for preventative a corrective actions. (Loss or damage to vehicle, heavy equipment or injury to 3rd party).
- Assists with the development, implementation and training on countywide ergonomic program. Provides recommended preventative and corrective actions, as required.
- Posts workers compensation injury recommendations and equipment purchasing to data files.
- Provides backup during absence of safety engineer.
- Assists with the inspection of County construction projects to ensure safety of County personnel and property and compliance with federal laws. (Safety meetings, site inspections and accident investigations).
- Assists with the County's Health & Wellness Program, and County festival on healthy life awareness, exercises wellness, walking wellness and healthy life styles.
- Assists with County employee DOT and FAA random drug testing, pre-employee exams, EAP program, post-accident testing, and reasonable suspicion. Assists the Drug & Alcohol Program Coordinator.
- Assists with Safety/Health Program Maintenance, implements department's work safety programs in coordination with upper management. Implements associated safety related procedures and requirements to ensure compliance with applicable Federal and State laws and regulations, County policies and procedures.
- Evaluates specific activity job tasks, determines safety related needs and incorporates process safety criteria, personal protective equipment and other safety related requirements, as required.
- Investigates, inspects and/or conducts statistical reporting on employee injuries, lost time injuries, and makes recommendations to prevent reoccurrence utilizing preventive safety measures.
- Interviews employees and supervisors concerning vehicular collisions, determines preventive measures and writes reports reflecting recommendations to minimize reoccurrence. Investigates major incidents involving third parties, and reports findings and recommendations to affected parties.
- Works with the County Risk Management Division concerning loss minimization directed in areas where trends are observed.
- Maintains database for recording and reporting loss experiences.
- Schedules and presents monthly, quarterly and other required safety training sessions for employees, supervisors and managers. Incorporates preventive measures as determined by accident and injury investigations to communicate procedures to utilize to minimize reoccurrence of similar losses. Conducts special training sessions as determined necessary or beneficial.
- Completes organizational paperwork, as required.
- Performs other job-related duties as assigned.

TRAVIS COUNTY JOB DESCRIPTION
DRAFT

JOB TITLE: Risk / Safety Specialist Senior

JOB CODE:	22526	**FLSA STATUS:**	Exempt
PAY GRADE:	22	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS:

Education and Experience:
Bachelor's degree in Personnel Management, Human Resources Management, Public Administration, Business Administration, Environmental Sciences, Safety Engineering, Chemistry or a directly related field AND five (5) years of directly related demonstrated 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:
Certified Safety Professional.
Certified Industrial Hygienist.
Associate in Risk Management and Associate in Risk Management – Public Entities.
Texas State Adjuster's License.

Knowledge, Skills, and Abilities:
Knowledge of:
- County policies, procedures and terminology.
- Federal, State, and Local laws, statutes, and regulations relating to the field.
- Occupational Health & Safety Administration.
- Principles and practices of Human Resources management.
- Recent Risk Management developments and current literature.
- Principles and practices of insurance underwriting.
- Workers compensation procedures and practices.
- Currently accepted risk management and loss control.
- Investigative methods, procedures and techniques.
- Work management and work leadership concepts and skills.
- Compiling data and generating reports.
- Americans With Disability Act, HIPPA, Department of Transportation FAA Drug and Alcohol Testing requirements and the Texas Workers Compensation Program.
- TWCC Field Safety designation.
- Digital photography, air quality meters, air sampling equipment, moisture meters, and anemometers.
- Negotiating, interviewing and investigative practices and techniques.
- 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:
- Using respirators.
- Problem-solving and decision-making.
- Customer service delivery.
- Explaining complicated technical problems in simple non-technical language.
- Prioritizing work assignments.
- Both verbal and written communication.

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Risk / Safety Specialist Senior

JOB CODE:	22526	**FLSA STATUS:**	Exempt
PAY GRADE:	22	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Ability to:

- Analyze and evaluate data and identify trends.
- Operate photographic equipment.
- Operate personal protective equipment.
- Work independently as well as in a team environment.
- Interpret, conduct research, analyze and develop programs and policies, practices, and procedures.
- Manage time well, perform multiple tasks and organize diverse activities.
- Network and interact with a diverse workforce, community and customer population.
- Establish and maintain effective working relationships with County employees and officials, representatives of outside agencies, construction safety management, construction safety subcontractors, and the general public.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

Physical requirements include the ability to lift/carry 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 dust, extreme temperatures/weather change, extreme heat, extreme cold, humidity, dangerous machinery, 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: Occupational Health & Safety Engineer

JOB CODE:	24527	**FLSA STATUS:**	Exempt
PAY GRADE:	24	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Develops, implements, and coordinates health, safety and loss prevention programs. Primary areas of emphasis include Indoor Air Quality Program, Public Access Defibrillator Program, ADA, Employee Emergency Action Program and construction safety. Works with departmental personnel in implementing safety and loss prevention programs at the department and division level. Performs inspections for health and safety, conducts or coordinates IAQ testing and sampling, interprets results, plans and coordinates remediation of water or mold damage in County owned, leased or occupied buildings. Responds to employee concerns about safety and health.

DISTINGUISHING CHARACTERISTICS:

This is a job classification within the Human Resources job family. Highest level position responsible for developing, implementing and coordinating health, safety and loss prevention programs. This position may require a flexible work schedule in order to meet the needs of the organization.

DUTIES AND RESPONSIBILITIES:

- Develops and implements countywide Indoor Air Quality Program. Investigates employee concerns, inspects facility, tests air quality, collects samples, interprets laboratory results, interviews personnel, performs work area surveys and writes detailed evaluations with preventative and corrective actions. Recommends and designs water and mold damage remediation scopes of work. Schedules, coordinates, inspects, and approves remediation work. Writes requirements for IAQ contract bid documents, evaluates proposal and recommends best respondent for remediation contractors and IAQ consultants. Reviews and approves invoices for payments.
- Develops, writes, and implements countywide Public Access Defibrillator Program. Act as PAD program manager for County program and Liaison for HRMD. Assists all County offices and departments with AED facility assessments, training requirements, and developing specific office and department programs to implement AED protocols. Develops, with the purchasing office, County purchasing contract for AED and supplies. Maintains all installation, maintenance, registration, and incident documentation. Conducts post-incident reviews. Coordinates activities with Oversight Physician and ATC EMS. Reviews and approves invoices for payment.
- Performs facility inspection to ensure compliance with the ADA and the Texas Architectural Barriers Act. Prepares written assessments and specifies corrective actions. Maintains license as a Registered Accessibility Specialist.
- Develops, writes and implements countywide Employee Emergency Action Program. Integrates and coordinates facility specific plans with occupying offices and departments. Develops training for emergency wardens. Coordinates activities with security, Austin Fire Department and ATC EMS.
- Writes construction project purchasing bid documents for project safety. Acts as Project Safety Manager for various facilities construction projects. Reviews and evaluates contractor safety plans and procedures. Inspects and evaluates construction sites to ensure safety and health of persons, property and the environment, and compliance with loss prevention programs. Attends and participate in pre-bid, pre-construction and other project meetings that can affect project safety.
- Responds to concerns regarding employee safety, health and security. Determines if life safety or health issues are present and, as required, takes immediate actions to preserve safety and health of people, property and the environment. Recommends preventative and corrective actions.
- Performs backup duties during absence of department's safety officers, and Drug and Alcohol Program Coordinator. Assists with Safety fair and wellness initiatives. Functions as a safety, health and security resource for Workers Compensation, general liability claims and employee relations.
- Performs other job-related duties as assigned.

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Occupational Health & Safety Engineer

JOB CODE:	24527	**FLSA STATUS:**	Exempt
PAY GRADE:	24	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS:

Education and Experience:
Bachelor's degree in Engineering, Environmental Sciences, Chemistry or a directly related field AND six (6) years of increasingly responsible 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.

Licenses, Registrations, Certifications, or Special Requirements:
Certified Safety Professional or Certified Industrial Hygienist.
Registered Accessibility Specialist.
TWCC Field Safety designation.
Mold Assessment Consultant License.
Valid Texas Driver's License.

Knowledge, Skills, and Abilities:
Knowledge of:
- County policies, procedures and terminology.
- Federal, State, and Local laws, statutes, and regulations relating to the field.
- Digital photography, air quality meters, air sampling equipment, moisture meters, and anemometers.
- Negotiating, interviewing and investigative practices and techniques.
- Occupational Health & Safety Administration.
- Principles and practices of Human Resources management.
- Recent Risk Management developments and current literature.
- 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:
- Using respirators.
- Problem-solving and decision-making.
- Customer service delivery.
- Explaining complicated technical problems in simple non-technical language.
- Prioritizing work assignments.
- Both verbal and written communication.

Ability to:
- Interpret, conduct research, analyze and develop programs and policies, practices, and procedures.
- Network and interact with a diverse workforce, community and customer population.
- Analyze and evaluate data and identify trends.
- Operate photographic equipment.
- Operate personal protective equipment.
- Work independently as well as in a team environment.
- Interpret, conduct research, analyze and develop programs and policies, practices, and procedures.
- Manage time well and perform multiple tasks, and organize diverse activities.
- Establish and maintain effective working relationships with County employees and officials, representatives of outside agencies, construction safety management, construction safety subcontractors, and the general public.

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Occupational Health & Safety Engineer

JOB CODE:	24527	**FLSA STATUS:**	Exempt
PAY GRADE:	24	**LAST REVISED:**	10/01/09

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

Physical requirements include the ability to lift/carry 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 dust, extreme temperatures/weather change, extreme heat, extreme cold, humidity, dangerous machinery, 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: Training Education Coordinator I

JOB CODE:	16566	**FLSA STATUS:**	Exempt
PAY GRADE:	16	**LAST REVISED:**	10/01/09

JOB SUMMARY:

This is an entry-level training and development position responsible for the implementation of effective employee training, education, and career development programs. Assists in determining departmental training needs and conducts supervisory, management, non-technical skill, and compliance training for assigned personnel. Prepares training methods, media, and documentation to be presented in training programs. Assists in the development of training curriculums, and instructional methods to enhance staff competency. Responsible for monitoring required training compliance.

DISTINGUISHING CHARACTERISTICS:

This is a job classification within the Human Resources job family. Entry level training and development position.

DUTIES AND RESPONSIBILITIES:

- Conducts effective employee training, education, and career development programs. Consults with department to determine departmental training needs. Receives and records requests for training.
- Serves as a trainer. Develops, arranges, and conducts or assists in conducting employee training opportunities for professional enhancement, management, technical development, specialized, job skill certifications, on-the-job, job specific, in-service, and continuing education and training programs. Coordinates with outside agencies for appropriate training programs designed to maximize staff effectiveness. Provides outside training consultants, trainers, and instructors assistance with various scheduling and logistical support, as required.
- Develops and prepares training course outlines, selects or develops instructional methods, training aids, and other materials. Schedules and coordinates the attendance of employees at announced training programs. Disseminates information concerning available training workshops/seminars. Ensures facility, materials and training supplies are prepared and ready for use by time needed; maintains audio, audio-visual, and other supplies and equipment used for training purposes.
- Maintains thorough and accurate training records. Maintains in-service training and continuing education records in order to meet standards. Monitors compliance and prepares statistical reports for state standards for purpose of funding; prepares specialized reports, as required.
- Evaluates effectiveness of training programs as reflected by the learning objectives. Evaluates the effectiveness of delivery.
- Serves on various in-house working committees.
- Makes presentations to organizations and groups, as required.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:
Bachelor's degree in Education, Human Resource Management, Public Administration, Business Administration, Organizational Development or a directly related field AND one (1) year responsible experience in the planning, coordination and conducting of in-house or professional training, education, and employee development programs, educational workshops and personnel seminars;

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.

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TRAVIS COUNTY JOB DESCRIPTION
DRAFT

JOB TITLE: Training Education Coordinator I

JOB CODE:	16566	**FLSA STATUS:**	Exempt
PAY GRADE:	16	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Licenses, Registrations, Certifications, or Special Requirements:
Valid Texas Driver's License.

Knowledge, Skills, and Abilities:
Knowledge of:
- Objectives and practices used in the development of professional training programs.
- Federal, State, and Local laws, statutes, and regulations relating to the field.
- Training methods, techniques, procedures and applications.
- Principles and practices of employee training, group process, group dynamics and interpersonal relations.
- Curriculum development and planning.
- Wide variety of training programs.
- Various standards for continuing education and training programs.
- Principles and practices of supervision and training.
- Organizational regulations and procedures.
- Various public service agencies and other community resources.
- Basic record keeping to ensure compliance with mandated training requirements.
- Training manual, books, references, resources and providers.
- Departmental 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:
- Prioritizing work assignments.
- Instructing others.
- Using and maintaining various audio-visual training aides.
- Working with and training large groups of people with diverse backgrounds in organization.
- Both verbal and written communication.

Ability to:
- Present an appropriate curriculum.
- Conduct training assessments, formulate learning objectives, create and evaluate training objectives, requirements and effectiveness of delivery.
- Conduct research, analyze and develop programs.
- Coordinate and organize training activities.
- Plan and budget for various training programs.
- Control numerous projects simultaneously and works well under pressure.
- Exercise discretion and diplomacy in difficult and sensitive situations.
- Plan, assign, supervise and review the work of subordinates.
- Establish and maintain effective working relationships with County employees and officials, departmental clientele, other County employees and officials, and the general public, including the training community.

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Training Education Coordinator I

JOB CODE:	16566	**FLSA STATUS:**	Exempt
PAY GRADE:	16	**LAST REVISED:**	10/01/09

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.

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: Training Education Coordinator II

JOB CODE:	18572	**FLSA STATUS:**	Exempt
PAY GRADE:	18	**LAST REVISED:**	10/01/09

JOB SUMMARY:

This position is responsible for the development, coordination, and implementation of effective employee training, education, and career development programs. Determines departmental training needs and conduct supervisory, management, non-technical skill, and compliance training for assigned personnel. Consults within department to determine training and educational needs for assigned area. Prepares training methods, media, and documentation to be presented in training programs. Assists in the development of training polices and procedures, training curriculums, and instructional methods to enhance staff competency. Responsible for monitoring required training compliance and prescribed training budgets, as required.

DISTINGUISHING CHARACTERISTICS:

This is a job classification within the Human Resources job family. Intermediate level training and development position.

DUTIES AND RESPONSIBILITIES:

- Develops, coordinates, and conducts effective employee training, education, and career development programs. Consults with department to determines departmental training needs. Receives and records requests for training.
- Provides assistance to lower level staff in training methods and techniques, and various problem solving training issues.
- Serves as a trainer. Develops, arranges, and conducts or assists in conducting employee training opportunities for professional enhancement, management, technical development, specialized, job skill certifications, on-the-job, job specific, in-service, and continuing education and training programs. Coordinates with outside agencies for appropriate training programs designed to maximize staff effectiveness. Arranges for training consultants, trainers, and instructors by providing them with various scheduling and logistical support, as required. Assists in the evaluation and selection of training consultants.
- Develops and prepares training curriculums and course outlines; selects or develops instructional methods, training aids, and other materials. Develops annual training calendar. Schedules and coordinates the attendance of employees at announced training programs. Disseminates information concerning available training workshops/seminars. Ensures facility, materials and training supplies are prepared and ready for use by time needed; maintains audio, audio visual, and other supplies and equipment used for training purposes.
- Maintains thorough and accurate training records. Maintains in-service training and continuing education records in order to meet standards. Monitors compliance and prepares statistical reports for state standards for purpose of funding; prepares specialized reports, as required. Participates in the training budget preparation/requests and assists in tracking expenditures during the year.
- Evaluates effectiveness of training programs as reflected by the learning objectives. Evaluates the effectiveness of delivery.
- Serves on various in-house working committees. Acts as a contact between department and other agencies. Makes presentations to organizations and groups, as required.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:
Bachelor's degree in Education, Human Resource Management, Public Administration, Business Administration, Organizational Development or a directly related field AND three (3) years responsible experience in the planning, coordination and conducting of in-house or professional training, education, and employee development programs, educational workshops and personnel seminars;

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TRAVIS COUNTY JOB DESCRIPTION
DRAFT

JOB TITLE: Training Education Coordinator II

JOB CODE:	18572	**FLSA STATUS:**	Exempt
PAY GRADE:	18	**LAST REVISED:**	10/01/09

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:
Valid Texas Driver's License.

Knowledge, Skills, and Abilities:
Knowledge of:
- Objectives and practices used in the development of professional training programs.
- Federal, State, and Local laws, statutes, and regulations relating to the field.
- Training methods, techniques, procedures and applications.
- Principles and practices of employee training, group process, group dynamics and interpersonal relations.
- Curriculum development and planning.
- Wide variety of training programs.
- Various standards for continuing education and training programs.
- Principles and practices of supervision and training.
- Organizational regulations and procedures.
- Various public service agencies and other community resources.
- Basic record keeping to ensure compliance with mandated training requirements.
- Training manual, books, references, resources and providers.
- Departmental 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:
- Prioritizing work assignments.
- Instructing others.
- Using and maintaining various audio-visual training aides.
- Working with and training large groups of people with diverse backgrounds in organization.
- Both verbal and written communication.

Ability to:
- Present an appropriate curriculum.
- Conduct training assessments, formulate learning objectives, create and evaluate training objectives, requirements and effectiveness of delivery.
- Conduct research, analyze and develop programs.
- Coordinate and organize training activities.
- Train and supervise personnel.
- Plan and budget for various training programs.
- Control numerous projects simultaneously and works well under pressure.
- Exercise discretion and diplomacy in difficult and sensitive situations.
- Plan, assign, supervise and review the work of subordinates.
- Establish and maintain effective working relationships with County employees and officials, departmental clientele, other County employees and officials, and the general public, including the training community.

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Training Education Coordinator II

JOB CODE:	18572	**FLSA STATUS:**	Exempt
PAY GRADE:	18	**LAST REVISED:**	10/01/09

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.

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: Training Education Coordinator Senior

JOB CODE:	20573	**FLSA STATUS:**	Exempt
PAY GRADE:	20	**LAST REVISED:**	10/01/09

JOB SUMMARY:

This is a senior level training and development position responsible for the development, coordination, and implementation of effective employee training, education, and career development programs. Responsible for determining departmental training needs and conducting supervisory, management, non-technical skill, and compliance training for assigned personnel. Consults within department to determine training and educational needs for assigned area. Prepares curriculum and training methods, media, and documentation to be presented in training programs. Responsible for the development of training polices and procedures, training curriculums, and instructional methods to enhance staff competency. Responsible for monitoring required training compliance and prescribed training budgets, as required. Serves as lead trainer, and may supervise subordinate staff.

DISTINGUISHING CHARACTERISTICS:

This is a job classification within the Human Resources job family. Senior level training, development and supervisory position.

DUTIES AND RESPONSIBILITIES:

- Develops, coordinates, and conducts effective employee training, education, and career development programs. Consults with department to determines departmental training needs. Receives and records requests for training.
- Guides and instructs staff in training methods and techniques, and various problem solving training issues.
- Serves as a lead trainer. Develops, arranges, and conducts or assists in conducting employee training opportunities for professional enhancement, management, technical development, specialized, job skill certifications, on-the-job, job specific, in-service, and continuing education and training programs. Coordinates with outside agencies for appropriate training programs designed to maximize staff effectiveness. Arranges for training consultants, trainers, and instructors by providing them with various scheduling and logistical support, as required. Assists in the evaluation and selection of training consultants.
- Develops and prepares training curriculums and course outlines, selects or develops instructional methods, training aids, and other materials. Develops annual training calendar. Schedules and coordinates the attendance of employees at announced training programs. Disseminates information concerning available training workshops/ seminars. Ensures facility, materials and training supplies are prepared and ready for use by time needed; maintains audio, audio visual, and other supplies and equipment used for training purposes.
- Maintains thorough and accurate training records. Maintains in-service training and continuing education records in order to meet standards. Monitors compliance and prepares statistical reports for state standards for purpose of funding; prepares specialized reports, as required. Participates in the training budget preparation/requests and assists in tracking expenditures during the year.
- Evaluates effectiveness of training programs as reflected by the learning objectives. Evaluates the effectiveness of delivery.
- Serves on various in-house working committees. Acts as a contact between department and other agencies. Makes presentations to organizations and groups, as required.
- May supervise subordinate staff. Plans, schedules, distributes and monitors workload. Documents employee performance, maintains personnel records, addresses personnel issues, and refers to manager when appropriate. Responsible for employee performance evaluations.
- Performs other job-related duties as assigned.

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TRAVIS COUNTY JOB DESCRIPTION
DRAFT

JOB TITLE: Training Education Coordinator Senior

JOB CODE:	20573	**FLSA STATUS:**	Exempt
PAY GRADE:	20	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS:

Education and Experience:
Bachelor's degree in Education, Human Resource Management, Public Administration, Business Administration, Organizational Development or a directly related field AND five (5) years responsible experience in the planning, coordination and conducting of in-house or professional training, education, and employee development programs, educational workshops and personnel seminars, including one (1) year of lead or 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.

Knowledge, Skills, and Abilities:
Knowledge of:
- Objectives and practices used in the development of professional training programs.
- Federal, State, and Local laws, statutes, and regulations relating to the field.
- Training methods, techniques, procedures and applications.
- Principles and practices of employee training, group process, group dynamics and interpersonal relations.
- Curriculum development and planning.
- Wide variety of training programs.
- Various standards for continuing education and training programs.
- Principles and practices of supervision and training.
- Organizational regulations and procedures.
- Various public service agencies and other community resources.
- Basic record keeping to ensure compliance with mandated training requirements.
- Training manual, books, references, resources and providers.
- Departmental 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:
- Prioritizing work assignments.
- Instructing others.
- Using and maintaining various audio-visual training aides.
- Working with and training large groups of people with diverse backgrounds in organization.
- Both verbal and written communication.

Ability to:
- Present an appropriate curriculum.
- Conduct training assessments, formulate learning objectives, create and evaluate training objectives, requirements and effectiveness of delivery.
- Conduct research, analyze and develop programs.
- Coordinate and organize training activities.

TRAVIS COUNTY JOB DESCRIPTION
DRAFT

JOB TITLE: Training Education Coordinator Senior

JOB CODE:	20573	**FLSA STATUS:**	Exempt
PAY GRADE:	20	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Ability to: (Cont.)

- Train and supervise personnel.
- Plan and budget for various training programs.
- Control numerous projects simultaneously and works well under pressure.
- Exercise discretion and diplomacy in difficult and sensitive situations.
- Plan, assign, supervise and review the work of subordinates.
- Establish and maintain effective working relationships with County employees and officials, departmental clientele, other County employees and officials, and the general public, including the training community.

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.

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: Human Resources Financial Analyst Lead

JOB CODE:	24579	**FLSA STATUS:**	Exempt
PAY GRADE:	24	**LAST REVISED:**	10/01/09

JOB SUMMARY:

This position is responsible for managing the financial analysis, financial reporting, budget, accounting, and purchasing functions for the Human Resources Management Department (HRMD). Principle functions include financial analysis, eligibility auditing, billing contract compliance, and financial reporting for the Employee Health Insurance Fund; department wide budget forecasting, analysis, and preparation of the annual budget for HRMD; purchasing compliance, budget approval and authorization for department purchase requests; accounting for department fixed assets; managing year end accounting and accruals for the department; and providing ad hoc analysis and reporting from financial, human resources, personnel, and benefit databases.

DISTINGUISHING CHARACTERISTICS:

This is a job classification within the Human Resources job family. The position contributes to the overall success of the organization by managing all financial, budget, accounting, purchasing, and reporting details which are critical to provide continued funding for personnel, services, and materials needed to meet departmental goals and objectives. This position may require a flexible work schedule in order to meet the needs of the organization.

DUTIES AND RESPONSIBILITIES:

- Manages the Financial Statement Reporting function for Travis County Employee Health Insurance Fund. Plans, designs, analyzes, develops, reconciles, and prepares monthly financial statements in accordance with Governmental generally accepted accounting principles (GAAP). Reconciles general and subsidiary ledgers, prepares trial balance and journal entries. Develops statements of Net Assets, Revenues, Expenses and Changes in Fund Net Assets, Cash Flows, and Detail of Contributions and Claims. Reconciles year to date claims to third party administrator (TPA) electronic reports, develops custom reports on TPA web site for cash flow analysis, and prepares notes to financial statements.
- Manages the Budget and Purchasing Functions for Human Resources Management Department divisions. Oversees, advises, interprets, analyzes, forecasts, and prepares budget documents in accordance with Planning and Budget Office budget rules and Budget Manual. Includes annual budget process leading up to approval of fiscal year budgets, as well as budget review, forecast, calculation, and authorization of budget transfers throughout the year.
- Manages the purchase requisition process. Approves all purchase requests for budget availability and compliance with Purchasing Office rules and regulations. Enters Human Resources requisitions on-line to H T E Purchasing System; approves department requisitions on-line, monitors requisition through Purchase Order, receipt, invoicing, and payment stages.
- Manages the Weekly Health Claims Reimbursement Process. Develops weekly health claims agenda item for Commissioners Court approval. Maintains the database of health claim funding requests and claim data received from third party administrator. Audits health claims data for eligibility against database of active, terminated, retired, and COBRA participants, reconciles funding requests, and prepares agenda item for Commissioners Court approval.
- Manages the eligibility file update process. Creates encrypted eligibility files for secure transfer to third party administrators (TPA) and providers of health, dental, and life insurance. Runs SQL database program to check and correct errors. Updates file to H T E and creates benefit reports sent to staff for review. Sends files to PC and runs encryption and files transfer software to update data to TPA systems.
- Conducts special projects and assignments, ad hoc reporting, miscellaneous financial analysis, benefit committees, DOL and EEOC reporting. Develops ad hoc reports as requested by querying appropriate databases for information requests for financial, human resource, payroll and personnel data. Analyzes, audits, researches and reports on miscellaneous financial and budget issues throughout the year. Prepares, attends, and participates in County benefits committees. Gathers data and prepares reports for monthly DOL reports and bi-annual EEOC reports.
- Perform other job-related duties as assigned.

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Human Resources Financial Analyst Lead

JOB CODE:	24579	**FLSA STATUS:**	Exempt
PAY GRADE:	24	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS:

Education and Experience:
Bachelor's degree in Personnel Management, Human Resources Management, Business Administration, Public Administration, Finance, Accounting or a directly related field AND six (6) increasingly responsible professional level financial analysis, accounting experience, or budgeting analysis experience, including two (2) years of project management, 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 in Personnel Management, Human Resources Management, Public Administration, Business Administration or a directly related field.
Certified Public Accountant.
Microsoft Office Suite Certification.
Certified Public Accountant (CPA), Chartered Financial Analyst (CFA) or other relevant certification.
Certified Benefits Professional (CBP), OR, Certified Employee Benefits Specialist (CEBS).
Certified Government Benefits Administrator (CGBA).
Health Insurance Associate (HIA).
Senior Professional in Human Resources (SPHR); OR, Professional in Human Resources Certification (PHR).

Knowledge, Skills, and Abilities:
Knowledge of:

- Federal, State, Local and County applicable laws, rules, regulations and guidelines.
- Financial principles and practices.
- Travis County Policies, Procedures, and Regulations Manual.
- Travis County Budget, Budget Manual and Budget Rules.
- Local Government Code.
- County Auditor Disbursements Manual.
- Travis County Comprehensive Annual Financial Report (CAFR).
- State and local government budget, planning, systems, documents, issues, and trends.
- Policy and contract compliance decisions.
- Project management and supervisory principles, practices and techniques.
- Generally Accepted Accounting Principles (GAAP) and standardized financial, accounting and auditing practices.
- Budget planning, development, preparation and monitoring.
- Principles of project management, including scheduling, estimating, budgeting.
- Manual and automated systems relating to assigned function.
- Modern office practices, procedures and methods.
- Recent human resources developments and current literature.
- Negotiating and coordinating changes to human resources rules, policies and procedures.
- HRMS or HRIS systems.
- Intermediate to advanced MS Excel.
- Office management.
- Service oriented leadership and hands on practitioner.
- 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: Human Resources Financial Analyst Lead

JOB CODE:	24579	**FLSA STATUS:**	Exempt
PAY GRADE:	24	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Skill in:
- Project management, managing staff, allocating resources and evaluating programs.
- Problem solving and decision-making.
- Public policy research.
- Statistical methods.
- Financial analysis.
- Strategic planning.
- Analytical methods.
- Developing financial spreadsheets and financial trend analysis.
- Reviewing and completing professional financial reports.
- Long-range planning and evaluating financial processes.
- Developing financial policies and procedures.
- Both verbal and written communication, including public presentations.

Ability to:
- Combine various financial and budget components into Monthly Financial Statements.
- Present statements in accordance with Generally Accepted Accounting Principles (GAAP) promulgated by the Governmental Accounting Standards Board (GASB).
- Work independently and as part of a team.
- Provide information useful for management.
- Manage Auditor's Office input related to statement information and design.
- Make analytical decisions related to retrieving information, auditing, and reporting on many varied and complicated data requests.
- Access database with funding reimbursement and claims data.
- Direct, motivate, train, develop and evaluate staff.
- Work independently.
- Manage time well, perform multiple tasks, and organize diverse activities.
- Set priorities and manage the program operations.
- Analyze, calculate, forecast and interpret financial data and identify and resolve errors.
- 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.

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: Compensation Manager

JOB CODE:	26345	**FLSA STATUS:**	Exempt
PAY GRADE:	26	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Manages the daily activities of the Compensation division and provides analytical expertise and guidance in the administration and interpretation of Compensation policies. Manages all market pricing activities by establishing standards, matching and analyzing internal positions to external data using standardized data for making recommendations on base pay structure, job titles, and supplemental pay models. Participates in professional and complex technical work in the Human Resources Compensation projects. Plans and programs and processing of personnel actions and position control management, including planning, organizing, directing, analyzing, project planning, scheduling and management. Recommends implementation of Compensation plans, programs, policies and procedures, and guidelines. Ensures compliance to all Federal, State, and Local regulations and laws. Manages and performs multiple detailed projects simultaneously. Manages Compensation staff and, reports to the Director, Human Resources Management Department.

DISTINGUISHING CHARACTERISTICS:

This is a job classification within the Human Resources job family. Corporate Human Resource position distinguished by supervisory responsibilities and performing the more difficult and complex assignments, project planning and management duties and responsibilities, and requires additional supervisory experience. This position may require a flexible work schedule in order to meet the needs of the organization.

DUTIES AND RESPONSIBILITIES:

- Plans, organizes, manages, directs, and analyzes Compensation projects, plans and programs. Oversees the development and/or participation in Compensation salary surveys to collect and analyze competitive salary information. Manages and oversees ongoing reviews, audits, and controls of actual data, maintains, tracks assigned filled and vacant position records of past, present and future attributes, and pay grade/step assignments. Manages and oversees the development and/or participation in Compensation salary surveys to collect and analyze competitive salary information. Develops short and long-range Compensation and classification strategic plans to maintain competitive Compensation philosophy. Manages the revision of Compensation operating processing and procedures, including those related to computerization. Prepares and makes recommendations to management, and to include making presentations before the Commissioners Court. Oversees the review and approval processing of personnel actions according to established Compensation policies and procedures, and guidelines. Maintains the integrity of position control information by ensuring updates and accuracy of information.
- Conducts and participates in Compensation surveys that may include creation of market-specific surveys, data collection, analysis and feedback on results.
- Collaborates with HRIS partners to ensure appropriate Compensation data collection and retrieval capability.
- Keeps abreast of market trends related to Compensation issues and legislative or regulatory trends.
- Recommends implementation of Compensation projects, plans, programs, policies and procedures, and guidelines for Compensation administration. Makes sure the Compensation policies are in accordance with all Federal, State, and Local regulations and laws. Prepares policies and procedures to ensure achievement of equitable and competitive Compensation.
- Works collaboratively with budget officers, Payroll, IT and HRIS to ensure accurate and timely processing of annual salary recommendations. Conducts and reviews post implementation reports and trend analysis.

TRAVIS COUNTY JOB DESCRIPTION
DRAFT

JOB TITLE: Compensation Manager

JOB CODE:	26345	**FLSA STATUS:**	Exempt
PAY GRADE:	26	**LAST REVISED:**	10/01/09

DUTIES AND RESPONSIBILITIES: (Cont.)

- Assigns and monitors duties through project planning, scheduling and management. Manages and performs the complex technical work in the Compensation projects, plans and programs of job analysis, market analysis, job titles, pay grade assignments, job descriptions, job classification assignments to each position, pay range structure, FLSA designations, job classifications revisions, position desk audits and organizational structures, including formulating recommendations in accordance with strategic plans, policies and procedures, and guidelines. Works with department supervisors, managers, and department heads in analyzing and classifying positions while ensuring internal equity among positions. Reviews requests for new or revised job classifications.
- Manages the daily operations, maintenance, review, and approval of procedures, including those related to computerization, processing of the Compensation function, including such examples as the processing of weekly personnel actions, position control, PAF, temporary positions, second jobs; for compliance with policy and applicable Federal, State, and Local regulations and laws. Responsible for the design and implementation of process improvements; makes necessary adjustments, as required. Coordinates efforts with appropriate Human Resources and Information Technology staff regarding personnel action forms (PAFs) and position control systems. Coordinates the review and development of non-routine personnel action requests, and presents to Commissioners Court in accordance with Travis County approved policies and procedures.
- Provides consultation on policies and procedures to stakeholders including internal management and colleagues, personnel liaisons and coordinators, elected and appointed officials including executive managers, department heads, supervisors, and managers.
- Prepares and implements Compensation communications. Develops, oversees, and conducts FLSA and Position Control training programs and presentations; compliance with Federal, State, and Local regulations and laws; conducts supervisory training in related areas. Works with staff to research and develop new policies and procedures, guidelines, processing actions, and programs.
- Consults with elected/appointed officials, other department heads, and other staff to address Compensation issues and recommends and Compensation-related problems.
- Represents Compensation and the Human Resources Management Department in attending meetings, seminars, conferences, professional associations meetings, and participates on related committees.
- Responds to difficult inquires and complaints.
- Participates in special projects as assigned.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:
Bachelor's degree in Personnel Management, Human Resources Management, Public Administration, Business Administration or a directly related field AND seven (7) years of demonstrated compensation, including total reward systems related experience, demonstrated experience in the design, implementation and evaluation of total reward systems, policies and procedures; in analyzing and recommending process improvements for operating procedures and program delivery, 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.

TRAVIS COUNTY JOB DESCRIPTION
DRAFT

JOB TITLE: Compensation Manager

JOB CODE:	26345	**FLSA STATUS:**	Exempt
PAY GRADE:	26	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Licenses, Registrations, Certifications, or Special Requirements:
Valid Texas Driver's License.

Preferred:
Master's degree in Personnel Administration, Human Resources Management, Public Administration, Business Administration or a directly related field.
Certified Compensation Professional (CCP); OR, Certified Benefits Professional (CBP).
Microsoft Office Suite Certification.
Senior Professional in Human Resources (SPHR); OR, Professional in Human Resources Certification (PHR).

Knowledge, Skills, and Abilities:
Knowledge of:
- Federal, State and Local regulations, codes and laws: Title VII of Civil Rights Act, Equal Pay Act, FLSA, ADA, FMLA, EEOC, I-9.
- Principles, procedures, practices, programs, systems, methods, and techniques of Compensation.
- Job analysis.
- State and local government budget, planning, systems, documents, issues, and trends.
- Recent Human Resources developments and current literature.
- Negotiating and coordinating changes to Human Resources rules, policies and procedures.
- Principles of project management, including scheduling, estimating, budgeting.
- Advanced methods used in Compensation.
- Innovative pay and Compensation programs.
- HRIS systems.
- Intermediate to advanced MS Excel.
- Statistical analysis.
- Training programs.
- County policies, procedures and terminology.
- Organizational design methodology.
- Office management.
- Service oriented leadership and hands on practitioner.
- 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:
- Creating policies and procedures.
- Coordinating changes to Human Resources rules, policies and procedures.
- Project management.
- Developing, implementing, interpreting, applying and enforcing Human Resources policies and procedures per laws, rules, regulations, and codes.
- Working with executive management, and Elected and Appointed officials.
- Applying Human Resources and consulting methods.
- Supervisory principles, practices and techniques.
- Participating and applying project planning skills that may require the revision, development and/or re-design of existing Compensation program.
- Developing reports and conducting data analysis.
- Problem solving and decision-making.
- Explaining complicated technical problems in simple non-technical language.
- Both verbal and written communication.

TRAVIS COUNTY JOB DESCRIPTION
DRAFT

JOB TITLE: Compensation Manager

JOB CODE:	26345	**FLSA STATUS:**	Exempt
PAY GRADE:	26	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Ability to:

- Ensures compliance with Compensation guidelines, processes and procedures.
- Plan, assign, supervise, train and evaluate the work of professional subordinates.
- Coordinate, plan, and prioritize programs, projects, and activities.
- Interpret policies, procedures, and Federal, State and Local applicable laws governing Compensation.
- Exercise sound judgment and make decisions.
- Respond to inquiries.
- Work independently and as part of a team.
- Perform technical research, calculations and computations, and prepare plans and reports.
- Convey complex ideas and concepts verbally and in writing.
- Communicate goals to a wide and diverse audience.
- Prepare and conduct training.
- Manage time well and perform multiple tasks, and organize diverse activities.
- Provide management, administration, organizational leadership and team building.
- Perform in a fast-paced and stressful environment, while maintaining a professional manner.
- Make appropriate and effective public presentations.
- 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 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.

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 Information Officer

JOB CODE:	98353	**FLSA STATUS:**	Exempt
PAY GRADE:	98	**LAST REVISED:**	10/01/09
SALARY RANGE:	Min $149,670 Mid $194,571 Max $239,472		

JOB SUMMARY:

Functions as the Chief Information and Technology Officer for the enterprise. Provides executive leadership in development, planning, and administration of short- and long-term information and telecommunications functions. Leads countywide efforts to determine technology and communication needs. Develops and implements long-range information technology master plan. Plans and administers information and telecommunications functions for departments and implements policy dictated by Commissioners Court. Establishes and implements technology standards and best practices and service levels for the enterprise.

DISTINGUISHING CHARACTERISTICS:

This is a job classification within the Information Technology job family. Functions as the top information and technology position in the organization. Provides executive leadership in development, planning, and administration of short- and long-term information and telecommunications functions to meet organizational needs. Manages through subordinate managers. This classification may require a flexible work schedule in order to meet the needs of the department.

DUTIES AND RESPONSIBILITIES:

- Directs and oversees development of County information policies, procedures, and priorities, defines objectives and establishes direction of appropriate change in information technology.
- Provides overall strategic management, policy direction, and creative vision for the implementation of major information systems projects.
- Fosters collaboration with other executives in departments throughout the County in the improvement of business processes and the establishment of sound business practices.
- Develops evaluation mechanisms to ensure information technology policy objectives are met. Budgets and provides financial planning support objectives, and advises executive management team on effective distribution of resources among information technology objectives. Focuses on analytic data, results, and outcomes in accomplishing those tasks.
- Implements information technology policy across departments and functions, evaluates progress in achievement of goals, objectives, and management expectations.
- Administers overall operations of department. Selects, directs, and evaluates departmental staff. Prepares and administers annual department budget.
- Focuses on customer needs and maintains a countywide perspective. Initiates development of planning, confers with and advises personnel and departments concerning information technology, including computer, telephone and network services. Allocates Information Technology System (ITS) resources and prioritizes requests to meet approved plans.
- Coordinates with executive management team and Commissioners Court on priority of systems development, recommended standards for applications to be implemented and information exchange methods to be employed.
- Conducts computer and telecommunication systems evaluations with department heads. Develops standards and plans for technical support, including providing technical support and status of projects to department heads and elected officials.
- Evaluates and procures computer and telecommunications equipment and recommends funding methods to Commissioners Court. Interacts with equipment service and vendor personnel.
- Performs other job-related duties as assigned.

700

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Chief Information Officer

JOB CODE:	98353	**FLSA STATUS:**	Exempt
PAY GRADE:	98	**LAST REVISED:**	10/01/09
SALARY RANGE:	Min $149,670 Mid $194,571 Max $239,472		

MINIMUM REQUIREMENTS:

Education and Experience:
Bachelor's degree in Computer Science, Information Systems, Business Administration, Engineering or a directly related field AND twelve (12) years of increasingly responsible experience in data processing, systems information and technology systems development, planning, and networking, including 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.

Licenses, Registrations, Certifications, or Special Requirements:
Valid Texas Driver's License.

Preferred:
Master's degree in Computer Science, Information Systems, Business Administration, Engineering or a directly related field.

Knowledge, Skills, and Abilities:
Knowledge of:
- Information and technology industry, communications and networking, disk operating systems and disk tape processing.
- Management and supervisory principles, practices and techniques.
- Policies, practices, procedures and terminology of assigned function.
- Federal, State, Local and County applicable laws, rules, regulations and guidelines.
- Teleprocessing theory and technique.
- Budget preparation and office management.
- Computer equipment to include word processing, spreadsheets, databases and a variety of software packages.

Skill in:
- Directing and managing staff, allocating resources and evaluating programs.
- Working with executive management, and elected/appointed officials.
- Leadership, collaboration and negotiation techniques, including contracts, agreements and proposals.
- Managing user expectations and satisfaction.
- Developing and evaluating Requests for Proposals (RFPs).
- Strategic planning, developing, monitoring and evaluating.
- Developing and monitoring programs and related budgets.
- Problem-solving and decision-making.
- Both verbal and written communication, including presentations and communicating technical issues in non-technical language.

Ability to:
- Direct, motivate, train, develop and evaluate staff.
- Work independently and efficiently and as part of a team.
- Manage time well, 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 clientele, representatives of outside agencies and providers, other County employees and officials, and the general public.

701

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Chief Information Officer

JOB CODE:	98353	**FLSA STATUS:**	Exempt
PAY GRADE:	98	**LAST REVISED:**	10/01/09
SALARY RANGE:	Min $149,670 Mid $194,571 Max $239,472		

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

Physical requirements include the ability to lift/carry up to 35-40 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, sitting, walking, climbing, crawling, bending, stooping, crouching, kneeling, pushing, pulling, reaching, twisting, balancing, repetitive motion, and squatting to perform the essential functions. Subject to exposure to variations in extreme heat, cold, mechanical, fume/odor, and dust/mites.

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.

702

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Information Technology Director

JOB CODE:	31887	**FLSA STATUS:**	Exempt
PAY GRADE:	31	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Oversees and directs all activities of an assigned Information Technology (IT) functional group or groups. Directs tactical and operational IT provisioning infrastructure to support the enterprise's business goals. Aligns and calibrates the organization's technology deployment strategy with its business strategy. Oversees technology purchases and services provided to multiple internal customers. Directs the development and implementation of technologies to support business objectives. Establishes and implements enterprise-level technology standards and processes. Approves, plans and budgets for all assets in area of responsibility.

DISTINGUISHING CHARACTERISTICS:

This is a job classification within the Information Technology job family. Oversees and directs all activities of an assigned Information Technology (IT) functional group or groups. Provides executive leadership and assists top IT executive in developing, planning, and administering short- and long-term information and telecommunications functions to meet organizational needs. Manages through subordinate managers. This classification may require a flexible work schedule in order to meet the needs of the department.

DUTIES AND RESPONSIBILITIES:

- Oversees and directs all activities of an assigned Information Technology (IT) functional group or groups. Provides technical leadership and direction in ensuring the successful integration of new methods and technologies with existing systems.
- Provides leadership, management and coordination in planning, organizing, implementing and evaluating operations in accordance with Federal, State and Local laws, policies, procedures, guidelines and enterprise goals and objectives.
- Oversees and directs through subordinate managers staff, including hiring, training, 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.
- Develops, recommends and oversees implementation of strategic plans to accomplish goals and objectives and improve effectiveness and efficiency of services.
- Directs tactical and operational IT provisioning infrastructure to support the enterprise's business goals.
- Aligns and calibrates the organization's technology deployment strategy with its business strategy.
- Directs the development and implementation of technologies to support business objectives.
- Establishes and implements enterprise-level technology standards and processes.
- Assists in preparing and administering annual department budget. Monitors budget expenditures to ensure consistent with department goals and objectives and within available funds.
- Approves, plans and budgets for all assets in area of responsibility.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:

Bachelor's degree in Computer Science, Information Systems, Business Administration or a directly related field AND ten (10) years of increasingly relevant responsible experience, including 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.

703

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Information Technology Director

JOB CODE:	31887	**FLSA STATUS:**	Exempt
PAY GRADE:	31	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Licenses, Registrations, Certifications, or Special Requirements:
Valid Texas Driver's License.

Preferred:
Master's degree in Computer Science, Information Systems, Business Administration or a directly related field.

Knowledge, Skills, and Abilities:
Knowledge of:

- Management and supervisory principles, practices and techniques.
- Policies, practices, procedures and terminology of assigned function.
- Federal, State, Local and County applicable laws, rules, regulations and guidelines.
- Information technology hardware, software and peripherals as related to assigned function.
- Communications and networking, network and systems security.
- Budget preparation and office management.
- Computer equipment to include word processing, spreadsheets, databases and a variety of software packages.

Skill in:

- Directing and managing staff, allocating resources and evaluating programs.
- Working with executive management, and elected/appointed officials.
- Leadership, collaboration and negotiation techniques, including contracts, agreements and proposals.
- Managing user expectations and satisfaction.
- Developing and evaluating Requests for Proposals (RFPs).
- Strategic planning, developing, monitoring and evaluating.
- Developing and monitoring programs and related budgets.
- Problem-solving and decision-making.
- Both verbal and written communication, including presentations and communicating technical issues in non-technical language.

Ability to:

- Direct, motivate, train, develop and evaluate staff.
- Work independently and efficiently and as part of a team.
- Manage time well, perform multiple tasks and organize diverse activities.
- Research, compile, analyze, interpret and prepare a variety of memorandums or reports.
- Work with both the big picture and the small details.
- Plan and direct the planning efforts of others.
- 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 35-40 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, sitting, walking, climbing, crawling, bending, stooping, crouching, kneeling, pushing, pulling, reaching, twisting, balancing, repetitive motion, and squatting to perform the essential functions. Subject to exposure to variations in extreme heat, cold, mechanical, fume/odor, and dust/mites.

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.

704

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Project Management Division Manager

JOB CODE:	30885	**FLSA STATUS:**	Exempt
PAY GRADE:	30	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Directs and manages the enterprise Information Technology (IT) project portfolio. Develops the program strategy, supporting business case and various enterprise-wide high-level project plans. Ensures delivery of all projects in the IT portfolio on time, within budget and in alignment with strategic and organizational requirements. Ensures integration of projects and adjusts project scope, timing and budgets as needed, based on the organizational needs and objectives. Communicates to senior IT leadership and key stakeholders the program strategy, direction and changes. Oversees and maintains relationships with user departments. Partners with elected and appointed officials as well as senior management within user departments to identify and prioritize opportunities for utilizing technology to achieve enterprise goals.

DISTINGUISHING CHARACTERISTICS:

This is a job classification within the Information Technology job family. Directs and manages the enterprise-wide IT project portfolio and related project staff. Manages Information Technology (IT) projects to ensure delivery in accordance with strategic and organizational goals. This classification may require a flexible work schedule in order to meet the needs of the department.

DUTIES AND RESPONSIBILITIES:

- Oversees and manages the Information Technology (IT) project portfolio. Provides technical leadership and direction in ensuring the successful integration of new methods and technologies with existing systems.
- Provides leadership, management and coordination in planning, organizing, implementing and evaluating operations in accordance with Federal, State and Local laws, policies, procedures, guidelines and enterprise goals and objectives.
- Oversees staff, including hiring, training, 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.
- Develops, maintains and communicates program strategy, supporting business cases and project plans.
- Develops and establishes project methodology standards, processes and procedures. Assists top management in developing strategic plans to accomplish goals and objectives and improve effectiveness and efficiency of services.
- Builds and maintains relationships with elected and appointed officials as well as senior management in user departments in order to identify and prioritize opportunities for utilizing technology to achieve enterprise goals.
- Plans and budgets for area of responsibility. Monitors budget expenditures to ensure consistent with department goals and objectives and within available funds.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:
Bachelor's degree in Computer Science, Information Systems, Business Administration or a directly related field AND ten (10) years of relevant work experience, including both five (5) years of increasingly responsible supervisory or management experience and five (5) years managing projects;

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.

705

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Project Management Division Manager

JOB CODE:	30885	**FLSA STATUS:**	Exempt
PAY GRADE:	30	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Preferred:
Master's degree in Computer Science, Information Systems, Business Administration or a directly related field.
Project Management Professional (PMP) Certification.

Knowledge, Skills, and Abilities:
Knowledge of:
- Management and supervisory principles, practices and techniques.
- Policies, practices, procedures and terminology of assigned function.
- Federal, State, Local and County applicable laws, rules, regulations and guidelines.
- Information technology hardware, software and peripherals as related to assigned function.
- Budget preparation and office management.
- Computer equipment to include word processing, spreadsheets, databases and a variety of software packages.

Skill in:
- Directing and managing staff, allocating resources and evaluating programs.
- Leadership, collaboration and negotiation techniques, including contracts, agreements and proposals.
- Managing user expectations and satisfaction.
- Using industry standard project management tools.
- Developing and evaluating Requests for Proposals (RFPs).
- Strategic planning, developing, monitoring and evaluating.
- Developing and monitoring programs and related budgets.
- Problem-solving and decision-making.
- Both verbal and written communication, including presentations and communicating technical issues in non-technical language.

Ability to:
- Direct, motivate, train, develop and evaluate staff.
- Work independently and efficiently and as part of a team.
- Manage time well, 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 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 35-40 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, sitting, walking, climbing, crawling, bending, stooping, crouching, kneeling, pushing, pulling, reaching, twisting, balancing, repetitive motion, and squatting to perform the essential functions. Subject to exposure to variations in extreme heat, cold, mechanical, fume/odor, and dust/mites.

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.

706

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Project Manager III

JOB CODE:	30884	**FLSA STATUS:**	Exempt
PAY GRADE:	30	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Responsible for the overall coordination, status reporting and stability of highly complex and cross-functional project oriented work efforts. Manages multiple projects simultaneously. Establishes and implements project management processes and methodologies for the Information Technology (IT) community to ensure projects are delivered on time, within budget, adhere to high quality standards and meet customer expectations. Responsible for project planning, tracking key project milestones and adjusting project plans and resources to meet customer needs. Partners with elected and appointed officials as well as senior management in the user departments to identify and prioritize opportunities for utilizing IT to achieve the goals of the enterprise. Serves as the senior relationship manager for specific user departments.

DISTINGUISHING CHARACTERISTICS:

This is the third in a series of three project manager-related job classifications within the Information Technology job family. Coordinates and directs the work of staff engaged in multiple, highly complex Information Technology (IT)-related projects in a matrix environment. The Project Manager III plans and directs the work of multiple projects and may function as project staff on other projects. This classification may require a flexible work schedule in order to meet the needs of the department.

DUTIES AND RESPONSIBILITIES:

- Manages multiple, highly complex projects/staff simultaneously, using established methodologies and processes.
- Develops, maintains and communicates project documentation, including project definition, schedules and budget plans.
- Determines project methodology.
- Assembles project team, assigning individual responsibilities and coordinating activities.
- Leads and facilitates cross-functional project team meetings to identify and resolve issues impacting project success.
- Elicits and documents project requirements from key stakeholders. Communicates project status, issues and/or concerns with management and appropriate stakeholders.
- Ensures timely completion of projects and meets project deadlines. Develops contingency plans for projects.
- Provides quality assurance to project deliverables.
- Ensures projects are completed within budget and other resource constraints.
- Builds and maintains relationships with elected and appointed officials as well as senior management in user departments in order to identify and prioritize opportunities for utilizing technology to achieve department goals.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:
Bachelor's degree in Computer Science, Information Systems, Business Administration or a directly related field AND eight (8) years of relevant work experience, including four (4) years managing projects;

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: Project Manager III

JOB CODE:	30884	**FLSA STATUS:**	Exempt
PAY GRADE:	30	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Licenses, Registrations, Certifications, or Special Requirements:
Valid Texas Driver's License.

Knowledge, Skills, and Abilities:
Knowledge of:

- Project management methodologies, practices and techniques.
- Budget preparation and office management.
- Policies, practices, procedures and terminology of assigned function.
- Federal, State, Local and County applicable laws, rules, regulations and guidelines.
- Information technology hardware, software and peripherals as related to assigned function.
- Request for Proposal (RFP) development, evaluation and negotiation.
- Computer equipment to include word processing, spreadsheets, databases and a variety of software packages.

Skill in:

- Using industry standard project management tools.
- Managing staff, allocating resources and evaluating programs.
- Leadership, collaboration and negotiation techniques.
- Developing and monitoring programs and related budgets.
- Problem-solving and decision-making.
- Managing user expectations and satisfaction.
- Developing and evaluating Requests for Proposals (RFPs).
- Negotiating contracts, agreements and proposals.
- Both verbal and written communication, including presentations and communicating technical issues in non-technical language.

Ability to:

- Direct, motivate, train, develop and evaluate staff.
- Work independently and efficiently and as part of a team.
- Manage time well, perform multiple tasks and organize diverse activities.
- Translate policies and objectives into ideas and applications web-based information products.
- 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 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 35-40 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, sitting, walking, climbing, crawling, bending, stooping, crouching, kneeling, pushing, pulling, reaching, twisting, balancing, repetitive motion, and squatting to perform the essential functions. Subject to exposure to variations in extreme heat, cold, mechanical, fume/odor, and dust/mites.

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.

708

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Project Manager II

JOB CODE:	28883	**FLSA STATUS:**	Exempt
PAY GRADE:	28	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Responsible for the overall coordination, status reporting and stability of complex and cross-functional project oriented work efforts. Manages multiple projects simultaneously. Establishes and implements project management processes and methodologies for the Information Technology (IT) community to ensure projects are delivered on time, within budget, adhere to high quality standards and meet customer expectations. Responsible for project planning, tracking key project milestones and adjusting project plans and resources to meet customer needs. Partners with senior management in the user departments to identify and prioritize opportunities for utilizing IT to achieve the goals of the enterprise. Serves as the relationship manager for specific user departments.

DISTINGUISHING CHARACTERISTICS:

This is the second in a series of three project manager-related job classifications within the Information Technology job family. Coordinates and directs the work of staff engaged in multiple, complex Information Technology (IT)-related projects in a matrix environment. The Project Manager II plans and directs the work of multiple projects while functioning as project staff on other projects. This classification may require a flexible work schedule in order to meet the needs of the department.

DUTIES AND RESPONSIBILITIES:

- Manages multiple complex projects simultaneously, using established methodologies and processes.
- Develops, maintains and communicates project documentation, including project definition, milestones, schedules and budget plans.
- Determines project methodology.
- Assembles project team, assigning individual responsibilities and coordinating activities.
- Leads and facilitates cross-functional project team meetings to identify and resolve issues impacting project success.
- Elicits and documents project requirements from key stakeholders. Communicates project status, issues and/or concerns with management and appropriate stakeholders.
- Ensures timely completion of projects and meets project deadlines. Develops contingency plans for projects.
- Provides quality assurance to project deliverables.
- Ensures projects are completed within budget and other resource constraints.
- Builds and maintains relationships with senior management in user departments in order to identify and prioritize opportunities for utilizing technology to achieve department goals.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:
Bachelor's degree in Computer Science, Information Systems, Business Administration or a directly related field AND seven (7) years of relevant work experience, including three (3) years managing projects;

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.

709

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Project Manager II

JOB CODE:	28883	**FLSA STATUS:**	Exempt
PAY GRADE:	28	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Knowledge, Skills, and Abilities:

Knowledge of:

- Project management methodologies, practices and techniques.
- Budget preparation and office management.
- Policies, practices, procedures and terminology of assigned function.
- Federal, State, Local and County applicable laws, rules, regulations and guidelines.
- Information technology hardware, software and peripherals as related to assigned function.
- Request for Proposal (RFP) development, evaluation and negotiation.
- Computer equipment to include word processing, spreadsheets, databases and a variety of software packages.

Skill in:

- Using industry standard project management tools.
- Managing staff, allocating resources and evaluating programs.
- Leadership, collaboration and negotiation techniques.
- Developing and monitoring programs and related budgets.
- Problem-solving and decision-making.
- Developing and evaluating Requests for Proposals (RFPs).
- Negotiating contracts, agreements and proposals.
- Managing user expectations and satisfaction.
- Translating highly complex concepts for peers and customers.
- Both verbal and written communication, including presentations and communicating technical issues in non-technical language.

Ability to:

- Direct, motivate, train, develop and evaluate staff.
- Work independently and efficiently and as part of a team.
- Manage time well, perform multiple tasks and organize diverse activities.
- Translate policies and objectives into ideas and applications web-based information products.
- 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 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 35-40 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, sitting, walking, climbing, crawling, bending, stooping, crouching, kneeling, pushing, pulling, reaching, twisting, balancing, repetitive motion, and squatting to perform the essential functions. Subject to exposure to variations in extreme heat, cold, mechanical, fume/odor, and dust/mites.

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.

710

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Project Manager I

JOB CODE:	27882	**FLSA STATUS:**	Exempt
PAY GRADE:	27	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Responsible for the coordination, status reporting and stability of moderately complex project oriented work efforts. Manages one or more projects simultaneously. Follows established project management processes and methodologies for the Information Technology (IT) community to ensure projects are delivered on time, within budget, adhere to high quality standards and meet customer expectations. Responsible for project planning, tracking key project milestones and adjusting project plans and resources to meet customer needs.

DISTINGUISHING CHARACTERISTICS:

This is the first in a series of three project manager-related job classifications within the Information Technology job family. Coordinates and directs the work of staff engaged in moderately complex Information Technology (IT)-related projects in a matrix environment. The Project Manager I may direct the work of one or more projects while functioning as project staff on other projects. This classification may require a flexible work schedule in order to meet the needs of the department.

DUTIES AND RESPONSIBILITIES:

- Manages one or more moderately complex projects simultaneously, using established methodologies and processes.
- Develops, maintains and communicates project documentation, including project definition, schedules, milestones and budget plans.
- Determines project methodology.
- Assembles project team, assigning individual responsibilities and coordinating activities.
- Leads and facilitates project team meetings to identify and resolve issues impacting project success.
- Elicits and documents project requirements from key stakeholders. Communicates project status, issues and/or concerns with management and appropriate stakeholders.
- Ensures timely completion of projects and meets project deadlines. Develops contingency plans for projects.
- Provides quality assurance to project deliverables.
- Ensures projects are completed within budget and other resource constraints.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:
Bachelor's degree in Computer Science, Information Systems, Business Administration or a directly related field AND five (5) years of relevant work experience, including two (2) years managing projects;

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.

911

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Project Manager I

JOB CODE:	27882	**FLSA STATUS:**	Exempt
PAY GRADE:	27	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Knowledge, Skills, and Abilities:

Knowledge of:

- Project management methodologies, practices and techniques.
- Budget preparation and office management.
- Policies, practices, procedures and terminology of assigned function.
- Federal, State, Local and County applicable laws, rules, regulations and guidelines.
- Information technology hardware, software and peripherals as related to assigned function.
- Request for Proposal (RFP) development, evaluation and negotiation.
- Computer equipment to include word processing, spreadsheets, databases and a variety of software packages.

Skill in:

- Using industry standard project management tools.
- Managing staff, allocating resources and evaluating programs.
- Leadership, collaboration and negotiation techniques.
- Developing and monitoring programs and related budgets.
- Problem-solving and decision-making.
- Translating highly complex concepts for peers and customers.
- Both verbal and written communication, including presentations and communicating technical issues in non-technical language.

Ability to:

- Direct, motivate, train, develop and evaluate staff.
- Work independently and efficiently and as part of a team.
- Manage time well, perform multiple tasks and organize diverse activities.
- Translate policies and objectives into ideas and applications web-based information products.
- 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 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 35-40 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, sitting, walking, climbing, crawling, bending, stooping, crouching, kneeling, pushing, pulling, reaching, twisting, balancing, repetitive motion, and squatting to perform the essential functions. Subject to exposure to variations in extreme heat, cold, mechanical, fume/odor, and dust/mites.

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.

712

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Application Support Division Manager

JOB CODE:	30881	**FLSA STATUS:**	Exempt
PAY GRADE:	30	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Oversees and directs the support of enterprise application operations, including support requests and issue resolution. Develops and communicates the application support strategy, service level agreements and project plans. Manages support requests and operations issues to resolution. Oversees the investigation, analysis and resolution of application and operational failures. Oversees the specification and implementation of upgrades, release management and the troubleshooting of application performance problems.

DISTINGUISHING CHARACTERISTICS:

This is a job classification within the Information Technology job family. Directs and manages enterprise application operations and staff. Manages incoming requests for applications support and technical consulting services designed to improve business processes and meet user and organizational needs in accordance with strategic and organizational goals. This classification may require a flexible work schedule in order to meet the needs of the department.

DUTIES AND RESPONSIBILITIES:

- Oversees and manages enterprise Information Technology (IT) application support functions. Provides technical leadership and direction in ensuring the successful integration of new methods and technologies with existing systems.
- Provides leadership, management and coordination in planning, organizing, implementing and evaluating operations in accordance with Federal, State and Local laws, policies, procedures, guidelines and enterprise goals and objectives.
- Oversees staff, including hiring, training, 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.
- Manages support and enhancement requests as well as key stakeholder inquiries.
- Oversees the investigation, analysis and resolution of application failures and issues.
- Oversees application upgrades, release management and performance monitoring.
- Develops, maintains and communicates application support strategy, service agreements and project plans. Assists top management in developing strategic plans to accomplish goals and objectives and improve effectiveness and efficiency of services.
- Builds and maintains relationships with elected and appointed officials as well as senior management in user departments in order to identify and prioritize opportunities for utilizing technology to achieve enterprise goals.
- Develops and establishes application support standards, processes and procedures.
- Plans and budgets for area of responsibility. Monitors budget expenditures to ensure consistent with department goals and objectives and within available funds.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:

Bachelor's degree in Computer Science, Information Systems, Business Administration or a directly related field AND ten (10) years of relevant work experience, including both five (5) years of increasingly responsible supervisory or management experience and five (5) years managing projects;

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.

713

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Application Support Division Manager

JOB CODE:	30881	**FLSA STATUS:**	Exempt
PAY GRADE:	30	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Licenses, Registrations, Certifications, or Special Requirements:
Valid Texas Driver's License.

Preferred:
Master's degree in Computer Science, Information Systems, Business Administration or a directly related field.

Knowledge, Skills, and Abilities:
Knowledge of:

- Management and supervisory principles, practices and techniques.
- Policies, practices, procedures and terminology of assigned function.
- Federal, State, Local and County applicable laws, rules, regulations and guidelines.
- Information technology hardware, software and peripherals as related to assigned function.
- Application support and project management methodologies.
- Application architecture.
- Budget preparation and office management.
- Computer equipment to include word processing, spreadsheets, databases and a variety of software packages.

Skill in:

- Directing and managing staff, allocating resources and evaluating programs.
- Leadership, collaboration and negotiation techniques, including contracts, agreements and proposals.
- Managing user expectations and satisfaction.
- Developing and evaluating Requests for Proposals (RFPs).
- Strategic planning, developing, monitoring and evaluating.
- Developing and monitoring programs and related budgets.
- Problem-solving and decision-making.
- Both verbal and written communication, including presentations and communicating technical issues in non-technical language.

Ability to:

- Direct, motivate, train, develop and evaluate staff.
- Work independently and efficiently and as part of a team.
- Manage time well, 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 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 35-40 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, sitting, walking, climbing, crawling, bending, stooping, crouching, kneeling, pushing, pulling, reaching, twisting, balancing, repetitive motion, and squatting to perform the essential functions. Subject to exposure to variations in extreme heat, cold, mechanical, fume/odor, and dust/mites.

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.

714

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Business Consultant II

JOB CODE:	29880	**FLSA STATUS:**	Exempt
PAY GRADE:	29	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Provides highly complex technical consulting and support services for defining, developing and improving functional or business processes to meet user and organizational needs. Works with departmental management and staff to define problems and management requirements. Serves as a senior technical liaison between department users and the Information Technology (IT) organization in order to provide advanced technical solutions to meet user needs. Leads the gathering of organization needs as well as the design of advanced solutions through direct interaction with stakeholders. Provides expertise in supporting highly complex department applications and functions. Conducts advanced process redesign and compiles documentation, as required for complex applications. Translates the highest level organization requirements into functional IT specifications and manages changes to such specifications. Focuses on strategic technical solutions in accordance with total departmental and organizational goals.

DISTINGUISHING CHARACTERISTICS:

This is the second in a series of two business consultant-related job classifications within the Information Technology job family. Provides complex technical consulting and support services for defining, developing and improving functional or business processes to meet user and organizational needs. The Business Consultant II serves as a senior technical expert in analyzing the highest level business process needs and designing advanced solutions to meet these needs with an emphasis on strategic technical solutions. This class typically supervises or leads subordinate Information Technology (IT) staff and/or teams performing high-level technical business problems. This classification may require a flexible work schedule in order to meet the needs of the department.

DUTIES AND RESPONSIBILITIES:

- Provides highly complex technical consulting and support services for defining, developing and improving functional or business processes to meet user and organizational needs. Works with departmental management and staff to define problems and management requirements.
- Solicits and interprets client requests, documents client needs and automated procedures and works with users to improve business processes. Proposes strategic solutions appropriate within the broader context of departmental, County Information Technology (IT) and total organizational goals.
- Resolves day-to-day technology needs of the department with a focus on the analysis of processes, dissecting problems and suggesting solutions. Reviews business processes, analyzes existing procedures and systems and makes recommendations for improvements. Develops process performance measures and plans the transition to a new process.
- Participates in continuous review and update to ensure that processes meet changing departmental and organizational conditions. Identifies processes for improvement, documents existing processes, and identifies and analyzes gaps between current processes and the desired state.
- Interfaces and collaborates with other IT staff in the design of new programs, processes, projects and software. Conducts highly complex analysis, design, programming, validation, testing and training and maintenance. Assists with and may oversee application testing and product defect tracking. Interfaces with software project team members to assist in all aspects of requirements and testing activities. Participates in the coordination and monitoring of software development activities. Reviews programs written by others. Establishes test procedures and tests and debugs programs.
- Leads teams in identifying, analyzing and developing improvements for management, data, and business processing needs. Oversees advanced complex project work conducted by subordinate and/or peer IT staff, providing expertise and assistance, as required. Solves quality problems by interfacing with all project development members and product-line project activities. Supervises subordinate IT or support staff.
- Serves as a liaison with Information Technology System (ITS) in network administration within a user department. May possess primary responsibility for administration and troubleshooting of a stand-alone departmental network.
- May install computer hardware, software and peripheral devices, as required. Troubleshoots problems encountered by department users, performs highly advanced diagnostics and provides limited user training. Coordinates and may oversee technical support work provided by ITS. Maintains inventory of department hardware and software.

715

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Business Consultant II

JOB CODE:	29880	**FLSA STATUS:**	Exempt
PAY GRADE:	29	**LAST REVISED:**	10/01/09

DUTIES AND RESPONSIBILITIES: (Cont.)

- Evaluates vendor hardware and software for user department. Collaborates with users, researches product information and assesses available products. Leads or participates in development of formal Requests for Proposals (RFPs) or Request for Information (RFIs) to obtain computer systems, hardware and software. Monitors ensuing contracts through implementation to insure vendor performance or delivery of services.
- Creates and/or develops enhancements needed for highly complex departmental databases. Maintains production, development and test database systems to meet user needs and provides systems support and security for self-contained departmental databases.
- Configures document management systems.
- Provides end-user and system support for specified department applications and functions.
- Produces periodic status and operational reports for high-level management review.
- Conducts training efforts of systems implementation, including documentation, instruction and hands-on-training of others.
- May develop policies, operating procedures and protocols related to database systems within a department. May monitor databases and servers and consult with department staff to develop database applications and facilitate the effective use of database systems.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:
Bachelor's degree in Computer Science, Information Systems, Business Administration or a directly related field AND eight (8) years of relevant work experience, including two (2) years of team lead, 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:
Microsoft Certified Systems Engineer (MCSE) Certification.
Certified Novell Administrator (CNA) Certification.
Certified Novell Engineer (CNE) Certification.
Oracle Database Administrator (DBA) Certification.

Knowledge, Skills, and Abilities:
Knowledge of:
- Policies, practices, procedures and terminology of assigned function.
- Federal, State, Local and County applicable laws, rules, regulations and guidelines.
- Information technology hardware, software and peripherals as related to assigned function.
- Existing automated business applications and their relationships to each other and interfaces with other automated systems.
- Software engineering and the software development lifecycle.
- Computer equipment to include word processing, spreadsheets, databases and a variety of software packages.

716

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Business Consultant II

JOB CODE:	29880	**FLSA STATUS:**	Exempt
PAY GRADE:	29	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Skill in:

- Understanding technical problems and solutions in relation to current, as well as future, business environment.
- Problem-solving and decision-making.
- Training users on computer applications.
- Translating highly complex concepts for peers and customers.
- Network administration and maintenance.
- Installation, maintenance and troubleshooting of hardware, software and peripherals.
- Both verbal and written communication, including presentations and communicating technical issues in non-technical language.

Ability to:

- Identify and analyze highly complex end-user problems and develop strategic, practical technological solutions.
- Lead, supervise and/or work independently and efficiently and as part of a team.
- Manage time well, 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 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 35-40 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, sitting, walking, climbing, crawling, bending, stooping, crouching, kneeling, pushing, pulling, reaching, twisting, balancing, repetitive motion, and squatting to perform the essential functions. Subject to exposure to variations in extreme heat, cold, mechanical, fume/odor, and dust/mites.

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.

717

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Business Consultant I

JOB CODE:	27879	**FLSA STATUS:**	Exempt
PAY GRADE:	27	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Provides complex technical consulting and support services for defining, developing and improving functional or business processes to meet user and organizational needs. Works with departmental management and staff to define problems and management requirements. Serves as a senior technical liaison between department users and the Information Technology (IT) organization in order to provide advanced technical solutions to meet user needs. Leads the gathering of organization needs as well as the design of advanced solutions through direct interaction with stakeholders. Provides expertise in supporting highly complex department applications and functions. Conducts advanced process redesign and compiles documentation, as required for complex applications. Translates the highest level organization requirements into functional IT specifications and manages changes to such specifications. Focuses on strategic technical solutions in accordance with total departmental and organizational goals.

DISTINGUISHING CHARACTERISTICS:

This is the first in a series of two business consultant-related job classifications within the Information Technology job family. Provides complex technical consulting and support services for defining, developing and improving functional or business processes to meet user and organizational needs. The Business Consultant I serves as a senior technical expert in analyzing high-level business process needs and designing advanced solutions to meet these needs with an emphasis on strategic technical solutions. This class typically supervises or leads subordinate Information Technology (IT) staff and/or teams performing high-level technical business problems. This classification may require a flexible work schedule in order to meet the needs of the department.

DUTIES AND RESPONSIBILITIES:

- Provides complex technical consulting and support services for defining, developing and improving functional or business processes to meet user and organizational needs. Works with departmental management and staff to define problems and management requirements.
- Solicits and interprets client requests, documents client needs and automated procedures and works with users to improve business processes. Proposes strategic solutions appropriate within the broader context of departmental, County Information Technology (IT) and total organizational goals.
- Resolves day-to-day technology needs of the department with a focus on the analysis of processes, dissecting problems and suggesting solutions. Reviews business processes, analyzes existing procedures and systems and makes recommendations for improvements. Develops process performance measures and plans the transition to a new process.
- Participates in continuous review and update to ensure that processes meet changing departmental and organizational conditions. Identifies processes for improvement, documents existing processes, and identifies and analyzes gaps between current processes and the desired state.
- Interfaces and collaborates with other IT staff in the design of new programs, processes, projects and software. Conducts complex analysis, design, programming, validation, testing and training and maintenance. Assists with and may oversee application testing and product defect tracking. Interfaces with software project team members to assist in all aspects of requirements and testing activities. Participates in the coordination and monitoring of software development activities. May review programs written by others. Establishes test procedures and tests and debugs programs.
- Leads teams in identifying, analyzing and developing improvements for management, data, and business processing needs. Oversees advanced complex project work conducted by subordinate and/or peer IT staff, providing expertise and assistance, as required. Solves quality problems by interfacing with all project development members and product-line project activities. Supervises subordinate IT or support staff.
- Serves as a liaison with Information Technology System (ITS) in network administration within a user department. May possess primary responsibility for administration and troubleshooting of a stand-alone departmental network.
- May install computer hardware, software and peripheral devices, as required. Troubleshoots problems encountered by department users, performs highly advanced diagnostics and provides limited user training. Coordinates and may oversee technical support work provided by ITS. Maintains inventory of department hardware and software.

7/8

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Business Consultant I

JOB CODE:	27879	**FLSA STATUS:**	Exempt
PAY GRADE:	27	**LAST REVISED:**	10/01/09

DUTIES AND RESPONSIBILITIES: (Cont.)

- Evaluates vendor hardware and software for user department. Collaborates with users, researches product information and assesses available products. Leads or participates in development of formal Requests for Proposals (RFPs) or Request for Information (RFIs) to obtain computer systems, hardware and software. Monitors ensuing contracts through implementation to insure vendor performance or delivery of services.
- Creates and/or develops enhancements needed for highly complex departmental databases. Maintains production, development and test database systems to meet user needs and provides systems support and security for self-contained departmental databases.
- Configures document management systems.
- Provides end-user and system support for specified department applications and functions.
- Produces periodic status and operational reports for high-level management review.
- Conducts training efforts of systems implementation, including documentation, instruction and hands-on-training of others.
- May develop policies, operating procedures and protocols related to database systems within a department. May monitor databases and servers and consult with department staff to develop database applications and facilitate the effective use of database systems.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:
Bachelor's degree in Computer Science, Information Systems, Business Administration or a directly related field AND seven (7) years of relevant work experience, including one (1) year of team lead, 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:
Microsoft Certified Systems Engineer (MCSE) Certification.
Certified Novell Administrator (CNA) Certification.
Certified Novell Engineer (CNE) Certification.
Oracle Database Administrator (DBA) Certification.

Knowledge, Skills, and Abilities:
Knowledge of:
- Policies, practices, procedures and terminology of assigned function.
- Federal, State, Local and County applicable laws, rules, regulations and guidelines.
- Information technology hardware, software and peripherals as related to assigned function.
- Existing automated business applications and their relationships to each other and interfaces with other automated systems.
- Software engineering and the software development lifecycle.
- Computer equipment to include word processing, spreadsheets, databases and a variety of software packages.

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Business Consultant I

JOB CODE:	27879	**FLSA STATUS:**	Exempt
PAY GRADE:	27	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Skill in:

- Understanding technical problems and solutions in relation to current, as well as future, business environment.
- Problem-solving and decision-making.
- Training users on computer applications.
- Translating highly complex concepts for peers and customers.
- Network administration and maintenance.
- Installation, maintenance and troubleshooting of hardware, software and peripherals.
- Both verbal and written communication, including presentations and communicating technical issues in non-technical language.

Ability to:

- Identify and analyze highly complex end-user problems and develop strategic, practical technological solutions.
- Lead, supervise and/or work independently and efficiently and as part of a team.
- Manage time well, 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 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 35-40 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, sitting, walking, climbing, crawling, bending, stooping, crouching, kneeling, pushing, pulling, reaching, twisting, balancing, repetitive motion, and squatting to perform the essential functions. Subject to exposure to variations in extreme heat, cold, mechanical, fume/odor, and dust/mites.

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: Business Analyst Associate

JOB CODE:	18825	**FLSA STATUS:**	Exempt
PAY GRADE:	18	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Provides routine technical consulting and support services for defining, developing and improving functional or business processes to meet user and organizational needs. Works with departmental management and staff to define problems and management requirements. Serves as a liaison between department users and the Information Technology (IT) organization in order to provide technical solutions to meet user needs. Possesses expertise in supporting basic department applications and functions. May assist with process redesign and documentation, as required for simple applications.

DISTINGUISHING CHARACTERISTICS:

This is the first in a series of four business analyst-related job classifications within the Information Technology job family. Provides routine technical consulting and support services for defining, developing and improving functional or business processes to meet user and organizational needs. The Business Analyst Associate performs routine Information Technology (IT) functions and may perform basic computer hardware and software installation, network administration and database management within a department. This classification may require a flexible work schedule in order to meet the needs of the department.

DUTIES AND RESPONSIBILITIES:

- Provides routine technical consulting and support services for defining, developing and improving functional or business processes to meet user and organizational needs. Works with departmental management and staff to define problems and management requirements.
- Solicits and interprets client requests, documents client needs and automated procedures and works with users to improve business processes. Proposes alternatives appropriate within the broader context of County Information Technology (IT) and other operations and technology.
- Resolves day-to-day technology needs of the department with a focus on the analysis of processes, dissecting problems and suggesting solutions. Reviews business processes, analyzes existing procedures and systems and makes recommendations for improvements. Develops process performance measures and assists in planning the transition to a new process.
- Participates in continuous review and update to ensure that processes meet changing departmental and organizational conditions. Identifies processes for improvement, documents existing processes, and identifies and analyzes gaps between current processes and the desired state.
- Interfaces and collaborates with other IT staff in the design of new programs, processes, projects and software. Assists with analysis, design, programming, validation, testing, training and maintenance. Assists with application testing and product defect tracking. Interfaces with software project team members to assist with requirements and testing activities. Participates in the coordination and monitoring of software development activities. May review programs written by others. Establishes test procedures and tests and debugs programs.
- Serves as a liaison with Information Technology System (ITS) in network administration within a user department. May possess primary responsibility for administration, installation, maintenance and troubleshooting of a stand-alone departmental network.
- May assist in or install computer hardware, software and peripheral devices, as required. Performs diagnostics and troubleshoots problems encountered by department users and provides limited user training. Coordinates technical support work provided by ITS. Assists in maintaining the inventory of department hardware and software.
- Assists in evaluating, acquiring and implementing vendor hardware and software for user department. Collaborates with users, researches product information, assesses available technology, makes recommendations and may assist with the purchasing process.
- Assists in the creation and/or development of enhancements needed for complex departmental databases. Maintains production, development and test database systems to meet user needs and provides systems support and security for self-contained departmental databases.

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TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Business Analyst Associate

JOB CODE:	18825	**FLSA STATUS:**	Exempt
PAY GRADE:	18	**LAST REVISED:**	10/01/09

DUTIES AND RESPONSIBILITIES: (Cont.)

- Uses reporting tools to assist in the development of simple reports which are needed for department business processes and statistical reports which are used by management to help them evaluate department productivity and workload.
- Researches departmental data and recommends effective use of business information. Researches, documents and catalogues business and information system processes.
- Assists in or configures document management systems.
- Participates in cross-functional project teams involving various levels of internal and external participants. Facilitates team building to identify and resolve system or process problems.
- May develop and maintain department specific internet or intranet websites.
- Provides end-user and system support for specified department applications and functions.
- Produces periodic status and operational reports for management review.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:
Bachelor's degree in Computer Science, Information Systems, Business Administration 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:
Valid Texas Driver's License.

Preferred:
Microsoft Certified Systems Engineer (MCSE) Certification.
Certified Novell Administrator (CNA) Certification.
Certified Novell Engineer (CNE) Certification.

Knowledge, Skills, and Abilities:
Knowledge of:

- Policies, practices, procedures and terminology of assigned function.
- Federal, State, Local and County applicable laws, rules, regulations and guidelines.
- Information technology hardware, software and peripherals as related to assigned function.
- Existing automated business applications and their relationships to each other and interfaces with other automated systems.
- Software engineering and the software development lifecycle.
- Computer equipment to include word processing, spreadsheets, databases and a variety of software packages.

Skill in:

- Understanding technical problems and solutions in relation to current, as well as future, business environment.
- Problem-solving and decision-making.
- Training users on computer applications.
- Network administration and maintenance.
- Translating moderately complex concepts for peers and customers.
- Installation, maintenance and troubleshooting of hardware, software and peripherals.
- Both verbal and written communication, including presentations and communicating technical issues in non-technical language.

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Business Analyst Associate

JOB CODE:	18825	**FLSA STATUS:**	Exempt
PAY GRADE:	18	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Ability to:

- Identify and analyze end-user problems and develop practical technological solutions.
- Work independently and efficiently and as part of a team.
- Manage time well, 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 clientele, representatives of outside agencies and providers, other County employees and officials, and the public.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

Physical requirements include the ability to lift/carry up to 35-40 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, sitting, walking, climbing, crawling, bending, stooping, crouching, kneeling, pushing, pulling, reaching, twisting, balancing, repetitive motion, and squatting to perform the essential functions. Subject to exposure to variations in extreme heat, cold, mechanical, fume/odor, and dust/mites.

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: Business Analyst III

JOB CODE:	25878	**FLSA STATUS:**	Exempt
PAY GRADE:	25	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Provides moderately complex to complex technical consulting and support services for defining, developing and improving functional or business processes to meet user and organizational needs. Works with departmental management and staff to define problems and management requirements. Serves as a senior liaison between department users and the Information Technology (IT) organization in order to provide technical solutions to meet user needs. Possesses expertise in supporting complex department applications and functions. Conducts advanced process redesign and compiles documentation, as required for complex applications. Translates high level organization requirements into functional IT specifications and manages changes to such specifications.

DISTINGUISHING CHARACTERISTICS:

This is the fourth in a series of four business analyst-related job classifications within the Information Technology job family. Provides moderately complex to complex technical consulting and support services for defining, developing and improving functional or business processes to meet user and organizational needs. The Business Analyst III performs complex Information Technology (IT) functions and may perform computer hardware and software installation, network administration and database management within a department. This classification may require a flexible work schedule in order to meet the needs of the department.

DUTIES AND RESPONSIBILITIES:

- Provides moderately complex to complex technical consulting and support services for defining, developing and improving functional or business processes to meet user and organizational needs. Works with departmental management and staff to define problems and management requirements.
- Solicits and interprets client requests, documents client needs and automated procedures and works with users to improve business processes. Proposes alternatives appropriate within the broader context of County Information Technology (IT) and other operations and technology.
- Resolves day-to-day technology needs of the department with a focus on the analysis of processes, dissecting problems and suggesting solutions. Reviews business processes, analyzes existing procedures and systems and makes recommendations for improvements. Develops process performance measures and assists in planning the transition to a new process.
- Participates in continuous review and update to ensure that processes meet changing departmental and organizational conditions. Identifies processes for improvement, documents existing processes, and identifies and analyzes gaps between current processes and the desired state.
- Interfaces and collaborates with other IT staff in the design of new programs, processes, projects and software. Conducts analysis, design, programming, validation, testing, training and maintenance. Assists with application testing and product defect tracking. Interfaces with software project team members to assist in all aspects of requirements and testing activities. Participates in the coordination and monitoring of software development activities. May review programs written by others. Establishes test procedures and tests and debugs programs.
- Serves as a liaison with Information Technology System (ITS) in network administration within a user department. May possess primary responsibility for administration and troubleshooting of a stand-alone departmental network.
- May assist in or install computer hardware, software and peripheral devices, as required. Troubleshoots problems encountered by department users, performs advanced diagnostics and provides limited user training. Coordinates technical support work provided by ITS. Maintains inventory of department hardware and software.
- Assists in evaluating, acquiring and implementing vendor hardware and software for user department. Collaborates with users, researches product information, assesses available technology, makes recommendations and assists with the purchasing process.
- Creates and/or develops enhancements needed for complex departmental databases. Maintains production, development and test database systems to meet user needs and provides systems support and security for self-contained departmental databases.

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TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Business Analyst III

JOB CODE:	25878	**FLSA STATUS:**	Exempt
PAY GRADE:	25	**LAST REVISED:**	10/01/09

DUTIES AND RESPONSIBILITIES: (Cont.)

- Uses reporting tools to develop moderately complex to complex reports which are needed for department business processes and statistical reports which are used by management to help them evaluate department productivity and workload.
- Researches departmental data and recommends effective use of business information. Researches, documents and catalogues business and information system processes.
- Assists in or configures document management systems.
- Participates in or leads many cross-functional project teams involving various levels of internal and external participants. Facilitates team building to identify and resolve system or process problems.
- May lead or supervise work of lower level IT staff.
- May develop central automated systems to support the budget or other process.
- May develop and maintain department specific internet or intranet websites.
- Provides end-user and system support for specified department applications and functions.
- Produces periodic status and operational reports for management review.
- Assists with training efforts of systems implementation, including documentation, instruction and hands-on-training of others.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:
Bachelor's degree in Computer Science, Information Systems, Business Administration or a directly related field AND five (5) years of relevant work 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:
Microsoft Certified Systems Engineer (MCSE) Certification.
Certified Novell Administrator (CNA) Certification.
Certified Novell Engineer (CNE) Certification.

Knowledge, Skills, and Abilities:
Knowledge of:

- Policies, practices, procedures and terminology of assigned function.
- Federal, State, Local and County applicable laws, rules, regulations and guidelines.
- Information technology hardware, software and peripherals as related to assigned function.
- Existing automated business applications and their relationships to each other and interfaces with other automated systems.
- Software engineering and the software development lifecycle.
- Computer equipment to include word processing, spreadsheets, databases and a variety of software packages.

125

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Business Analyst III

JOB CODE:	25878	**FLSA STATUS:**	Exempt
PAY GRADE:	25	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Skill in:

- Understanding technical problems and solutions in relation to current, as well as future, business environment.
- Problem-solving and decision-making.
- Training users on computer applications.
- Translating moderately complex concepts for peers and customers.
- Network administration and maintenance.
- Installing, maintaining and troubleshooting of hardware, software and peripherals.
- Both verbal and written communication, including presentations and communicating technical issues in non-technical language.

Ability to:

- Identify and analyze end-user problems and develop practical technological solutions.
- Lead, supervise and/or work independently and efficiently and as part of a team.
- Manage time well, 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 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 35-40 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, sitting, walking, climbing, crawling, bending, stooping, crouching, kneeling, pushing, pulling, reaching, twisting, balancing, repetitive motion, and squatting to perform the essential functions. Subject to exposure to variations in extreme heat, cold, mechanical, fume/odor, and dust/mites.

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.

726

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Business Analyst II

JOB CODE:	23877	**FLSA STATUS:**	Exempt
PAY GRADE:	23	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Provides routine to moderately complex technical consulting and support services for defining, developing and improving functional or business processes to meet user and organizational needs. Works with departmental management and staff to define problems and management requirements. Serves as a liaison between department users and the Information Technology (IT) organization in order to provide technical solutions to meet user needs. Possesses expertise in supporting moderately complex department applications and functions. Conducts process redesign and compiles documentation, as required for applications. Assists with or translates moderately complex organizational requirements and assists with the translation of higher level organization requirements into functional IT specifications and manages changes to such specifications.

DISTINGUISHING CHARACTERISTICS:

This is the third in a series of four business analyst-related job classifications within the Information Technology job family. Provides routine to moderately complex technical consulting and support services for defining, developing and improving functional or business processes to meet user and organizational needs. The Business Analyst II performs moderately complex Information Technology (IT) functions and may perform computer hardware and software installation, network administration and database management within a department. This classification may require a flexible work schedule in order to meet the needs of the department.

DUTIES AND RESPONSIBILITIES:

- Provides routine to moderately complex technical consulting and support services for defining, developing and improving functional or business processes to meet user and organizational needs. Works with departmental management and staff to define problems and management requirements.
- Solicits and interprets client requests, documents client needs and automated procedures and works with users to improve business processes. Proposes alternatives appropriate within the broader context of County Information Technology (IT) and other operations and technology.
- Resolves day-to-day technology needs of the department with a focus on the analysis of processes, dissecting problems and suggesting solutions. Reviews business processes, analyzes existing procedures and systems and makes recommendations for improvements. Develops process performance measures and assists in planning the transition to a new process.
- Participates in continuous review and update to ensure that processes meet changing departmental and organizational conditions. Identifies processes for improvement, documents existing processes, and identifies and analyzes gaps between current processes and the desired state.
- Interfaces and collaborates with other IT staff in the design of new programs, processes, projects and software. Conducts analysis, design, programming, validation, testing, training and maintenance. Assists with application testing and product defect tracking. Interfaces with software project team members to assist in all aspects of requirements and testing activities. Participates in the coordination and monitoring of software development activities. May review programs written by others. Establishes test procedures and tests and debugs programs.
- Serves as a liaison with ITS in network administration within a user department. May possess primary responsibility for administration and troubleshooting of a stand-alone departmental network.
- May assist in or install computer hardware, software and peripheral devices, as required. Troubleshoots problems encountered by department users and provides limited user training. Coordinates technical support work provided by ITS. Maintains inventory of department hardware and software.
- Assists in evaluating, acquiring and implementing vendor hardware and software for user department. Collaborates with users, researches product information, assesses available technology, makes recommendations and assists with the purchasing process.
- Creates and/or develops enhancements needed for complex departmental databases. Maintains production, development and test database systems to meet user needs and provides systems support and security for self-contained departmental databases.

727

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Business Analyst II

JOB CODE:	23877	**FLSA STATUS:**	Exempt
PAY GRADE:	23	**LAST REVISED:**	10/01/09

DUTIES AND RESPONSIBILITIES: (Cont.)

- Uses reporting tools to develop moderately complex reports which are needed for department business processes and statistical reports which are used by management to help them evaluate department productivity and workload.
- Researches departmental data and recommends effective use of business information. Researches, documents and catalogues business and information system processes.
- Assists in or configures document management systems.
- Participates in or leads many cross-functional project teams involving various levels of internal and external participants. Facilitates team building to identify and resolve system or process problems.
- May lead or supervise work of lower level IT staff.
- May develop and maintain department specific internet or intranet websites.
- Provides end-user and system support for specified department applications and functions.
- Produces periodic status and operational reports for management review.
- Assists with training efforts of systems implementation, including documentation, instruction and hands-on-training of others.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:
Bachelor's degree in Computer Science, Information Systems, Business Administration or a directly related field AND three (3) years of relevant work 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:
Microsoft Certified Systems Engineer (MCSE) Certification.
Certified Novell Administrator (CNA) Certification.
Certified Novell Engineer (CNE) Certification.

Knowledge, Skills, and Abilities:
Knowledge of:
- Policies, practices, procedures and terminology of assigned function.
- Federal, State, Local and County applicable laws, rules, regulations and guidelines.
- Information technology hardware, software and peripherals as related to assigned function.
- Existing automated business applications and their relationships to each other and interfaces with other automated systems.
- Software engineering and the software development lifecycle.
- Computer equipment to include word processing, spreadsheets, databases and a variety of software packages.

Skill in:
- Understanding technical problems and solutions in relation to current, as well as future, business environment.
- Problem-solving and decision-making.

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TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Business Analyst II

JOB CODE:	23877	**FLSA STATUS:**	Exempt
PAY GRADE:	23	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Skill in: (Cont.)

- Training users on computer applications.
- Translating moderately complex concepts for peers and customers.
- Network administration and maintenance.
- Installing, maintaining and troubleshooting of hardware, software and peripherals.
- Both verbal and written communication, including presentations and communicating technical issues in non-technical language.

Ability to:

- Identify and analyze end-user problems and develop practical technological solutions.
- Work independently and efficiently and as part of a team.
- Manage time well, 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 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 35-40 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 exposure to variations in extreme heat, cold, mechanical, fume/odor, and dust/mites.

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.

729

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Business Analyst I

JOB CODE:	21876	**FLSA STATUS:**	Exempt
PAY GRADE:	21	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Provides routine technical consulting and support services for defining, developing and improving functional or business processes to meet user and organizational needs. Works with departmental management and staff to define problems and management requirements. Serves as a liaison between department users and the Information Technology (IT) organization in order to provide technical solutions to meet user needs. Possesses expertise in supporting basic department applications and functions. May assist with process redesign and documentation, as required for simple applications. Assists with or translates routine to moderately complex organization requirements and assists with the translation of higher level organization requirements into functional IT specifications and manages changes to such specifications.

DISTINGUISHING CHARACTERISTICS:

This is the second in a series of four business analyst-related job classifications within the Information Technology job family. Provides routine technical consulting and support services for defining, developing and improving functional or business processes to meet user and organizational needs. The Business Analyst I performs routine to moderately complex Information Technology (IT) functions and may perform basic computer hardware and software installation, network administration and database management within a department. This classification may require a flexible work schedule in order to meet the needs of the department.

DUTIES AND RESPONSIBILITIES:

- Provides routine technical consulting and support services for defining, developing and improving functional or business processes to meet user and organizational needs. Works with departmental management and staff to define problems and management requirements.
- Solicits and interprets client requests, documents client needs and automated procedures and works with users to improve business processes. Proposes alternatives appropriate within the broader context of County Information Technology (IT) and other operations and technology.
- Resolves day-to-day technology needs of the department with a focus on the analysis of processes, dissecting problems and suggesting solutions. Reviews business processes, analyzes existing procedures and systems and makes recommendations for improvements. Develops process performance measures and assists in planning the transition to a new process.
- Participates in continuous review and update to ensure that processes meet changing departmental and organizational conditions. Identifies processes for improvement, documents existing processes, and identifies and analyzes gaps between current processes and the desired state.
- Interfaces and collaborates with other IT staff in the design of new programs, processes, projects and software. Assists with analysis, design, programming, validation, testing, training and maintenance. Assists with application testing and product defect tracking. Interfaces with software project team members to assist with requirements and testing activities. Participates in the coordination and monitoring of software development activities. May review programs written by others. Establishes test procedures and tests and debugs programs.
- Serves as a liaison with Information Technology System (ITS) in network administration within a user department. May possess primary responsibility for administration and troubleshooting of a stand-alone departmental network.
- May assist in or install computer hardware, software and peripheral devices, as required. Troubleshoots problems encountered by department users and provides limited user training. Coordinates technical support work provided by ITS. Maintains inventory of department hardware and software.
- Assists in evaluating, acquiring and implementing vendor hardware and software for user department. Collaborates with users, researches product information, assesses available technology, makes recommendations and may assist with the purchasing process.
- Creates and/or develops enhancements needed for complex departmental databases. Maintains production, development and test database systems to meet user needs and provides systems support and security for self-contained departmental databases.

730

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Business Analyst I

JOB CODE:	21876	**FLSA STATUS:**	Exempt
PAY GRADE:	21	**LAST REVISED:**	10/01/09

DUTIES AND RESPONSIBILITIES: (Cont.)

- Uses reporting tools to develop simple to moderately complex reports which are needed for department business processes and statistical reports which are used by management to help them evaluate department productivity and workload.
- Researches departmental data and recommends effective use of business information. Researches, documents and catalogues business and information system processes.
- Assists in or configures document management systems.
- Participates in cross-functional project teams involving various levels of internal and external participants. Facilitates team building to identify and resolve system or process problems.
- May develop and maintain department specific internet or intranet websites.
- Provides end-user and system support for specified department applications and functions.
- Produces periodic status and operational reports for management review.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:

Bachelor's degree in Computer Science, Information Systems, Business Administration or a directly related field AND one (1) year of relevant work 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:

Microsoft Certified Systems Engineer (MCSE) Certification.
Certified Novell Administrator (CNA) Certification.
Certified Novell Engineer (CNE) Certification.

Knowledge, Skills, and Abilities:

Knowledge of:

- Policies, practices, procedures and terminology of assigned function.
- Federal, State, Local and County applicable laws, rules, regulations and guidelines.
- Information technology hardware, software and peripherals as related to assigned function.
- Existing automated business applications and their relationships to each other and interfaces with other automated systems.
- Software engineering and the software development lifecycle.
- Computer equipment to include word processing, spreadsheets, databases and a variety of software packages.

Skill in:

- Understanding technical problems and solutions in relation to current, as well as future, business environment.
- Problem-solving and decision-making.
- Training users on computer applications.
- Translating moderately complex concepts for peers and customers.
- Network administration and maintenance.
- Installing, maintaining and troubleshooting of hardware, software and peripherals.
- Both verbal and written communication, including presentations and communicating technical issues in non-technical language.

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Business Analyst I

JOB CODE:	21876	**FLSA STATUS:**	Exempt
PAY GRADE:	21	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Ability to:

- Identify and analyze end-user problems and develop practical technological solutions.
- Lead, supervise and/or work independently and efficiently and as part of a team.
- Manage time well, 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 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 35-40 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 exposure to variations in extreme heat, cold, mechanical, fume/odor, and dust/mites.

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 DESCRIPTION

DRAFT

JOB TITLE: Database Administrator II

JOB CODE:	28875	**FLSA STATUS:**	Exempt
PAY GRADE:	28	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Manages and maintains production, development and test database systems. Responsible for standards and design of physical data storage, maintenance, access and security administration. Performs backup and recovery of database systems, configures database parameters and prototype designs against logical data models, defines data repository requirements, data dictionaries and warehousing requirements. Optimizes database access and allocates database resources for optimum configuration, performance and cost. Specializes in administration of complex database platforms, such as Oracle, DB2 and Informix.

DISTINGUISHING CHARACTERISTICS:

This is the second in a series of two database-related job classifications within the Information Technology job family. Implements, manages and maintains production, development and test database systems. The Database Administrator II classification specializes in administration of complex database platforms. This classification may require a flexible work schedule in order to meet the needs of the department.

DUTIES AND RESPONSIBILITIES:

- Implements, manages and maintains production, development and test database systems.
- Completes database installation and configuration of database parameters.
- Provides system support for specified department applications and functions.
- Interfaces with software project team members to assist in all aspects of requirements and testing activities.
- Monitors database performance and takes corrective action to ensure efficient performance. Schedules and performs database upgrades.
- Conducts back up and recovery, database consistency checking, and loading and unloading of data.
- Develops and maintains a comprehensive database software configuration database/library.
- Conducts software audits of database products for compliance with established standards, policies, configuration guidelines and procedures.
- Provides ongoing trend analysis for determining current need and forecasting future resource requirements. Produces periodic status and operational reports.
- Establishes privileges to databases and manages database elements.
- Develops policies and procedures designed to ensure the integrity of the database environment.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:
Bachelor's degree in Computer Science, Information Systems, Business Administration or a directly related field AND five (5) years of relevant work 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:
Microsoft Certified Database Administrator (MCDBA) Certification.

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Database Administrator II

JOB CODE:	28875	**FLSA STATUS:**	Exempt
PAY GRADE:	28	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Knowledge, Skills, and Abilities:

Knowledge of:

- Database system management, maintenance and integration.
- Database design, analysis and normalization.
- Software engineering and the software development lifecycle.
- Policies, practices, procedures and terminology of assigned function.
- Federal, State, Local and County applicable laws, rules, regulations and guidelines.
- Information technology hardware, software and peripherals as related to assigned function.
- Computer equipment to include word processing, spreadsheets, databases and a variety of software packages.

Skill in:

- Managing complex databases such as Oracle, DB2 and Informix.
- Data analysis, database design, data dictionaries, and database normalization.
- Problem-solving and decision-making.
- Both verbal and written communication, including presentations and communicating technical issues in non-technical language.

Ability to:

- Work independently and efficiently and as part of a team.
- Manage time well, perform multiple tasks and organize diverse activities.
- Translate policies and objectives into ideas and applications web-based information products.
- 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 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 35-40 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, sitting, walking, climbing, crawling, bending, stooping, crouching, kneeling, pushing, pulling, reaching, twisting, balancing, repetitive motion, and squatting to perform the essential functions. Subject to exposure to variations in extreme heat, cold, mechanical, fume/odor, and dust/mites.

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: Database Administrator I

JOB CODE:	26874	**FLSA STATUS:**	Exempt
PAY GRADE:	26	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Manages and maintains production, development and test database systems. Responsible for standards and design of physical data storage, maintenance, access and security administration. Performs backup and recovery of database systems, configures database parameters and prototype designs against logical data models, defines data repository requirements, data dictionaries and warehousing requirements. Optimizes database access and allocates database resources for optimum configuration, performance and cost. Specializes in administration of moderately complex database platforms, such as Microsoft Structured Query Language (SQL) server.

DISTINGUISHING CHARACTERISTICS:

This is the first in a series of two database-related job classifications within the Information Technology job family Implements, manages and maintains production, development and test database systems. The Database Administrator I classification specializes in administration of moderately complex database platforms. This classification may require a flexible work schedule in order to meet the needs of the department.

DUTIES AND RESPONSIBILITIES:

- Implements, manages and maintains production, development and test database systems.
- Completes database installation and configuration of database parameters.
- Provides system support for specified department applications and functions.
- Interfaces with software project team members to assist in all aspects of requirements and testing activities.
- Monitors database performance and takes corrective action to ensure efficient performance. Schedules and performs database upgrades.
- Conducts back up and recovery, database consistency checking, and loading and unloading of data.
- Develops and maintains a comprehensive database software configuration database/library.
- Conducts software audits of database products for compliance with established standards, policies, configuration guidelines and procedures.
- Provides ongoing trend analysis for determining current need and forecasting future resource requirements. Produces periodic status and operational reports.
- Sets up privileges to databases and manages database elements.
- Develops policies and procedures designed to ensure the integrity of the database environment.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:
Bachelor's degree in Computer Science, Information Systems, Business Administration or a directly related field AND three (3) years of relevant work 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:
Microsoft Certified Database Administrator (MCDBA) Certification.

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TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Database Administrator I

JOB CODE:	26874	**FLSA STATUS:**	Exempt
PAY GRADE:	26	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Knowledge, Skills, and Abilities:

Knowledge of:

- Database system management, maintenance and integration.
- Database design, analysis and normalization.
- Software engineering and the software development lifecycle.
- Policies, practices, procedures and terminology of assigned function.
- Federal, State, Local and County applicable laws, rules, regulations and guidelines.
- Information technology hardware, software and peripherals as related to assigned function.
- Computer equipment to include word processing, spreadsheets, databases and a variety of software packages.

Skill in:

- Managing moderately complex databases such as Microsoft Structured Query Language (SQL) server.
- Data analysis, database design, data dictionaries, and database normalization.
- Problem-solving and decision-making.
- Both verbal and written communication, including presentations and communicating technical issues in non-technical language.

Ability to:

- Work independently and efficiently and as part of a team.
- Manage time well, perform multiple tasks, and organize diverse activities.
- Translate policies and objectives into ideas and applications web-based information products.
- 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 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 35-40 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, sitting, walking, climbing, crawling, bending, stooping, crouching, kneeling, pushing, pulling, reaching, twisting, balancing, repetitive motion, and squatting to perform the essential functions. Subject to exposure to variations in extreme heat, cold, mechanical, fume/odor, and dust/mites.

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: Application and Web Development Division Manager

JOB CODE:	30873	**FLSA STATUS:**	Exempt
PAY GRADE:	30	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Oversees and directs activities related to management of the full software development life cycle of projects and web design, development, and creation of web server architecture. Participates in long-range strategy planning and manages policy development to address complex organizational issues related to development. Works collaboratively with project management staff on requirements analysis, estimation, design and features. Serves as the primary point of contact for development from inception to delivery. Defines the development infrastructure. Defines and directs a methodology driven quality plan, monitors and controls the quality of the deliverable, and manages the project completion process through customer acceptance.

DISTINGUISHING CHARACTERISTICS:

This is a job classification within the Information Technology job family. Directs and manages the full software development life cycle of projects throughout the enterprise and web design, development, and creation of web server architecture and related staff. Manages development, implementation, and maintenance of business applications systems to meet user and organizational requirements in accordance with strategic and organizational goals. This classification may require a flexible work schedule in order to meet the needs of the department.

DUTIES AND RESPONSIBILITIES:

- Improves business processes and supports critical business strategies by directing the development, implementation, and maintenance of business applications systems. Provides technical leadership and direction in ensuring the successful integration of new methods and technologies with existing systems.
- Oversees and directs the development, release and maintenance of web (Internet, Intranet and Extranet) services, including web design, development, and creation of web server architecture.
- Provides leadership, management and coordination in planning, organizing, implementing and evaluating operations in accordance with Federal, State, and Local laws, policies, procedures, guidelines and enterprise goals and objectives.
- Provides management and direction for the application and web development teams including setting priorities, coordinating, and reporting of team activities.
- Oversees staff, including hiring, training, 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.
- Works collaboratively with project management staff on requirements analysis, estimation, design and features. Assists top management in developing strategic plans to accomplish goals and objectives and improve effectiveness and efficiency of services.
- Develops, maintains and communicates application support strategy, service agreements and project plans.
- Builds and maintains relationships with elected and appointed officials as well as senior management in user departments in order to identify and prioritize opportunities for utilizing technology to achieve enterprise goals.
- Develops and establishes application support standards, processes and procedures.
- Plans and budgets for area of responsibility, based on short-term and long-term needs. Monitors budget expenditures to ensure consistent with department goals and objectives and within available funds.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:

Bachelor's degree in Computer Science, Information Systems, Business Administration or a directly related field AND ten (10) years of relevant work experience, including both five (5) years of increasingly responsible supervisory or management experience and five (5) years managing projects;

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TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Application and Web Development Division Manager

JOB CODE:	30873	**FLSA STATUS:**	Exempt
PAY GRADE:	30	**LAST REVISED:**	10/01/09

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:
Valid Texas Driver's License.

Preferred:
Master's degree in Computer Science, Information Systems, Business Administration or a directly related field.

Knowledge, Skills, and Abilities:
Knowledge of:

- Management and supervisory principles, practices and techniques.
- Policies, practices, procedures and terminology of assigned function.
- Federal, State, Local and County applicable laws, rules, regulations and guidelines.
- Information technology hardware, software and peripherals as related to assigned function.
- Software engineering principles and the software development life cycle.
- Project management methodologies.
- Internet and Intranet security considerations.
- Budget preparation and office management.
- Computer equipment to include word processing, spreadsheets, databases and a variety of software packages.

Skill in:

- Directing and managing staff, allocating resources and evaluating programs.
- Leadership, collaboration and negotiation techniques, including contracts, agreements and proposals.
- Managing user expectations and satisfaction.
- Developing and evaluating Requests for Proposals (RFPs).
- Strategic planning, development, monitoring and evaluation.
- Developing and monitoring programs and related budgets.
- Problem-solving and decision-making.
- Both verbal and written communication, including presentations and communicating technical issues in non-technical language.

Ability to:

- Direct, motivate, train, develop and evaluate staff.
- Work independently and efficiently and as part of a team.
- Manage time well, perform multiple tasks and organize diverse activities.
- Translate policies and objectives into ideas and applications web-based information products.
- 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 and providers, other County employees and officials, and the general public.

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Application and Web Development Division Manager

JOB CODE:	30873	**FLSA STATUS:**	Exempt
PAY GRADE:	30	**LAST REVISED:**	10/01/09

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

Physical requirements include the ability to lift/carry up to 35-40 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, sitting, walking, climbing, crawling, bending, stooping, crouching, kneeling, pushing, pulling, reaching, twisting, balancing, repetitive motion, and squatting to perform the essential functions. Subject to exposure to variations in extreme heat, cold, mechanical, fume/odor, and dust/mites.

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: Application Development Manager

JOB CODE:	30872	**FLSA STATUS:**	Exempt
PAY GRADE:	30	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Manages a team of developers participating in the planning and architecting of applications. Ensures assigned projects remain on schedule and adhere to established software development life cycle practices. Meets regularly with stakeholders to define priorities for the development team. Builds and maintains relationships with key vendors and supports the software and infrastructure needs of the development group. Implements and manages the methodology driven quality plan, monitors and controls the quality of the deliverable, and manages the project completion process through customer acceptance. Works closely with other groups to coordinate plans and activities including coordination to facilitate specific development projects that involve various platforms and the coordination of software upgrades.

DISTINGUISHING CHARACTERISTICS:

This is a job classification within the Information Technology job family. Manages the work of technical staff engaged in activities related to the full software development life cycle of projects. Functions as technical expert and manager, providing tactical direction, contributing to strategic planning for applications software, supervising staff and coordinating closely with higher level management to meet user and organizational requirements in accordance with strategic and organizational goals. This classification may require a flexible work schedule in order to meet the needs of the department.

DUTIES AND RESPONSIBILITIES:

- Oversees the development, deployment and maintenance of custom applications. Ensures applications are consistent with, and in agreement with other enterprise applications and systems.
- Manages software development life cycle to facilitate on-time, high quality releases in accordance with user and organizational objectives.
- Provides supervisory leadership in planning, organizing, implementing and evaluating web services in accordance with Federal, State, and local laws, policies, procedures, guidelines and enterprise goals and objectives.
- Manages staff, including performing or collaborating with higher management in the hiring, training, performance evaluation, disciplinary actions and dismissal of staff. Seeks and creates opportunities for improved performance, learning and development of staff and identifies and addresses problems or conflicts.
- Develops standards for application development projects, including initiation, design, development and support.
- Serves as technical expert for difficult and complex software applications problems.
- Researches and maintains knowledge in emerging technologies, applicable to the organization environment.
- Assists senior management in developing strategic plans to accomplish goals and objectives and improve effectiveness and efficiency of services.
- Plans and provides budget request information as part of the annual budget process. Assists in monitoring budget expenditures to ensure consistent with department goals and objectives and within available funds.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:

Bachelor's degree in Computer Science, Information Systems, Business Administration or a directly related field AND eight (8) years of relevant work experience, including five (5) years of management, supervisory or team lead 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.

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TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Application Development Manager

JOB CODE:	30872	**FLSA STATUS:**	Exempt
PAY GRADE:	30	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Licenses, Registrations, Certifications, or Special Requirements:
Valid Texas Driver's License.

Knowledge, Skills, and Abilities:
Knowledge of:

- Management and supervisory principles, practices and techniques.
- Policies, practices, procedures and terminology of assigned function.
- Federal, State, Local and County applicable laws, rules, regulations and guidelines.
- Information technology hardware, software and peripherals as related to assigned function.
- Software engineering principles and the software development life cycle.
- Modern enterprise architecture design, development, and deployment.
- Programming and development standards, procedures and architectures.
- State-of-the-art programming languages and object-oriented approaches to designing, coding, testing and debugging programs.
- Systems design, development and source control.
- Quality assurance, performance monitoring, and integration methodologies.
- Budgetary theory and practices.
- Computer equipment to include word processing, spreadsheets, databases and a variety of software packages.

Skill in:

- Managing staff, allocating resources and evaluating programs.
- Leadership, collaboration and negotiation techniques, including contracts, agreements and proposals.
- Developing and monitoring programs and related budgets.
- Managing user expectations and satisfaction.
- Developing and evaluating Requests for Proposals (RFPs).
- Managing IIS and other Microsoft server technologies.
- Problem-solving and decision-making.
- Strategic planning, development, monitoring and evaluation.
- Both verbal and written communication, including presentations and communicating technical issues in non-technical language.

Ability to:

- Manage, motivate, train, develop and evaluate staff.
- Work independently and efficiently and as part of a team.
- Manage time well, perform multiple tasks and organize diverse activities.
- Translate policies and objectives into ideas and applications web-based information products.
- 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 and providers, other County employees and officials, and the public.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

Physical requirements include the ability to lift/carry up to 35-40 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, sitting, walking, climbing, crawling, bending, stooping, crouching, kneeling, pushing, pulling, reaching, twisting, balancing, repetitive motion, squatting to perform the essential functions. Subject to exposure to variations in extreme heat, cold, mechanical, fume/odor, and dust/mites.

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: Application Architect II

JOB CODE:	29871	**FLSA STATUS:**	Exempt
PAY GRADE:	29	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Provides design recommendations based on long-term Information Technology (IT) organization strategy. Develops enterprise level application and custom integration solutions, including major enhancements and interfaces, functions and features. Uses a variety of platforms and utilities in order to deliver systems applications to department users. Serves as functional and technical expert regarding the integration of applications across the enterprise. Determines specifications, plans, designs and develops the most complex and critical software solutions, utilizing the appropriate, established software engineering processes. Assists with the most difficult and complex application support problems that cannot be resolved by junior team members. Develops programming and development standards and procedures as well as programming architectures for code reuse.

DISTINGUISHING CHARACTERISTICS:

This is the second in a series of two application-related job classifications within the Information Technology job family. Serves as an enterprise wide technical expert as well as a functional expert and team lead to Application Development Analyst and Application Architect I positions. The Application Architect reports to the Application Development Manager. The Application Architect serves as the application development project lead for related projects and efforts. This classification may require a flexible work schedule in order to meet the needs of the department.

DUTIES AND RESPONSIBILITIES:

- Develops programming and development standards and procedures.
- Works with users and other technical staff to analyze user needs and provide strategic design solutions. Determines specifications, plans, designs and develops highly complex and critical software solutions.
- Develops enterprise level application and custom integration solutions. Develops enhancements to and interfaces with existing software.
- Serves as a technical expert and provides enterprise-wide perspective and input into Information Technology (IT) decisions.
- Researches and maintains knowledge in emerging technologies, applicable to the organization environment. Makes recommendations to senior IT management for technological upgrades and efficiencies.
- Assists with difficult and complex application support problems, unresolved by junior team members.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:
Bachelor's degree in Computer Science, Information Systems or a directly related field AND eight (8) years of relevant work experience, including two (2) years of team lead, 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.

Knowledge, Skills, and Abilities:
Knowledge of:
- Policies, practices, procedures and terminology of assigned function.
- Federal, State, Local and County applicable laws, rules, regulations and guidelines.
- Information technology hardware, software and peripherals as related to assigned function.

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TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Application Architect II

JOB CODE:	29871	**FLSA STATUS:**	Exempt
PAY GRADE:	29	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Knowledge of: (Cont.)

- Programming and development standards, procedures and architectures.
- State-of-the-art programming languages and object-oriented approaches to designing, coding, testing and debugging programs.
- Systems design, development and source control.
- Quality assurance, performance monitoring, and integration methodologies.
- Computer equipment to include word processing, spreadsheets, databases and a variety of software packages.

Skill in:

- Leadership, collaboration and negotiation techniques.
- Problem-solving and decision-making.
- Translating highly complex concepts for peers and customers.
- Both verbal and written communication, including presentations and communicating technical issues in non-technical language.

Ability to:

- Design, debug and maintain complex code, modules or applications.
- Work independently and efficiently and as part of a team.
- Manage time well, perform multiple tasks and organize diverse activities.
- Translate policies and objectives into ideas and applications web-based information products.
- 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 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 35-40 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, sitting, walking, climbing, crawling, bending, stooping, crouching, kneeling, pushing, pulling, reaching, twisting, balancing, repetitive motion, and squatting to perform the essential functions. Subject to exposure to variations in extreme heat, cold, mechanical, fume/odor, and dust/mites.

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: Application Architect I

JOB CODE:	28870	**FLSA STATUS:**	Exempt
PAY GRADE:	28	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Provides design recommendations based on long-term Information Technology (IT) organization strategy. Develops enterprise level application and custom integration solutions, including major enhancements and interfaces, functions and features. Uses a variety of platforms and utilities in order to deliver systems applications to department users. Serves as functional and technical expert regarding the integration of applications across the enterprise. Determines specifications, plans, designs and develops highly complex and critical software solutions, utilizing the appropriate, established software engineering processes. Assists with difficult and highly complex application support problems. Develops programming and development standards and procedures as well as programming architectures for code reuse.

DISTINGUISHING CHARACTERISTICS:

This is the first in a series of two application-related job classifications within the Information Technology job family. Serves as an enterprise wide technical expert as well as a functional expert and team lead to Application Development Analyst positions. The Application Architect reports to the Application Development Manager. The Application Architect may serve as the application development project lead for related projects and efforts. This classification may require a flexible work schedule in order to meet the needs of the department.

DUTIES AND RESPONSIBILITIES:

- Develops programming and development standards and procedures.
- Works with users and other technical staff to analyze user needs and provide strategic design solutions. Determines specifications, plans, designs and develops highly complex and critical software solutions.
- Develops enterprise level application and custom integration solutions. Develops enhancements to and interfaces with existing software.
- Serves as a technical expert and provides enterprise-wide perspective and input into Information Technology (IT) decisions.
- Researches and maintains knowledge in emerging technologies, applicable to the organization environment. Makes recommendations to senior IT management for technological upgrades and efficiencies.
- Assists with difficult and complex application support problems, unresolved by junior team members.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:
Bachelor's degree in Computer Science, Information Systems or a directly related field AND seven (7) years of relevant work experience, including one (1) year of team lead, 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.

Knowledge, Skills, and Abilities:
Knowledge of:

- Policies, practices, procedures and terminology of assigned function.
- Federal, State, Local and County applicable laws, rules, regulations and guidelines.
- Information technology hardware, software and peripherals as related to assigned function.
- Programming and development standards, procedures and architectures.

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TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Application Architect I

JOB CODE:	28870	**FLSA STATUS:**	Exempt
PAY GRADE:	28	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Knowledge of: (Cont.)

- State-of-the-art programming languages and object-oriented approaches to designing, coding, testing and debugging programs.
- Systems design, development and source control.
- Quality assurance, performance monitoring, and integration methodologies.
- Computer equipment to include word processing, spreadsheets, databases and a variety of software packages.

Skill in:

- Problem-solving and decision-making.
- Translating highly complex concepts for peers and customers.
- Both verbal and written communication, including presentations and communicating technical issues in non-technical language.

Ability to:

- Design, debug and maintain complex code, modules or applications.
- Work independently and efficiently and as part of a team.
- Manage time well, perform multiple tasks and organize diverse activities.
- Translate policies and objectives into ideas and applications web-based information products.
- 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 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 35-40 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, sitting, walking, climbing, crawling, bending, stooping, crouching, kneeling, pushing, pulling, reaching, twisting, balancing, repetitive motion, and squatting to perform the essential functions. Subject to exposure to variations in extreme heat, cold, mechanical, fume/odor, and dust/mites.

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: Application Development Analyst III

JOB CODE:	27869	**FLSA STATUS:**	Exempt
PAY GRADE:	27	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Designs, codes, tests, implements and supports complex internally developed application software. Works with customers and senior team members to gather and document organizational requirements. Makes recommendations towards the development of new code or reuse of existing code or modules. Participates in component and data architecture design, performance monitoring, and product evaluation.

DISTINGUISHING CHARACTERISTICS:

This is the third in a series of three application-related job classifications within the Information Technology job family. The Application Development Analyst reports to the Application Development Manager with general direction from an Application Architect. This classification may require a flexible work schedule in order to meet the needs of the department.

DUTIES AND RESPONSIBILITIES:

- Designs, codes, tests, implements and maintains complex internally developed applications.
- Conducts application coding, testing and implementation for complex applications.
- Works with customers and senior team members in the collection and documentation of requirements.
- Makes recommendations on whether to develop new code, reuse existing code, or purchase new software packages.
- Conducts application code review.
- Collects and reviews performance monitoring information.
- Conducts product evaluation.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:
Bachelor's degree in Computer Science, Information Systems, Business Administration or a directly related field AND five (5) years of relevant work 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:
- Policies, practices, procedures and terminology of assigned function.
- Federal, State, Local and County applicable laws, rules, regulations and guidelines.
- Information technology hardware, software and peripherals as related to assigned function.
- Software engineering and the software development lifecycle.
- Systems design, development and source control.
- Quality assurance, performance monitoring, and integration methodologies.
- Computer equipment to include word processing, spreadsheets, databases and a variety of software packages.

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TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Application Development Analyst III

JOB CODE:	27869	**FLSA STATUS:**	Exempt
PAY GRADE:	27	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Skill in:

- Understanding technical problems and developing software solutions to meet business needs.
- Problem-solving and decision-making.
- Training users on computer applications.
- Both verbal and written communication, including presentations and communicating technical issues in non-technical language.

Ability to:

- Design and maintain complex code, modules or applications.
- Work independently and efficiently and as part of a team.
- Manage time well, perform multiple tasks and organize diverse activities.
- Translate policies and objectives into ideas and applications web-based information products.
- 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 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 35-40 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, sitting, walking, climbing, crawling, bending, stooping, crouching, kneeling, pushing, pulling, reaching, twisting, balancing, repetitive motion, and squatting to perform the essential functions. Subject to exposure to variations in extreme heat, cold, mechanical, fume/odor, and dust/mites.

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: Application Development Analyst II

JOB CODE:	25868	**FLSA STATUS:**	Exempt
PAY GRADE:	25	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Designs, codes, tests, implements and supports moderately complex internally developed application software. Works with customers and senior team members to gather and document organizational requirements. Makes recommendations towards the development of new code or reuse of existing code or modules. Participates in component and data architecture design, performance monitoring, and product evaluation.

DISTINGUISHING CHARACTERISTICS:

This is the second in a series of three application-related job classifications within the Information Technology job family. The Application Development Analyst reports to the Application Development Manager with general supervision from an Application Architect. This classification may require a flexible work schedule in order to meet the needs of the department.

DUTIES AND RESPONSIBILITIES:

- Designs, codes, tests, implements and maintains moderately complex internally developed software applications to meet user needs. Works with clients and participates in the collection and analysis of organizational requirements.
- Conducts application coding, testing and implementation for moderately complex applications. May work on entire phase of a major project or a moderately complex portion of the project.
- Works with customers and senior team members in the collection, documentation and validation of requirements. Identifies potential problem areas and recommends possible solutions to problems.
- Makes recommendations on whether to develop new code, reuse existing code, or purchase new software packages.
- Participates in application code review.
- Maintains application software and collects and reviews performance monitoring information.
- Conducts product evaluation. Reviews product specifications and assists in determining product enhancements and modifications required.
- Provides moderately complex end user training on application software. Develops user manuals.
- Assists in resolving customer complaints with software and responds to suggestions for improvements. Works with other technical staff to understand problems with software and resolve them.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:
Bachelor's degree in Computer Science, Information Systems, Business Administration or a directly related field AND three (3) years of relevant work 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.

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TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Application Development Analyst II

JOB CODE:	25868	**FLSA STATUS:**	Exempt
PAY GRADE:	25	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Knowledge, Skills, and Abilities:

Knowledge of:

- Policies, practices, procedures and terminology of assigned function.
- Federal, State, Local and County applicable laws, rules, regulations and guidelines.
- Information technology hardware, software and peripherals as related to assigned function.
- Software engineering and the software development lifecycle.
- Systems design, development and source control.
- Quality assurance, performance monitoring, and integration methodologies.
- Computer equipment to include word processing, spreadsheets, databases and a variety of software packages.

Skill in:

- Understanding technical problems and developing software solutions to meet business needs.
- Problem-solving and decision-making.
- Training users on computer applications.
- Both verbal and written communication, including presentations and communicating technical issues in non-technical language.

Ability to:

- Design and maintain moderately complex code, modules or applications.
- Work independently and efficiently and as part of a team.
- Manage time well, perform multiple tasks and organize diverse activities.
- Translate policies and objectives into ideas and applications web-based information products.
- 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 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 35-40 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, sitting, walking, climbing, crawling, bending, stooping, crouching, kneeling, pushing, pulling, reaching, twisting, balancing, repetitive motion, and squatting to perform the essential functions. Subject to exposure to variations in extreme heat, cold, mechanical, fume/odor, and dust/mites.

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: Application Development Analyst I

JOB CODE:	23867	**FLSA STATUS:**	Exempt
PAY GRADE:	23	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Assists in the designing, coding, testing, implementing and support of internally developed application software. Assists customers and senior team members in gathering and documenting organizational requirements. Makes recommendations towards the development of new code or reuse of existing code or modules. May participate or assist with component and data architecture design, performance monitoring, and product evaluation.

DISTINGUISHING CHARACTERISTICS:

This is the first in a series of three application-related job classifications within the Information Technology job family. The Application Development Analyst reports to the Application Development Manager with moderate supervision from an Application Architect. This classification may require a flexible work schedule in order to meet the needs of the department.

DUTIES AND RESPONSIBILITIES:

- Assists with application design. Works with clients and participates in the collection and analysis of organizational requirements. Designs software applications to meet user needs.
- Assists with application coding, testing and implementation. May work on entire phase of a major project or smaller, less complex portion of the project.
- Assists in the documentation of requirements. Identifies potential problem areas and recommends possible solutions to problems.
- Makes recommendations on whether to develop new code, reuse existing code, or purchase new software packages.
- Assists with, and may participate in, application code review.
- Maintains application software and assists with performance monitoring.
- Assists with product evaluation. Reviews product specifications and assists in determining product enhancements and modifications required.
- Provides routine end user training on application software. Assists in development of user manuals.
- Assists in resolving customer complaints with software and responds to suggestions for improvements. Works with other technical staff to understand problems with software and resolve them.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:
Bachelor's degree in Computer Science, Information Systems, Business Administration or a directly related field AND one (1) year of relevant work 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: Application Development Analyst I

JOB CODE:	23867	**FLSA STATUS:**	Exempt
PAY GRADE:	23	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Knowledge, Skills, and Abilities:

Knowledge of:

- Policies, practices, procedures and terminology of assigned function.
- Federal, State, Local and County applicable laws, rules, regulations and guidelines.
- Information technology hardware, software and peripherals as related to assigned function.
- Software engineering and the software development lifecycle.
- Systems design, development and source control.
- Quality assurance, performance monitoring, and integration methodologies.
- Computer equipment to include word processing, spreadsheets, databases and a variety of software packages.

Skill in:

- Understanding technical problems and developing software solutions to meet business needs.
- Problem-solving and decision-making.
- Training users on computer applications.
- Both verbal and written communication, including presentations and communicating technical issues in non-technical language.

Ability to:

- Design and maintain simple code, modules or applications.
- Work independently and efficiently and as part of a team.
- Manage time well, perform multiple tasks and organize diverse activities.
- Translate policies and objectives into ideas and applications web-based information products.
- 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 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 35-40 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, sitting, walking, climbing, crawling, bending, stooping, crouching, kneeling, pushing, pulling, reaching, twisting, balancing, repetitive motion, and squatting to perform the essential functions. Subject to exposure to variations in extreme heat, cold, mechanical, fume/odor, and dust/mites.

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: Web Services Manager

JOB CODE:	30866	**FLSA STATUS:**	Exempt
PAY GRADE:	30	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Oversees development, release and maintenance of Internet, Intranet and Extranet services supporting a wide range of content. Works with key stakeholders and other technical staff to prioritize projects and maximize the effectiveness of Internet technologies in supporting the organization strategy, improving communications and enabling greater access to information. Oversees and ensures the coordination of all web development activities, ensuring integration with other technologies utilized in the enterprise as well as consistency across applications. Develops standards for web project initiation, design, development and support.

DISTINGUISHING CHARACTERISTICS:

This is a job classification within the Information Technology job family. Manages the work of technical staff engaged in activities related to web design, development, and creation of web server architecture. Functions as technical expert and manager, providing tactical direction, contributing to strategic planning for web services, supervising staff and coordinating closely with higher level management to meet user and organizational requirements in accordance with strategic and organizational goals. This classification may require a flexible work schedule in order to meet the needs of the department.

DUTIES AND RESPONSIBILITIES:

- Manages the development, release and maintenance of web (Internet, Intranet and Extranet) services.
- Works with key stakeholders to identify and prioritize projects. Oversees the gathering of business requirements and the analysis and translation of business requirements into web architecture in order to meet user and organizational objectives.
- Provides supervisory leadership in planning, organizing, implementing and evaluating web services in accordance with Federal, State, and Local laws, policies, procedures, guidelines and enterprise goals and objectives.
- Manages staff, including performing or collaborating with higher management in the hiring, training, performance evaluation, disciplinary actions and dismissal of staff. Seeks and creates opportunities for improved performance, learning and development of staff and identifies and addresses problems or conflicts.
- Oversees and ensures the coordination of all web development activities. Manages projects and services to ensure delivery on time and in accordance with user objectives.
- Develops standards for web projects, including initiation, design, development and support.
- Serves as technical expert for difficult and complex application support problems.
- Assists senior management in developing strategic plans to accomplish goals and objectives and improve effectiveness and efficiency of services.
- Researches and maintains knowledge in emerging technologies, applicable to the organization environment.
- Plans and provides budget request information as part of the annual budget process. Assists in monitoring budget expenditures to ensure consistent with department goals and objectives and within available funds.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:

Bachelor's degree in Computer Science, Information Systems, Business Administration or a directly related field AND ten (10) years of relevant work experience, including five (5) years of team lead, 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.

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TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Web Services Manager

JOB CODE:	30866	**FLSA STATUS:**	Exempt
PAY GRADE:	30	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Licenses, Registrations, Certifications, or Special Requirements:
Valid Texas Driver's License.

Preferred:
Microsoft Internet Specialist Certification.

Knowledge, Skills, and Abilities:
Knowledge of:

- Management and supervisory principles, practices and techniques.
- Policies, practices, procedures and terminology of assigned function.
- Federal, State, Local and County applicable laws, rules, regulations and guidelines.
- Information technology hardware, software and peripherals as related to assigned function.
- Web services architecture, operating systems, applications and hardware.
- HyperText Markup Language (HTML), style sheets, Common Gateway Interface (CGI), user interface design, applets, source control, database structures, graphic layout, scripting languages, and web publishing procedures.
- Internet and Intranet security considerations.
- Budget preparation and office management.
- Computer equipment to include word processing, spreadsheets, databases and a variety of software packages.

Skill in:

- Managing staff, allocating resources and evaluating programs.
- Leadership, collaboration and negotiation techniques, including contracts, agreements and proposals.
- Developing and monitoring programs and related budgets.
- Managing user expectations and satisfaction.
- Developing and evaluating Requests for Proposals (RFPs).
- Problem-solving and decision-making.
- Strategic planning, development, monitoring and evaluation.
- Designing, implementing and maintaining web server architecture.
- Both verbal and written communication, including presentations and communicating technical issues in non-technical language.

Ability to:

- Manage, motivate, train, develop and evaluate staff.
- Work independently and efficiently and as part of a team.
- Create and maintain the content of complex web sites and pages, suited for Internet and Intranet purposes.
- Manage time well, perform multiple tasks and organize diverse activities.
- Translate policies and objectives into ideas and applications web-based information products.
- 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 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 35-40 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, sitting, walking, climbing, crawling, bending, stooping, crouching, kneeling, pushing, pulling, reaching, twisting, balancing, repetitive motion, and squatting to perform the essential functions. Subject to exposure to variations in extreme heat, cold, mechanical, fume/odor, and dust/mites.

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: Web Architect II

JOB CODE:	29865	**FLSA STATUS:**	Exempt
PAY GRADE:	29	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Designs and implements the overall web server architecture, as it relates to Intranet, Internet or Extranet usage. Analyzes and translates requirements and plans into the appropriate Internet/Intranet architecture in order to meet organizational objectives. As a technical expert in the web services area, provides input into the most highly complex and significant decisions. Works independently as well as with intradepartmental and external (stakeholder departments) project team members.

DISTINGUISHING CHARACTERISTICS:

This is the second in a series of two web-related job classifications within the Information Technology job family. Serves as a functional expert and team lead to Webmaster positions. The Web Architect designs and implements the overall web server architecture and may serve as the web services project lead for related projects and efforts. This classification may require a flexible work schedule in order to meet the needs of the department.

DISTINGUISHING CHARACTERISTICS:

- Oversees the gathering of business requirements. Analyzes and translates business requirements into web architecture in order to meet user and organizational objectives.
- Researches and maintains knowledge in emerging technologies, applicable to the organization environment. Makes recommendations regarding implementation of such technology.
- Assists with difficult and complex application support problems, unresolved by junior team members.
- Designs and develops a web server architecture that promotes enterprise access to published web content, services and applications.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:
Bachelor's degree in Computer Science, Information Systems, Business Administration or a directly related field AND nine (9) years of relevant work experience, including two (2) years of team lead, 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:
Microsoft Internet Specialist Certification.

Knowledge, Skills, and Abilities:
Knowledge of:
- Policies, practices, procedures and terminology of assigned function.
- Federal, State, Local and County applicable laws, rules, regulations and guidelines.
- Information technology hardware, software and peripherals as related to assigned function.
- Web services architecture, operating systems, applications and hardware.
- HyperText Markup Language (HTML), style sheets, Common Gateway Interface (CGI), user interface design, applets, source control, database structures, graphic layout, scripting languages, and web publishing procedures.
- Internet and Intranet security considerations.

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Web Architect II

JOB CODE:	29865	**FLSA STATUS:**	Exempt
PAY GRADE:	29	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Knowledge of: (Cont.)

- Modern office practices, procedures and methods.
- Quality assurance, performance monitoring, and integration methodologies.
- 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:

- Problem-solving and decision-making.
- Designing, implementing and maintaining web server architecture.
- Both verbal and written communication, including presentations and communicating technical issues in non-technical language.

Ability to:

- Create and maintain the content of complex web sites and pages, suited for Internet and Intranet purposes.
- Work independently and efficiently and as part of a team.
- Manage time well, perform multiple tasks and organize diverse activities.
- Translate policies and objectives into ideas and applications web-based information products.
- 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 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 35-40 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, sitting, walking, climbing, crawling, bending, stooping, crouching, kneeling, pushing, pulling, reaching, twisting, balancing, repetitive motion, and squatting to perform the essential functions. Subject to exposure to variations in extreme heat, cold, mechanical, fume/odor, and dust/mites.

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: Web Architect I

JOB CODE:	28864	**FLSA STATUS:**	Exempt
PAY GRADE:	28	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Designs and implements the overall web server architecture, as it relates to Intranet, Internet or Extranet usage. Analyzes and translates requirements and plans into the appropriate Internet/Intranet architecture in order to meet organizational objectives. As a technical expert in the web services area, provides input into highly complex and significant decisions. Works independently as well as with intradepartmental and external (stakeholder departments) project team members.

DISTINGUISHING CHARACTERISTICS:

This is the first in a series of two web-related job classifications within the Information Technology job family. Serves as a functional expert and team lead to Webmaster positions. The Web Architect designs and implements the overall web server architecture and may serve as the web services project lead for related projects and efforts. This classification may require a flexible work schedule in order to meet the needs of the department.

DUTIES AND RESPONSIBILITIES:

- Oversees the gathering of business requirements. Analyzes and translates business requirements into web architecture in order to meet user and organizational objectives.
- Researches and maintains knowledge in emerging technologies, applicable to the organization environment. Makes recommendations regarding implementation of such technology.
- Assists with difficult and complex application support problems, unresolved by junior team members.
- Designs and develops a web server architecture that promotes enterprise access to published web content, services and applications.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:
Bachelor's degree in Computer Science, Information Systems, Business Administration or a directly related field AND seven (7) years of relevant work experience, including one (1) year of team lead, 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:
Microsoft Internet Specialist Certification.

Knowledge, Skills, and Abilities:
Knowledge of:
- Policies, practices, procedures and terminology of assigned function.
- Federal, State, Local and County applicable laws, rules, regulations and guidelines.
- Information technology hardware, software and peripherals as related to assigned function.
- Web services architecture, operating systems, applications and hardware.
- HyperText Markup Language (HTML), style sheets, Common Gateway Interface (CGI), user interface design, applets, source control, database structures, graphic layout, scripting languages, and web publishing procedures.
- Internet and Intranet security considerations.

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TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Web Architect I

JOB CODE:	28864	**FLSA STATUS:**	Exempt
PAY GRADE:	28	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Knowledge of: (Cont.)

- Modern office practices, procedures and methods.
- Quality assurance, performance monitoring, and integration methodologies.
- 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:

- Problem-solving and decision-making.
- Designing, implementing and maintaining web server architecture.
- Both verbal and written communication, including presentations and communicating technical issues in non-technical language.

Ability to:

- Create and maintain the content of complex web sites and pages, suited for Internet and Intranet purposes.
- Work independently and efficiently and as part of a team.
- Manage time well, perform multiple tasks and organize diverse activities.
- Translate policies and objectives into ideas and applications web-based information products.
- 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 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 35-40 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, sitting, walking, climbing, crawling, bending, stooping, crouching, kneeling, pushing, pulling, reaching, twisting, balancing, repetitive motion, and squatting to perform the essential functions. Subject to exposure to variations in extreme heat, cold, mechanical, fume/odor, and dust/mites.

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: Webmaster III

JOB CODE:	26863	**FLSA STATUS:**	Exempt
PAY GRADE:	26	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Designs, develops, enhances and maintains system web pages (Intranet and Internet) in accordance with the overall goals, objectives and parameters established for the organization. Coordinates the publishing of moderately complex to complex web site content, user interface, presentation and level of detail to meet user and business needs. Works with senior and junior team members to coordinate content, structure and updates. Maintains web-related databases. Responds to user requests for modifications. Participates in the functional design and technical architecture of website pages.

DISTINGUISHING CHARACTERISTICS:

This is the third in a series of three webmaster-related job classifications within the Information Technology job family. Typically has no subordinate levels reporting directly to it. The Webmaster III designs and develops web pages and coordinates the publishing of moderately complex to complex web site content. May assist in performing duties related to the basic technical architecture of somewhat complex website pages. This classification may require a flexible work schedule in order to meet the needs of the department.

DUTIES AND RESPONSIBILITIES:

- Converts content from other sources into web pages. Conceptualizes, designs and develops the layout and user interface of web pages, content and applications.
- Writes necessary server-side scripting to deliver dynamic HyperText Markup Language (HTML).
- Maintains web-related databases, ensuring accuracy and integrity of database information.
- Coordinates publishing of moderately complex to complex content and updates. Consults with users in the maintenance of web site information to facilitate accuracy and updating of information.
- Monitors the health of web server(s) and maintains them, as required.
- Reviews and troubleshoots website issues. Solves or recommends solutions, and refers only the most highly complex website issues to higher level staff.
- Gathers user requirements and business objectives. Participates in the completion of programming content for website pages.
- Assists in the placement of web site information, ensuring consistency, accuracy, appropriateness and timeliness of content and graphic standards. Recommends service-related links to other County departments and/or Federal, State and Local agencies and related links.
- Assists in researching, identifying and selecting appropriate Internet-based information products, packages and vendors to meet County needs.
- Assists in developing and maintaining a strategic plan for the County's Internet presence, based on priorities, policy directions and management goals.
- Assists in developing and implementing website policies, procedures and standards. Ensures adherence to policies and procedures. Monitors website for unauthorized and outdated information.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:
Bachelor's degree in Computer Science, Information Systems, Business Administration or a directly related field AND five (5) years of experience in web page development or related work;

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TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Webmaster III

JOB CODE:	26863	**FLSA STATUS:**	Exempt
PAY GRADE:	26	**LAST REVISED:**	10/01/09

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:
Valid Texas Driver's License.

Preferred:
Microsoft Internet Specialist Certification.

Knowledge, Skills, and Abilities:
Knowledge of:

- Policies, practices, procedures and terminology of assigned function.
- Federal, State, Local and County applicable laws, rules, regulations and guidelines.
- Information technology hardware, software and peripherals as related to assigned function.
- HyperText Markup Language (HTML), style sheets, Common Gateway Interface (CGI), user interface design, applets, source control, database structures, graphic layout, scripting languages, and web publishing procedures.
- Modern office practices, procedures and methods.
- Quality assurance, performance monitoring, and integration methodologies.
- 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:

- Problem-solving and decision-making.
- Designing, implementing and maintaining web server architecture.
- Both verbal and written communication, including presentations and communicating technical issues in non-technical language.

Ability to:

- Create and maintain the content of complex web sites and pages, suited for Internet and Intranet purposes.
- Work independently and efficiently and as part of a team.
- Manage time well, perform multiple tasks and organize diverse activities.
- Translate policies and objectives into ideas and applications web-based information products.
- 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 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 35-40 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, sitting, walking, climbing, crawling, bending, stooping, crouching, kneeling, pushing, pulling, reaching, twisting, balancing, repetitive motion, and squatting to perform the essential functions. Subject to exposure to variations in extreme heat, cold, mechanical, fume/odor, and dust/mites.

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: Webmaster II

JOB CODE:	24862	**FLSA STATUS:**	Exempt
PAY GRADE:	24	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Designs, develops, enhances and maintains web pages in accordance with the overall goals, objectives and parameters established for the organization. Coordinates the publishing of moderately complex web site content, user interface, presentation and level of detail to meet user and business needs. Works with senior team members to coordinate content, structure and updates. Maintains web-related databases. Responds to user requests for modifications. Participates in the functional design and technical architecture of website pages.

DISTINGUISHING CHARACTERISTICS:

This is the second in a series of three webmaster-related job classifications within the Information Technology job family. Typically has no subordinate levels reporting directly to it. The Webmaster II assists in designing and developing web pages and coordinates the publishing of moderately complex web site content. May assist in performing duties related to the basic technical architecture of somewhat complex website pages. This classification may require a flexible work schedule in order to meet the needs of the department.

DUTIES AND RESPONSIBILITIES:

- Converts content from other sources into web pages. Conceptualizes, designs and develops the layout and user interface of web pages, content and applications.
- Writes necessary server-side scripting to deliver dynamic HyperText Markup Language (HTML).
- Maintains web-related databases, ensuring accuracy and integrity of database information.
- Coordinates publishing of moderately complex content and updates. Consults with users in the maintenance of web site information to facilitate accuracy and updating of information.
- Monitors the health of web server(s) and maintains them, as required.
- Reviews and troubleshoots website issues. Solves or recommends solutions, and refers highly complex website issues to higher level staff.
- Gathers user requirements and business objectives. Participates in the completion of programming content for simple website pages.
- Assists in the placement of web site information, ensuring consistency, accuracy, appropriateness and timeliness of content and graphic standards. Recommends service-related links to other County departments and/or Federal, State and Local agencies and related links.
- Assists in researching, identifying and selecting appropriate Internet-based information products, packages and vendors to meet County needs.
- Assists in developing and maintaining a strategic plan for the County's Internet presence, based on priorities, policy directions and management goals.
- Assists in developing and implementing website policies, procedures and standards. Ensures adherence to policies and procedures. Monitors website for unauthorized and outdated information.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:
Bachelor's degree in Computer Science, Information Systems, Business Administration or a directly related field AND three (3) years of experience in web page development or related work;

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TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Webmaster II

JOB CODE:	24862	**FLSA STATUS:**	Exempt
PAY GRADE:	24	**LAST REVISED:**	10/01/09

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:
Valid Texas Driver's License.

Preferred:
Microsoft Internet Specialist Certification.

Knowledge, Skills, and Abilities:
Knowledge of:

- Policies, practices, procedures and terminology of assigned function.
- Federal, State, Local and County applicable laws, rules, regulations and guidelines.
- Information technology hardware, software and peripherals as related to assigned function.
- HyperText Markup Language (HTML), style sheets, Common Gateway Interface (CGI), user interface design, applets, source control, database structures, graphic layout, scripting languages, and web publishing procedures.
- Modern office practices, procedures and methods.
- Quality assurance, performance monitoring, and integration methodologies.
- 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:

- Problem-solving and decision-making.
- Designing, implementing and maintaining web server architecture.
- Both verbal and written communication, including presentations and communicating technical issues in non-technical language.

Ability to:

- Create and maintain the content of complex web sites and pages, suited for Internet and Intranet purposes.
- Work independently and efficiently and as part of a team.
- Manage time well, perform multiple tasks and organize diverse activities.
- Translate policies and objectives into ideas and applications web-based information products.
- 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 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 35-40 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, sitting, walking, climbing, crawling, bending, stooping, crouching, kneeling, pushing, pulling, reaching, twisting, balancing, repetitive motion, and squatting to perform the essential functions. Subject to exposure to variations in extreme heat, cold, mechanical, fume/odor, and dust/mites.

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.

761

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Webmaster I

JOB CODE:	22861	**FLSA STATUS:**	Exempt
PAY GRADE:	22	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Assists in designing, developing, enhancing and maintaining web pages in accordance with the overall goals, objectives and parameters established for the organization. Coordinates the publishing of routine to moderately complex web site content, user interface, presentation and level of detail to meet user and business needs. Maintains web-related databases. Responds to user requests for modifications. May participate in the functional design and technical architecture of website pages.

DISTINGUISHING CHARACTERISTICS:

This is the first in a series of three webmaster-related job classifications within the Information Technology job family. Typically has no subordinate levels reporting directly to it. The Webmaster I assists in designing and developing web pages and coordinates the publishing of routine to moderately complex web site content. May assist in performing duties related to the basic technical architecture of less complex website pages. This classification may require a flexible work schedule in order to meet the needs of the department.

DUTIES AND RESPONSIBILITIES:

- Converts content from other sources into web pages. Conceptualizes, designs and develops the layout and user interface of web pages, content and applications.
- Writes necessary server-side scripting to deliver dynamic HyperText Markup Language (HTML).
- Coordinates publishing of routine to moderately complex content and updates. Consults with users in the maintenance of web site information to facilitate accuracy and updating of information.
- Maintains web-related databases, ensuring accuracy and integrity of database information.
- Assists in monitoring the health of web server(s) and maintains them, as required.
- Reviews and troubleshoots routine website issues. Solves or recommends solutions, and refers complex website issues to higher level staff.
- Assists with the gathering of user requirements and business objectives.
- Participates in the completion of programming content for simple website pages.
- Assists in the placement of web site information, ensuring consistency, accuracy, appropriateness and timeliness of content and graphic standards. Recommends service-related links to other County departments and/or Federal, State and Local agencies and related links.
- Assists in researching, identifying and selecting appropriate Internet-based information products, packages and vendors to meet County needs.
- Assists in developing and maintaining a strategic plan for the County's Internet presence, based on priorities, policy directions and management goals.
- Assists in developing and implementing website policies, procedures and standards. Ensures adherence to policies and procedures. Monitors website for unauthorized and outdated information.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:
Bachelor's degree in Computer Science, Information Systems, Business Administration or a directly related field AND two (2) years of experience in web page development or related work;

762

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Webmaster I

JOB CODE:	22861	**FLSA STATUS:**	Exempt
PAY GRADE:	22	**LAST REVISED:**	10/01/09

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:
Valid Texas Driver's License.

Preferred:
Microsoft Internet Specialist Certification.

Knowledge, Skills, and Abilities:
Knowledge of:
- Policies, practices, procedures and terminology of assigned function.
- Federal, State, Local and County applicable laws, rules, regulations and guidelines.
- Information technology hardware, software and peripherals as related to assigned function.
- HyperText Markup Language (HTML), style sheets, Common Gateway Interface (CGI), user interface design, applets, source control, database structures, graphic layout, scripting languages, and web publishing procedures.
- Modern office practices, procedures and methods.
- Quality assurance, performance monitoring, and integration methodologies.
- 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:
- Problem-solving and decision-making.
- Designing, implementing and maintaining web server architecture.
- Both verbal and written communication, including presentations and communicating technical issues in non-technical language.

Ability to:
- Create and maintain the content of complex web sites and pages, suited for Internet and Intranet purposes.
- Work independently and efficiently and as part of a team.
- Manage time well, perform multiple tasks and organize diverse activities.
- Translate policies and objectives into ideas and applications web-based information products.
- 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 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 35-40 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, sitting, walking, climbing, crawling, bending, stooping, crouching, kneeling, pushing, pulling, reaching, twisting, balancing, repetitive motion, and squatting to perform the essential functions. Subject to exposure to variations in extreme heat, cold, mechanical, fume/odor, and dust/mites.

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.

763

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Information Security Officer

JOB CODE:	30860	**FLSA STATUS:**	Exempt
PAY GRADE:	30	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Plans and develops the information security strategy and best practices in support of the information security architecture. Collaborates with Information and Telecommunication Systems (ITS) staff and information asset owners and custodians to develop security and business continuance policies, standards, guidelines, practices, and procedures. Oversees all security audits and tasks to ensure that the integrity, confidentiality and availability of information to end users, is not compromised. Oversees and coordinates compliance management efforts with existing information security policies, standards, and procedures including laws and regulations such as the Health Information Portability and Privacy Act (HIPAA). Provides guidance to, and seeks consensus with management staff and information asset owners and custodians to secure Information Technology (IT) networks, systems, applications, and information assets. Ensures that information security solutions and safeguards are implemented to mitigate vulnerabilities within and reduce the risk of threats against IT resources and assets. Acts as an advocate for information security best practices. Consults with management staff and information asset owners and custodians regarding information security risks and provides guidance in minimizing those risks. Maintains reliable, up-to-date, information from Federal, State and County government and across the information security industry regarding identification of new threats and vulnerabilities to IT resources and assets.

DISTINGUISHING CHARACTERISTICS:

This is a job classification within the Information Technology job family. Directs the work of technical staff engaged in activities related to the development and delivery of ITS security standards, best practices, architecture, and systems to ensure information system security of IT resources and assets. Functions as technical expert and manages through subordinate manager, providing strategic direction for information systems security, directing staff and coordinating closely with top management to meet user and organizational requirements in accordance with strategic and organizational goals. This classification may require a flexible work schedule in order to meet the needs of the department.

DUTIES AND RESPONSIBILITIES:

- Oversees the development and delivery of ITS security policies, standards, procedures, best practices, architecture, and systems.
- Provides leadership, management and coordination in planning, organizing, implementing and evaluating operations in accordance with Federal, State and Local laws, policies, procedures, guidelines and enterprise goals and objectives.
- Oversees staff, including hiring, training, 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.
- Oversees IT risk management including risk assessments, threat assessments, vulnerability assessments.
- Develops the information security auditing methodology and oversees information security audits.
- Develops and oversees the implementation of security safeguards.
- Assists senior management in developing strategic plans to accomplish goals and objectives and improve effectiveness and efficiency of services.
- Develops and directs the information security awareness program. Advocates the information security program and assists the Chief Technology Officer in promoting the importance of adopting ITS security policies, standards, and practices countywide.
- Approves, plans, and oversees the information security budget.
- Performs other job-related duties as assigned.

764

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Information Security Officer

JOB CODE:	30860	**FLSA STATUS:**	Exempt
PAY GRADE:	30	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS:

Education and Experience:
Bachelor's degree in Computer Science, Information Systems or a directly related field AND ten (10) years of relevant work experience, including both five (5) years of increasingly responsible supervisory or management experience and three (3) years of direct work experience within the Information Security field as an auditor, analyst, administrator or other related role;

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:
Certified Information Security Manager (CISM) from Information Systems Audit and Control Association (ISACA).
Certified Information Systems Auditor (CISA) from Information Systems Audit and Control Association (ISACA).
Global Information Assurance Certification (GIAC) certifications from SysAdmin, Audit, Network, Security (SANS) Institute.
Certified Information Systems Security Professional (CISSP) from the International Information Systems Certification Consortium (ISC2).
U.S. Federal Government Security Clearance (active or inactive due to time expiration or capable of being granted one).

Knowledge, Skills, and Abilities:
Knowledge of:
- Management and supervisory principles, practices and techniques.
- Policies, practices, procedures and terminology of assigned function.
- Federal, State, Local and County applicable laws, rules, regulations and guidelines.
- Information technology hardware, software and peripherals as related to assigned function.
- Information Security Management.
- Risk assessment and management.
- Administrative, operational, physical, and logical security safeguards.
- Security architecture and models.
- Information Security Management best practices.
- Telecommunications, network and internet security best practices and lifecycle management.
- Computer equipment to include word processing, spreadsheets, databases and a variety of software packages.

Skill in:
- Managing staff, allocating resources and evaluating programs.
- Leadership, collaboration and negotiation techniques, including contracts, agreements and proposals.
- Developing and monitoring programs and related budgets.
- Managing user expectations and satisfaction.
- Developing and evaluating Requests for Proposals (RFPs).
- Interacting with and supporting the activities of other information technology and information security professionals.
- Problem-solving and decision-making.
- Strategic planning, developing, monitoring and evaluating.
- Both verbal and written communication, including presentations and communicating technical issues in non-technical language.

Ability to:
- Manage, motivate, train, develop and evaluate staff.
- Work independently and efficiently and as part of a team.
- Manage time well, perform multiple tasks and organize diverse activities.

765

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Information Security Officer

JOB CODE:	30860	**FLSA STATUS:**	Exempt
PAY GRADE:	30	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Ability to: (Cont.)

- Translate policies and objectives into ideas and applications web-based information products.
- Research, compile, analyze, interpret and prepare a variety of memorandums or reports.
- Deliver awareness training from documented training curriculum.
- Identify security safeguards using risk management based analysis that are in line with the value of the assets being protected.
- 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 35-40 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, sitting, walking, climbing, crawling, bending, stooping, crouching, kneeling, pushing, pulling, reaching, twisting, balancing, repetitive motion, and squatting to perform the essential functions. Subject to exposure to variations in extreme heat, cold, mechanical, fume/odor, and dust/mites.

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 DESCRIPTION

DRAFT

JOB TITLE: Information Security Manager

JOB CODE:	27859	**FLSA STATUS:**	Exempt
PAY GRADE:	27	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Manages the staff and development and delivery of Information Technology (IT) security standards, best practices, architecture, and systems to ensure information system security of IT resources and assets. Implements processes and methods for auditing and addressing non-compliance to information security standards. Facilitates migration of non-compliant environments to compliant environments. Conducts studies to ensure compliance with adopted policies and standards and currency with widely accepted security norms. Manages and participates in the planning and implementation of security administration for IT projects. Responsible for the evaluation and selection of security solutions, tools, and technologies. Makes recommendations and assists in the implementation of changes to work methods and procedures to make them more effective or to strengthen security measures.

DISTINGUISHING CHARACTERISTICS:

This is a job classification within the Information Technology job family. Manages the work of technical staff engaged in activities related to the development and delivery of IT security standards, best practices, architecture, and systems to ensure information system security of IT resources and assets. Functions as technical expert and manager, providing tactical direction, contributing to strategic planning for information systems security, supervising staff and coordinating closely with higher level management to meet user and organizational requirements in accordance with strategic and organizational goals. This classification may require a flexible work schedule in order to meet the needs of the department.

DUTIES AND RESPONSIBILITIES:

- Manages the development and delivery of Information Technology (IT) security policies, standards, procedures, best practices, architecture, and systems in accordance with user needs and organizational goals and requirements.
- Provides supervisory leadership in planning, organizing, implementing and evaluating IT security in accordance with Federal, State and Local laws, policies, procedures, guidelines and enterprise goals and objectives.
- Manages staff, including performing or collaborating with higher management in the hiring, training, performance evaluation, disciplinary actions and dismissal of staff. Seeks and creates opportunities for improved performance, learning and development of staff and identifies and addresses problems or conflicts.
- Oversees IT risk management including risk assessments, threat assessments and vulnerability assessments, as required.
- Develops the information security auditing methodology and manages information security audits.
- Develops and oversees the implementation of security safeguards.
- Develops and manages the information security awareness program. Assists in advocating the importance of adopting Information and Telecommunication Systems (ITS) security policies, standards, and practices countywide.
- Assists senior management in developing strategic plans to accomplish goals and objectives and improve effectiveness and efficiency of services.
- Serves as technical expert for difficult and complex security problems.
- Plans and provides budget request information as part of the annual budget process. Assists in monitoring budget expenditures to ensure consistent with department goals and objectives and within available funds.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:

Bachelor's degree in Computer Science, Information Systems or a directly related field AND nine (9) years of Information Technology work experience, including four (4) years of increasingly responsible supervisory or management experience;

767

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Information Security Manager

JOB CODE:	27859	**FLSA STATUS:**	Exempt
PAY GRADE:	27	**LAST REVISED:**	10/01/09

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:

Valid Texas Driver's License.

Preferred:

Certified Information Security Manager (CISM) from Information Systems Audit and Control Association (ISACA).
Certified Information Systems Auditor (CISA) from Information Systems Audit and Control Association (ISACA).
Global Information Assurance Certification (GIAC) certifications from SysAdmin, Audit, Network, Security (SANS) Institute.
Certified Information Systems Security Professional (CISSP) from the International Information Systems Certification Consortium (ISC2).
U.S. Federal Government Security Clearance (active or inactive due to time expiration, or capable of being granted one).

Knowledge, Skills, and Abilities:

Knowledge of:

- Management and supervisory principles, practices and techniques.
- Policies, practices, procedures and terminology of assigned function.
- Federal, State, Local and County applicable laws, rules, regulations and guidelines.
- Information technology hardware, software and peripherals as related to assigned function.
- Information Security Management.
- Risk assessment and management.
- Administrative, operational, physical, and logical security safeguards.
- Security architecture and models.
- Information Security Management best practices.
- Telecommunications, network and internet security best practices and lifecycle management.
- Computer equipment to include word processing, spreadsheets, databases and a variety of software packages.

Skill in:

- Managing staff, allocating resources and evaluating programs.
- Leadership, collaboration and negotiation techniques, including contracts, agreements and proposals.
- Developing and monitoring programs and related budgets.
- Managing user expectations and satisfaction.
- Developing and evaluating Requests for Proposals (RFPs).
- Interacting with and supporting the activities of other information technology and information security professionals.
- Problem-solving and decision-making.
- Strategic planning, developing, monitoring and evaluating.
- Both verbal and written communication, including presentations and communicating technical issues in non-technical language.

Ability to:

- Manage, motivate, train, develop and evaluate staff.
- Work independently and efficiently and as part of a team.
- Manage time well, perform multiple tasks and organize diverse activities.
- Translate policies and objectives into ideas and applications web-based information products.
- Research, compile, analyze, interpret and prepare a variety of memorandums or reports.
- Deliver awareness training from documented training curriculum.
- Identify security safeguards using risk management based analysis that are in line with the value of the assets being protected.

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Information Security Manager

JOB CODE:	27859	**FLSA STATUS:**	Exempt
PAY GRADE:	27	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Ability to: (Cont.)

- Make realistic recommendations based on facts and objective risk analysis.
- 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 35-40 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, sitting, walking, climbing, crawling, bending, stooping, crouching, kneeling, pushing, pulling, reaching, twisting, balancing, repetitive motion, and squatting to perform the essential functions. Subject to exposure to variations in extreme heat, cold, mechanical, fume/odor, and dust/mites.

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 DESCRIPTION

DRAFT

JOB TITLE: Information Security Analyst III

JOB CODE:	25858	**FLSA STATUS:**	Exempt
PAY GRADE:	25	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Performs advanced information security tasks and functions and manages security functions across Information Technology (IT) functional areas. Provides input into security policies, standards, practices and procedures development and implementation efforts. Conducts security risk analysis using qualitative and quantitative methods. Develops risk analysis scenarios and response procedures. Conducts forensic investigations. Manages malicious and unwanted software tracking, monitoring and removal efforts. Monitors the use of central security management solutions and performs user and application management. Monitors and analyzes logs, configurations and other information related to computer and network activity and usage. Creates security profiles, security violation reports and investigation reports and reviews those created by junior staff members. Enforces security policies, standards, procedures and practices through operational, administrative and technical tasks. Evaluates products and analyzes procedures to enhance productivity and effectiveness. Investigates security issues and conducts computer forensic research on all classes of systems.

DISTINGUISHING CHARACTERISTICS:

This is the third in a series of three information security-related job classifications within the Information Technology job family. Conducts complex information security tasks and functions. The Security Analyst III develops security risk analysis scenarios and response procedures and manages malicious and unwanted software tracking, monitoring, and removal efforts. This classification may require a flexible work schedule in order to meet the needs of the department.

DUTIES AND RESPONSIBILITIES:

- Develops and continually analyzes the effectiveness and applicability of information security policies, standards, practices and procedures to keep pace with evolving threats, changes in law, regulation and County policy.
- Collaborates with Information and Telecommunication Systems (ITS) staff to coordinate the implementation of information security policies, standards, technical standards, practices and procedures countywide. Supports efforts in encouraging adoption countywide.
- Conducts compliance monitoring and management activities in areas of policy and standards in all areas. Directly contributes to the development of information security compliance monitoring and management methodology, procedures and practices. Conducts gap analysis and makes recommendations for changes in existing policies, standards and technical standards based upon findings of compliance monitoring and management activities. Develops checklists and other tools and information in support of technical and administrative audits.
- Executes technical and administrative audits. Directly contributes to the development of information security auditing methodology, procedures and practices. Develops checklists, technical standards and other tools and information in support of technical and administrative audits.
- Assists in developing disaster recovery plans that are adaptable and able to be implemented under extreme conditions that may involve reductions in personnel, poor transportation, slow access to funds, and other issues. Specifically focuses on ITS Department operations center disaster recovery ensuring that security is an integral part of plans.
- Conducts risk assessments in all areas. Directly contributes to the development of risk assessment and management methodology, procedures and practices. Develops tools to support risk assessment and management efforts.
- Conducts vulnerability assessments and management for all systems and environments deployed within the County. Develops and manages vulnerability assessment and management processes and practices. Monitors vulnerability management efforts to ensure efficiency and compliance.
- Executes threat monitoring and assessments in all areas. Deploys prevention and countermeasures using established deployment procedures. Develops and manages technical standards, procedures, and practices related to threat monitoring, assessment and management.

770

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Information Security Analyst III

JOB CODE:	25858	**FLSA STATUS:**	Exempt
PAY GRADE:	25	**LAST REVISED:**	10/01/09

DUTIES AND RESPONSIBILITIES: (Cont.)

- Conducts and manages product evaluations and procedural analysis for all areas. Develops and manages standards, procedures and practices for security engineering. Develops and manages configurations for security safeguards and tools. Deploys and manages security solutions and safeguards. Creates project plans and manages information security projects.
- Develops security administration processes, practices, and standards. Makes recommendations for modifications of security policies and standards based upon investigations, exceptions, analysis and feedback from compliance management and awareness efforts.
- Manages security operations efforts for security applications and other tools maintained by the security team. Oversees the management of the information security web pages and other information security information repositories. Provides operations status reports to the Information Security Manager. Creates summary reports that include recommendations for action based upon analysis performed on activity, event, and security logs of deployed systems and networks.
- Investigates security issues in all areas. Develops and manages peer to peer contacts within and between other departments and organizations, both internal and external.
- Manages information security awareness activities including ad-hoc and formal training of users, management, and staff. Conducts training and supports IT training resources in creating information security user awareness curriculum and delivering training.
- May mentor, supervise and train security staff.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:

Bachelor's degree in Computer Science, Information Systems, Business Administration or a directly related field AND five (5) years of relevant work experience, including at least three (3) years experience in information security;

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:

Global Information Assurance Certification (GIAC) certifications from SysAdmin, Audit, Network, Security (SANS) Institute, and/or Certified Information Systems.
Security Professional (CISSP) from the International Information Systems Certification Consortium (ISC2).
Certified Information Systems Auditor (CISA) Certification from Information Systems Audit and Control Association (ISACA).
U.S. Federal Government Security Clearance (active or inactive due to time expiration, or capable of being granted one).

Knowledge, Skills, and Abilities:

Knowledge of:

- Policies, practices, procedures and terminology of assigned function.
- Federal, State, Local and County applicable laws, rules, regulations and guidelines.
- Information technology hardware, software and peripherals as related to assigned function.
- Best practices for Information Security, malicious and unwanted software, email and content along with common practices for protection and management.
- Advanced IT risk assessment techniques (qualitative and quantitative).
- Threats to systems, networks, applications and information for both standalone and interconnected computers.

771

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Information Security Analyst III

JOB CODE:	25858	**FLSA STATUS:**	Exempt
PAY GRADE:	25	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Knowledge of: (Cont.)

- Advanced vulnerability management techniques for commonly encountered operating systems (Windows, NetWare, Linux, UNIX) and Health Insurance Portability and Accountability Act (HIPAA) Final Privacy and Security Rule standards and implementation specifications.
- Telecommunication technology and network (LAN, MAN, WAN) architecture, protocols, hardware, software, deployment, maintenance, and administration.
- Distributed, mid-range and mainframe computing systems high level architecture and web operations.
- Computer system implementation and administration.
- User administration.
- Electronic mail system implementation, administration, and usage.
- Internet access connectivity, administration, and usage.
- Software application development lifecycle.
- Major operating system software.
- Troubleshooting techniques for IT systems and Internet Protocol (IP) networks.
- Computer equipment to include word processing, spreadsheets, databases and a variety of software packages.

Skill in:

- Interacting with and supporting the activities of other information technology and information security professionals.
- Providing customer service to a wide range of internal and external customers.
- Utilizing common office automation software, such as word processing, presentation, spreadsheet and database software.
- Training users on computer applications.
- Problem-solving and decision-making.
- Both verbal and written communication, including presentations and communicating technical issues in non-technical language.

Ability to:

- Comprehend the language of policies and standards and present them in an understandable way to ITS staff members and department users.
- Read, comprehend, comply with and assist IT staff in complying with complex technical standards and procedures.
- Deliver awareness training from documented training curriculum.
- Work independently and efficiently and as part of a team.
- Manage time well, 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 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 35-40 pounds occasionally and use of dolly for heavier weight objects. Subject to visual acuity, speech and hearing, hand and eye coordination and manual dexterity necessary to operate a computer and office equipment. Subject to standing, sitting, walking, climbing, crawling, bending, stooping, crouching, kneeling, pushing, pulling, reaching, twisting, balancing, repetitive motion, and squatting to perform the essential functions. Subject to exposure to variations in extreme heat, cold, mechanical, fume/odor, and dust/mites. Requires travel to multiple buildings in a 4-block radius to support remote computer rooms. Work conducted in secure, raised floor computer room environment with moderate to high noise levels.

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 DESCRIPTION

DRAFT

JOB TITLE: Information Security Analyst II

JOB CODE:	23857	**FLSA STATUS:**	Exempt
PAY GRADE:	23	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Performs and assists with routine to moderately complex information security tasks and functions. Performs moderately complex security administrative tasks across Information Technology (IT) functional areas. Provides input into security policies, standards, practices, and procedures development and implementation efforts. Conducts security risk analysis using qualitative and quantitative methods. Creates and monitors security profiles, security violation reports, and investigates reports maintains and documents security controls. Conducts forensic investigations of workstations. Manages malicious and unwanted software tracking, monitoring, and removal efforts. Contributes to the evaluation of products and/or procedures to enhance productivity and effectiveness. Investigates elevated security issues regarding Information and Telecommunication Systems (ITS) Department built/managed workstation systems.

DISTINGUISHING CHARACTERISTICS:

This is the second in a series of three information security-related job classifications within the Information Technology job family. Conducts routine to moderately complex information security tasks and functions. The Security Analyst II conducts security risk analysis manages malicious and unwanted software tracking, monitoring, and removal efforts. This classification may require a flexible work schedule in order to meet the needs of the department.

DUTIES AND RESPONSIBILITIES:

- Conducts basic compliance monitoring and management activities in assigned areas of policy and standards. Supports senior information security personnel with compliance monitoring and management, as directed.
- Initiates basic audit tasks using pre-defined checklists on assigned systems. Supports senior information security personnel with moderately complex to complex security audits.
- Executes basic risk assessments using established procedures for assigned systems. Supports senior information security personnel with risk assessment and management.
- Conducts basic vulnerability assessments and management using established procedures and tools for assigned workstations and servers. Monitors vulnerability management efforts to ensure efficiency and compliance. Supports senior information security personnel with vulnerability assessment and management on other systems, as directed.
- Implements basic threat monitoring and assessments using established procedures for workstations and non-mission critical systems. Deploys prevention and countermeasures on workstations using established deployment procedures. Provides support for threat monitoring, assessment and countermeasure tasks.
- Conducts product evaluations and procedural analysis for the workstation technology area. Supports efforts to evaluate products and/or procedures that enhance productivity and effectiveness of the security team.
- Implements security profiling of non-mission critical systems and reviews security violation reports and investigation reports to improve understanding of the common threats to systems, networks, and information assets and associated mitigation activities of the security team. Initiates user, application and system administration for security applications and other tools maintained by the security team. Reviews termination process activities to make sure access to systems, networks and information assets is properly and promptly terminated for departing employees, workers, vendors, and others. Provides support for security administration tasks.
- Executes basic security operations tasks for security applications and other tools maintained by the security team. Maintains the information security web pages and other information security information repositories. Runs reports, forms, and graphs in support of periodic status and posture reporting. Performs analysis of logs for indication of unauthorized access and activity and reports findings to senior staff for review and further analysis and remediation. Trains and mentors ITS operations staff in security operations.
- Investigates elevated security issues regarding ITS Department built/managed workstation systems using established computer forensic investigation procedures and tools. Uses established contacts within Austin Police Department, Travis County Sheriff's Office, District Attorney's office, and County Attorney's office, as required, for investigation or turn over.

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TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Information Security Analyst II

JOB CODE:	23857	**FLSA STATUS:**	Exempt
PAY GRADE:	23	**LAST REVISED:**	10/01/09

DUTIES AND RESPONSIBILITIES: (Cont.)

- Initiates user awareness tasks including ad-hoc and formal training of users. Conducts training and supports ITS training resources in creating information security user awareness curriculum and delivering training. Educates County staff about security policies and provides consultation on security issues.
- Represents the security needs of the organization by providing security related expertise and assistance in IT projects.
- Assists in the implementation of security policies and procedures and provides input into the development of such policies and procedures.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:
Bachelor's degree in Computer Science, Information Systems, Business Administration or a directly related field AND three (3) years of relevant work experience, including two (2) years experience in security administration;

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:
Global Information Assurance Certification (GIAC) certifications from SysAdmin, Audit, Network, Security (SANS) Institute, and/or Certified Information Systems.
Security Professional (CISSP) from the International Information Systems Certification Consortium (ISC2).
U.S. Federal Government Security Clearance (active or inactive due to time expiration, or capable of being granted one).

Knowledge, Skills, and Abilities:
Knowledge of:

- Policies, practices, procedures and terminology of assigned function.
- Federal, State, Local and County applicable laws, rules, regulations and guidelines.
- Information technology hardware, software and peripherals as related to assigned function.
- Best practices for Information Security, malicious and unwanted software, email and content along with common practices for protection and management.
- Advanced IT risk assessment techniques (qualitative and quantitative).
- Threats to systems, networks, applications and information for both standalone and interconnected computers.
- Advanced vulnerability management techniques for commonly encountered operating systems (Windows, NetWare, Linux, UNIX) and Health Insurance Portability and Accountability Act (HIPAA) Final Privacy and Security Rule standards and implementation specifications.
- Telecommunication technology and network (LAN, MAN, WAN) architecture, protocols, hardware, software, deployment, maintenance, and administration.
- Distributed, mid-range and mainframe computing systems high level architecture and web operations.
- Computer system implementation and administration.
- User administration.
- Electronic mail system implementation, administration, and usage.
- Internet access connectivity, administration, and usage.
- Software application development lifecycle.
- Major operating system software.
- Troubleshooting techniques for IT systems and Internet Protocol (IP) networks.
- Computer equipment to include word processing, spreadsheets, databases and a variety of software packages.

774

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Information Security Analyst II

JOB CODE:	23857	**FLSA STATUS:**	Exempt
PAY GRADE:	23	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Skill in:

- Interacting with and supporting the activities of other information technology and information security professionals.
- Providing customer service to a wide range of internal and external customers.
- Utilizing common office automation software, such as word processing, presentation, spreadsheet and database software.
- Training users on computer applications.
- Problem-solving and decision-making.
- Both verbal and written communication, including presentations and communicating technical issues in non-technical language.

Ability to:

- Comprehend the language of policies and standards and present them in an understandable way to ITS staff members and department users.
- Read, comprehend, comply with and assist IT staff in complying with complex technical standards and procedures.
- Deliver awareness training from documented training curriculum.
- Work independently and efficiently and as part of a team.
- Manage time well, 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 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 35-40 pounds occasionally and use of dolly for heavier weight objects. Subject to visual acuity, speech and hearing, hand and eye coordination and manual dexterity necessary to operate a computer and office equipment. Subject to standing, sitting, walking, climbing, crawling, bending, stooping, crouching, kneeling, pushing, pulling, reaching, twisting, balancing, repetitive motion, and squatting to perform the essential functions. Subject to exposure to variations in extreme heat, cold, mechanical, fume/odor, and dust/mites. Requires travel to multiple buildings in a 4-block radius to support remote computer rooms. Work conducted in secure, raised floor computer room environment with moderate to high noise levels.

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 DESCRIPTION

DRAFT

JOB TITLE: Information Security Analyst I

JOB CODE:	21856	**FLSA STATUS:**	Exempt
PAY GRADE:	21	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Performs and assists with routine information security tasks and functions. Performs basic security administrative tasks across Information Technology (IT) functional areas. Carries out and assists with carrying out security policies, standards and procedures. Gathers information for security risk analysis and incident management efforts. Assists in security risk assessment and management. Supports malicious and unwanted software tracking, monitoring and removal efforts. Monitors security profiles, reviews security violation reports, investigates possible security exceptions, and updates, and maintains and documents security controls. Provides routine technical support for evaluation of products and/or procedures to enhance productivity and effectiveness. Investigates elevated security issues regarding Information and Telecommunication Systems (ITS) Department built/managed workstation systems.

DISTINGUISHING CHARACTERISTICS:

This is the first in a series of three information security-related job classifications within the Information Technology job family. Conducts routine information security tasks and functions. The Security Analyst I assists in security risk assessment and management and supports malicious and unwanted software tracking, monitoring and removal efforts. This classification may require a flexible work schedule in order to meet the needs of the department.

DUTIES AND RESPONSIBILITIES:

- Assists with basic compliance monitoring and management activities.
- Initiates basic audit tasks using pre-defined checklists on assigned systems. Assists with moderately complex information security auditing tasks.
- Conducts or assists in conducting routine risk assessment tasks using established procedures for workstations and non-mission critical systems.
- Assists with assessment and management tasks. May conduct basic vulnerability assessments and management using established procedures for workstations and non-mission critical systems.
- Assists with threat monitoring, assessment and countermeasure tasks. May perform basic threat monitoring and assessments using established procedures for workstations and non-mission critical systems. May deploy prevention and countermeasures on workstations and non-mission critical systems using established deployment procedures.
- Executes or assists with security engineering support tasks. May provide basic technical support during products and/or procedures evaluations.
- Assists with security administration tasks. May perform security profiling of workstations and non-mission critical systems. Reviews security violation reports and investigation reports to gain an understanding of the common threats and activities of the security team. May perform basic user, application, and system administration for security applications and other tools maintained by the security team. Reviews termination process activities to ensure access to systems, networks, and information assets is properly and promptly terminated for departing employees, workers, vendors, and others.
- Executes basic security operations tasks for security applications and other tools maintained by the security team. Maintains the information security web pages and other information security information repositories. Runs reports, forms, and graphs in support of periodic status and posture reporting. Conducts analysis of logs for indication of unauthorized access and activity and reports findings to a senior information security staff for review and further analysis and remediation.
- Assists with security incident response tasks. May investigate security issues elevated by the Help Desk regarding ITS built/managed workstation systems and non-mission critical systems using established procedures and tools.

776

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Information Security Analyst I

JOB CODE:	21856	**FLSA STATUS:**	Exempt
PAY GRADE:	21	**LAST REVISED:**	10/01/09

DUTIES AND RESPONSIBILITIES: (Cont.)

- Initiates user awareness tasks including ad-hoc and formal training of users. Assists in the creation and delivery of information security user awareness curriculum. Assists in educating County staff about security policies and provides consultation on basic security issues.
- Represents the security needs of the organization by providing security related expertise and assistance in IT projects.
- Assists in the implementation of security policies and procedures and may provide input into the development of such policies and procedures.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:
Bachelor's degree in Computer Science, Information Systems, Business Administration or a directly related field AND one (1) year of relevant work experience, including six (6) months experience in security administration;

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:
Global Information Assurance Certification (GIAC) certifications from SysAdmin, Audit, Network, Security (SANS) Institute, and/or Certified Information Systems.
Security Professional (CISSP) from the International Information Systems Certification Consortium (ISC2).
U.S. Federal Government Security Clearance (active or inactive due to time expiration, or capable of being granted one).

Knowledge, Skills, and Abilities:
Knowledge of:

- Policies, practices, procedures and terminology of assigned function.
- Federal, State, Local and County applicable laws, rules, regulations and guidelines.
- Information technology hardware, software and peripherals as related to assigned function.
- Telecommunication technology and network (LAN, MAN, WAN) architecture, protocols, hardware, software, deployment, maintenance, and administration.
- Distributed, mid-range and mainframe computing systems high level architecture and web operations.
- Computer system implementation and administration.
- User administration.
- Electronic mail system implementation, administration, and usage.
- Internet access connectivity, administration, and usage.
- Software application development lifecycle.
- Malicious and unwanted software, email and content along with common practices for protection and management.
- Information Technology risk assessment techniques (qualitative and quantitative).
- Common threats to systems, networks, applications and information for both standalone and interconnected computers.
- Vulnerability management techniques for commonly encountered operating systems (Windows, NetWare, Linux, UNIX) and Health Insurance Portability and Accountability Act (HIPAA) Final Privacy and Security Rule standards and implementation specifications.
- Computer equipment to include word processing, spreadsheets, databases and a variety of software packages.

777

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Information Security Analyst I

JOB CODE:	21856	**FLSA STATUS:**	Exempt
PAY GRADE:	21	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Skill in:

- Interacting with and supporting the activities of other information technology and information security professionals.
- Providing customer service to a wide range of internal and external customers.
- Utilizing common office automation software, such as word processing, presentation, spreadsheet and database software.
- Training users on computer applications.
- Problem-solving and decision-making.
- Both verbal and written communication, including presentations and communicating technical issues in non-technical language.

Ability to:

- Comprehend the language of policies and standards and present them in an understandable way to ITS staff members and department users.
- Read, comprehend, comply with and assist ITS staff in complying with complex technical standards and procedures.
- Deliver awareness training from documented training curriculum.
- Work independently and efficiently and as part of a team.
- Manage time well, 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 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 35-40 pounds occasionally, and use of dolly for heavier weight objects. Subject to visual acuity, speech and hearing, hand and eye coordination and manual dexterity necessary to operate a computer and office equipment. Subject to standing, sitting, walking, climbing, crawling, bending, stooping, crouching, kneeling, pushing, pulling, reaching, twisting, balancing, repetitive motion, and squatting to perform the essential functions. Subject to exposure to variations in extreme heat, cold, mechanical, fume/odor, and dust/mites. Requires travel to multiple buildings in a 4-block radius to support remote computer rooms. Work conducted in secure, raised floor computer room environment with moderate to high noise levels.

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.

778

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Customer Support & Client Technologies Div Manager

JOB CODE:	30855	**FLSA STATUS:**	Exempt
PAY GRADE:	30	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Oversees and directs the activities related to management of all customer support, client technologies, telecommunications and training areas for the enterprise. Manages staff engaged in supporting computers, networks, systems, software and telecommunications. Defines service levels and implements technical service restorations and troubleshooting procedures for identifying, testing and diagnosing computer system and peripheral equipment failures. Develops and communicates the support strategy, service level agreements and project plans. Participates in long-range strategy planning and manages policy development to address complex organizational issues. Directs and coordinates the activities associated with installation, deployment and upgrade of software, hardware and network facilities as it relates to the desktop environment. Organizes and coordinates the activities associated with enterprise-wide desktop application and systems training and telecommunications.

DISTINGUISHING CHARACTERISTICS:

This is a job classification within the Information Technology job family. Directs and manages activities related to management of all customer support, client technologies, telecommunications and training areas for the enterprise. Manages and coordinates the activities associated with installation, deployment and upgrade of software, hardware and network facilities as it relates to the desktop environment, the activities associated with enterprise-wide desktop application and systems training and telecommunications systems to meet user and organizational requirements needs in accordance with strategic and organizational goals. This classification may require a flexible work schedule in order to meet the needs of the department.

DUTIES AND RESPONSIBILITIES:

- Provides and oversees the management of a centralized Help Desk (Call Center) for response to user department support requests for computer hardware, software and telecommunication services, countywide technical training, desktop and network support functions. Provides technical leadership and direction in ensuring the successful integration of new methods and technologies with existing systems.
- Provides leadership, management and coordination in planning, organizing, implementing and evaluating operations in accordance with Federal, State and Local laws, policies, procedures, guidelines and enterprise goals and objectives.
- Plans, coordinates and manages technology delivery and support team projects and activities. Ensures personnel are properly assigned and deployed to accomplish goals.
- Oversees staff, including hiring, training, 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.
- Directs development of procedures and processes for enterprise-wide support of computers, networks, systems, software and telecommunications. Assists top management in developing strategic plans to accomplish goals and objectives and improve effectiveness and efficiency of services.
- Develops standards and specifications for countywide desktop and mobile systems, network and stand-alone printers. Researches and recommends desktop and mobile operating system (OS) and productivity applications.
- Provides extensive technical and purchasing consultation to user departments. Assists in defining technical requirements and specifications for technology related purchases. Reviews and approves user requisitions for computer hardware and software.
- Plans and budgets for area of responsibility, based on short-term and long-term needs. Manages and prepares annual countywide budget request for the consolidated funding and purchasing of desktop, mobile and printing hardware. Accountable for annual purchasing and deploying of all new and replacement computer equipment. Monitors budget expenditures to ensure consistent with department and countywide goals and objectives and within available funds.
- Performs other job-related duties as assigned.

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TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Customer Support & Client Technologies Div Manager

JOB CODE:	30855	**FLSA STATUS:**	Exempt
PAY GRADE:	30	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS:

Education and Experience:
Bachelor's degree in Computer Science, Information Systems, Business Administration or a directly related field AND ten (10) years of relevant work experience, including both five (5) years of increasingly responsible supervisory or management experience and five (5) years managing projects;

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 Computer Science, Information Systems, Business Administration or a directly related field.

Knowledge, Skills, and Abilities:
Knowledge of:
- Management and supervisory principles, practices and techniques.
- Policies, practices, procedures and terminology of assigned function.
- Federal, State, Local and County applicable laws, rules, regulations and guidelines.
- Information technology hardware, software and peripherals as related to assigned function.
- Project management methodologies.
- Budget preparation and office management.
- Customer support, help desk, call center and client technology operations, functions and management.
- Computer equipment to include word processing, spreadsheets, databases and a variety of software packages.

Skill in:
- Directing and managing staff, allocating resources and evaluating programs.
- Leadership, collaboration and negotiation techniques, including contracts, agreements and proposals.
- Managing user expectations and satisfaction.
- Developing and evaluating Requests for Proposals (RFPs).
- Strategic planning, development, monitoring and evaluation.
- Developing and monitoring programs and related budgets.
- Problem-solving and decision-making.
- Both verbal and written communication, including presentations and communicating technical issues in non-technical language.

Ability to:
- Direct, motivate, train, develop and evaluate staff.
- Work independently and efficiently and as part of a team.
- Manage time well, 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 clientele, representatives of outside agencies and providers, other County employees and officials, and the general public.

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TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Customer Support & Client Technologies Div Manager

JOB CODE:	30855	**FLSA STATUS:**	Exempt
PAY GRADE:	30	**LAST REVISED:**	10/01/09

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

Physical requirements include the ability to lift/carry up to 35-40 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, sitting, walking, climbing, crawling, bending, stooping, crouching, kneeling, pushing, pulling, reaching, twisting, balancing, repetitive motion, and squatting to perform the essential functions. Subject to exposure to variations in extreme heat, cold, mechanical, fume/odor, and dust/mites.

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.

781

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Customer Support Manager

JOB CODE:	27854	**FLSA STATUS:**	Exempt
PAY GRADE:	27	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Manages and coordinates the operations related to customer support and client technologies for the enterprise. Coordinates and manages the projects, activities and day-to-day staffing of centralized customer support for response to support requests for computer hardware, software and telecommunication services. Identifies, tracks, assigns, escalates and reports customer computer related problems. Works with supported departments to establish performance metrics. Analyzes performance using customer support database statistics, sharing results with departments. Provides consultation to departments on their on-going support needs. Serves as liaison to other technical groups in the support of legacy systems and support problems.

DISTINGUISHING CHARACTERISTICS:

This is a job classification within the Information Technology job family. Manages the operations related to customer support and client technologies for the enterprise. Functions as technical expert and manager, providing tactical direction, contributing to strategic planning for customer technical support, supervising staff and coordinating closely with higher level management to meet user and organizational requirements in accordance with strategic and organizational goals. This classification may require a flexible work schedule in order to meet the needs of the department.

DUTIES AND RESPONSIBILITIES:

- Manages a team of technical staff providing countywide help desk customer support services. Coordinates activities of the team and trains new team members.
- Provides supervisory leadership in planning, organizing, implementing and evaluating customer support services in accordance with Federal, State and Local laws, policies, procedures, guidelines and enterprise goals and objectives.
- Manages staff, including performing or collaborating with higher management in the hiring, training, performance evaluation, disciplinary actions and dismissal of staff. Seeks and creates opportunities for improved performance, learning and development of staff and identifies and addresses problems or conflicts.
- Coordinates user assistance with customer support staff using published performance goals and priorities.
- Serves as technical expert for difficult and complex support and technology problems.
- Assists senior management in developing strategic plans to accomplish goals and objectives and improve effectiveness and efficiency of services.
- Plans and provides budget request information as part of the annual budget process. Assists in monitoring budget expenditures to ensure consistent with department goals and objectives and within available funds.
- Serves as system administrator for the Helpdesk Expert Automation Tool (HEAT) Call Center tracking system. Utilizes the HEAT database, extracts and analyzes data ensuring staff is meeting performance goals. Works with users to design and provide custom call tracking reports.
- Maintains legacy database systems as database administrator and developer.
- Serves as a liaison to all departments and Information Technology System (ITS) on relocations and installation of new facilities.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:
Bachelor's degree in Computer Science, Information Systems, Business Administration or a directly related field AND nine (9) years of related work experience, including three (3) years of team lead, supervisory or management, experience;

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TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Customer Support Manager

JOB CODE:	27854	**FLSA STATUS:**	Exempt
PAY GRADE:	27	**LAST REVISED:**	10/01/09

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:
Valid Texas Driver's License.

Preferred:
Microsoft Certified Systems Engineer (MCSE); OR
Certified Novell Engineer (CNE).
Microsoft Certified Professional (MCP) and Certified Novell Administrator (CNA).

Knowledge, Skills, and Abilities:
Knowledge of:

- Management and supervisory principles, practices and techniques.
- Policies, practices, procedures and terminology of assigned function.
- Federal, State, Local and County applicable laws, rules, regulations and guidelines.
- Information technology hardware, software and peripherals as related to assigned function.
- Customer support, help desk, call center and client technology operations, functions and management.
- Local Area Networks (LANs) and database administration.
- Budget preparation and office management.
- Network operating systems, desktop operating systems, user applications and system integration.
- Network administration, monitoring and troubleshooting.
- Computer equipment to include word processing, spreadsheets, databases and a variety of software packages.

Skill in:

- Managing staff, allocating resources and evaluating programs.
- Leadership, collaboration and negotiation techniques, including contracts, agreements and proposals.
- Developing and monitoring programs and related budgets.
- Managing user expectations and satisfaction.
- Developing and evaluating Requests for Proposals (RFPs).
- Problem-solving and decision-making.
- Strategic planning, developing, monitoring and evaluating.
- Both verbal and written communication, including presentations and communicating technical issues in non-technical language.

Ability to:

- Manage, motivate, train, develop and evaluate staff.
- Work independently and efficiently and as part of a team.
- Create and maintain the content of complex web sites and pages, suited for Internet and Intranet purposes.
- Manage time well, perform multiple tasks and organize diverse activities.
- Translate policies and objectives into ideas and applications web-based information products.
- 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 and providers, other County employees and officials, and the general public.

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Customer Support Manager

JOB CODE:	27854	**FLSA STATUS:**	Exempt
PAY GRADE:	27	**LAST REVISED:**	10/01/09

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

Physical requirements include the ability to lift/carry up to 35-40 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, sitting, walking, climbing, crawling, bending, stooping, crouching, kneeling, pushing, pulling, reaching, twisting, balancing, repetitive motion, and squatting to perform the essential functions. Subject to exposure to variations in extreme heat, cold, mechanical, fume/odor, and dust/mites.

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 DESCRIPTION

DRAFT

JOB TITLE: Customer Support Specialist

JOB CODE:	25853	**FLSA STATUS:**	Exempt
PAY GRADE:	25	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Provides technical lead skills to customer support analysts and countywide internal Information Technology (IT) technical support staff. Evaluates, tests, and creates images for new desktop and mobile hardware and software before implementing countywide. Develops and distributes applications using complex distribution software and strategies. Provides first through third level technical support for desktop hardware and software problems and local area network (LAN)/wide area network (WAN) problems, as required. Resolves problems concerning vendors. Consults with IT users for all aspects of end-user computing and desktop-based LAN systems software. Serves as a liaison to other technical support groups or vendors. Documents solutions to problems and develops end-user guidelines.

DISTINGUISHING CHARACTERISTICS:

This is a job classification within the Information Technology job family. Functions as a technical expert and lead providing complex technical assistance to other Information Technology (IT) technical support staff. Consults with IT users for all aspects of end-user computing and desktop-based local area network (LAN) systems software. This classification may require a flexible work schedule in order to meet the needs of the department.

DUTIES AND RESPONSIBILITIES:

- Builds, tests, deploys and maintains software distribution packages for countywide application distribution.
- Participates in the evaluation, testing and deployment of new desktop packages and implements prototypes. Contributes to determination of technology requirements.
- Conducts advanced diagnostics and troubleshoots system software and hardware (servers, desktops, notebooks, printers, routers, hubs and other peripherals).
- Serves as Structured Query Language (SQL) server administrator for the countywide customer support server. Supports customer support SQL applications and provides Helpdesk Expert Automation Tool (HEAT) Administrator backup support. Maintains countywide software and hardware inventories using asset tracking and audit software.
- Participates in weekly security and network meetings providing liaison support. Works with other technical groups to implement and monitor desktop security.
- Creates, updates, and maintains images for new and previous desktop and mobile hardware.
- Evaluates, tests, and deploys network client countywide.
- Configures, administers, and maintains desktop security and virus protection software. Initiates distribution and updates and maintains distributed repositories.
- Provides Novell Network administration, maintaining user accounts, and ensuring remote access capability for desktops. Configures and maintains network printing with specialized administration software.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:
Bachelor's degree in Computer Science, Information Systems or a directly related field AND seven (7) years of related work experience, including one (1) year of management, supervisory or team lead 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.

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TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Customer Support Specialist

JOB CODE:	25853	**FLSA STATUS:**	Exempt
PAY GRADE:	25	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Licenses, Registrations, Certifications, or Special Requirements:
Valid Texas Driver's License.

Preferred:
Microsoft Certified Systems Engineer (MCSE); OR,
Certified Novell Engineer (CNE).
Microsoft Certified Professional (MCP) and Certified Novell Administrator (CNA).

Knowledge, Skills, and Abilities:
Knowledge of:

- Network operating systems, desktop operating systems, user applications and system integration.
- Software and hardware (desktops, notebooks, printers and peripherals) installation, testing and deployment.
- Novell ZEN Works and McAfee ePolicy Orchestrator.
- Network administration, monitoring and troubleshooting.
- Federal, State, Local and County applicable laws, rules, regulations and guidelines.
- Management and supervisory principles, practices and techniques.
- Standard practices in area of assignment.

Skill in:

- Explaining complicated technical problems in simple non-technical language.
- Supervising operations personnel in operation of different computer systems and peripheral equipment.
- Problem-solving and decision-making.
- Both verbal and written communication.

Ability to:

- Provide support for desktop hardware and software problems as well as LAN/WAN problems, frequently interfacing with vendors to resolve third level issues.
- Perform highly complex software and hardware diagnostics and troubleshooting.
- Work independently with limited supervision and direction.
- Demonstrate strong customer services skills.
- Work efficiently both independently and as part of a team.
- Reason and make judgments and decisions.
- 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 35-40 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, sitting, walking, climbing, crawling, bending, stooping, crouching, kneeling, pushing, pulling, reaching, twisting, balancing, repetitive motion, and squatting to perform the essential functions. Subject to exposure to variations in extreme heat, cold, mechanical, fume/odor, and dust/mites.

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.

786

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Customer Support Analyst III

JOB CODE:	24852	**FLSA STATUS:**	Exempt
PAY GRADE:	24	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Performs Information Technology (IT) customer support work that is complex in nature. Provides first, second and third-level desktop support on-site as well as through remote applications. Implements, evaluates and facilitates usage of new client technologies. Performs moderate to advanced network administration and troubleshooting of communication problems as they affect the user environment. Monitors and troubleshoots local area networks (LANs). Provides technical support to other IT staff or users. Serves as a team lead when working the Call Center or when assigned special projects. Provides strategic direction, guidance and training to staff.

DISTINGUISHING CHARACTERISTICS:

This is the fourth in a series of four customer support-related job classifications within the Information Technology job family. Conducts complex first, second, and third-level desktop support on-site as well as through remote applications. Serves as a team leader in the Call Center or when assigned special projects in the field. Conducts moderate to advanced network administration and troubleshooting of communication problems. This classification may require a flexible work schedule in order to meet the needs of the department.

DUTIES AND RESPONSIBILITIES:

- Serves as a team lead to other Information Technology (IT) staff members on special projects providing technical assistance to users and other support employees. Participates in the deployment of new computer equipment and the relocation of County offices and corresponding IT equipment.
- Provides remote desktop support and assistance, using applications such as Novell ZEN Works. Remotely installs, re-installs, configures or instructs the user over the phone and using the technician's desktop.
- Works with varied versions of client technologies, installing and testing across many different platforms. Assists in determination of technology requirements.
- Monitors local area networks (LANs). Conducts second-level or third-level troubleshooting of LAN issues, providing assistance to other IT groups when necessary. Assists in the installation and modification of user department networks.
- Creates, resets and deletes user profiles. Assists users with access or login problems.
- Works the Call Center, logging calls, providing first, second, and third-level technical assistance to users and other IT technicians. Documents call problems and resolution.
- Installs, configures and deploys new software packages, upgrades and new desktop hardware for IT users' desktops, laptops and printers.
- Executes preventative maintenance work and/or diagnostics on computers and peripherals within a department.
- Provides warranty and vendor support. Assists in the evaluation of vendor products in hardware, software, and telecommunications equipment.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:
Bachelor's degree in Computer Science, Information Systems or a directly related field AND five (5) years of related work 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.

787

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Customer Support Analyst III

JOB CODE:	24852	**FLSA STATUS:**	Exempt
PAY GRADE:	24	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Licenses, Registrations, Certifications, or Special Requirements:
Valid Texas Driver's License.

Preferred:
Certified Novell Administrator (CNA) and Microsoft Certified Professional (MCP) Certifications.

Knowledge, Skills, and Abilities:

Knowledge of:

- Policies, practices, procedures and terminology of assigned function.
- Federal, State, Local and County applicable laws, rules, regulations and guidelines.
- Information technology hardware, software and peripherals as related to assigned function.
- Network operating systems, desktop operating systems, user applications and system integration.
- Software and hardware (desktops, notebooks, printers and peripherals) installation, testing and deployment.
- Job setup and scheduling procedures and maintaining a tape library and supply inventory.
- Computer equipment to include word processing, spreadsheets, databases and a variety of software packages.

Skill in:

- Supervising operations personnel in operation of different computer systems and peripheral equipment.
- Problem-solving and decision-making.
- Both verbal and written communication, including presentations and communicating technical issues in non-technical language.

Ability to:

- Work efficiently both independently and as part of a team.
- Perform complex software and hardware diagnostics and troubleshooting.
- Work independently with limited supervision and direction.
- Demonstrate strong customer services skills.
- 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 35-40 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, sitting, walking, climbing, crawling, bending, stooping, crouching, kneeling, pushing, pulling, reaching, twisting, balancing, repetitive motion, and squatting to perform the essential functions. Subject to exposure to variations in extreme heat, cold, mechanical, fume/odor, and dust/mites.

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.

788

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Customer Support Analyst II

JOB CODE: 22851
PAY GRADE: 22

FLSA STATUS: Exempt
LAST REVISED: 10/01/09

JOB SUMMARY:

Performs Information Technology (IT) customer support work that is moderately complex in nature. Provides first-level and second-level desktop support on-site as well as through remote applications. Implements, evaluates and facilitates usage of new client technologies. Performs basic network administration and troubleshooting of communication problems as they affect the user environment. Monitors and troubleshoots local area networks (LANs). May provide technical support to other IT staff or customers. May act as a team lead when working the Call Center or handling special projects.

DISTINGUISHING CHARACTERISTICS:

This is the third in a series of four customer support-related job classifications within the Information Technology job family. Conducts moderately complex first- and second-level desktop support on-site as well as through remote applications. Executes basic network administration and troubleshooting of communication problems and implements, evaluates and facilitates usage of new client technologies. This classification may require a flexible work schedule in order to meet the needs of the department.

DUTIES AND RESPONSIBILITIES:

- Provides remote desktop support and assistance, using applications such as Novell ZEN Works. Remotely installs, re-installs, configures or instructs the user over the phone and using the technician's desktop.
- Works with varied versions of client technologies, installing and testing across many different platforms. Assists in determination of technology requirements.
- Monitors local area networks (LANs). Conducts first-level troubleshooting of LAN issues, escalating problems to senior Information Technology (IT) support, as required. Assists in the installation and modification of user department networks.
- Creates, resets and deletes user profiles. Assists users with access or login problems.
- Works the Call Center, logging calls, providing first- and second-level technical assistance to users and other IT technicians. Documents call problems and resolution.
- Installs, configures and deploys new software packages, upgrades new desktop hardware for IT users' desktops, laptops and printers.
- Initiates preventative maintenance work and/or diagnostics on computers and peripherals within a department.
- Provides warranty and vendor support. Assists in the evaluation of vendor products in hardware, software, and telecommunications equipment.
- May act as a team lead when working the Call Center or handling special projects. May provide technical support to other IT staff or customers. Participates in the deployment of new computer equipment and the relocation of County offices and corresponding IT equipment.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:
Bachelor's degree in Computer Science, Information Systems or a directly related field AND three (3) years of related work 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.

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TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Customer Support Analyst II

JOB CODE:	22851	**FLSA STATUS:**	Exempt
PAY GRADE:	22	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Licenses, Registrations, Certifications, or Special Requirements:
Valid Texas Driver's License.

Preferred:
Certified Novell Administrator (CNA) and Microsoft Certified Professional (MCP) Certifications.

Knowledge, Skills, and Abilities:
Knowledge of:

- Policies, practices, procedures and terminology of assigned function.
- Federal, State, Local and County applicable laws, rules, regulations and guidelines.
- Information technology hardware, software and peripherals as related to assigned function.
- Network operating systems, desktop operating systems, user applications and system integration.
- Software and hardware (desktops, notebooks, printers and peripherals) installation, testing and deployment.
- Job setup and scheduling procedures and maintaining a tape library and supply inventory.
- Computer equipment to include word processing, spreadsheets, databases and a variety of software packages.

Skill in:

- Problem-solving and decision-making.
- Both verbal and written communication, including presentations and communicating technical issues in non-technical language.

Ability to:

- Work efficiently both independently and as part of a team.
- Perform moderately complex software and hardware diagnostics and troubleshooting.
- Work independently with limited supervision and direction.
- Demonstrate strong customer services skills.
- 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 35-40 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, sitting, walking, climbing, crawling, bending, stooping, crouching, kneeling, pushing, pulling, reaching, twisting, balancing, repetitive motion, and squatting to perform the essential functions. Subject to exposure to variations in extreme heat, cold, mechanical, fume/odor, and dust/mites.

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.

790

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Customer Support Analyst I

JOB CODE:	20850	**FLSA STATUS:**	Exempt
PAY GRADE:	20	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Performs Information Technology (IT) customer support work that is basic to moderately complex in nature. Provides first-level and second-level desktop support on-site as well as through remote applications. Assists with the implementation, evaluation and usage of new client technologies. Performs basic network administration and troubleshooting of communication problems as they affect the user environment. Performs monitoring and troubleshooting of local area networks (LANs).

DISTINGUISHING CHARACTERISTICS:

This is the second in a series of four customer support-related job classifications within the Information Technology job family. Conducts basic to moderately complex first- and second-level desktop support on-site as well as through remote applications. Executes basic network administration and troubleshooting of communication problems and assists with the implementation, evaluation and usage of new client technologies. This classification may require a flexible work schedule in order to meet the needs of the department.

DUTIES AND RESPONSIBILITIES:

- Provides remote desktop support and assistance, using applications such as Novell ZEN Works. Installs, re-installs, configures or instructs the user over the phone and uses the technician's desktop.
- Works with varied versions of client technologies, installing and testing across many different platforms. Assists in determination of technology requirements.
- Monitors local area networks (LANs). Conducts first-level troubleshooting of LAN issues, escalating problems to senior Information Technology (IT) support, as required.
- Creates, resets and deletes user profiles. Assists users with access or login problems.
- Works the Call Center, logging calls, providing first- and second-level technical assistance to users and other IT technicians.
- Installs, configures and deploys new software packages, upgrades new desktop hardware for IT users' desktops, laptops and printers.
- Initiates preventative maintenance work and/or diagnostics on computers and peripherals within a department.
- Works on special projects providing technical assistance to users and other support employees. Participates in the deployment of new computer equipment and the relocation of County offices and corresponding IT equipment.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:
Bachelor's degree in Computer Science, Information Systems or a directly related field AND one (1) year of relevant work 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:
Certified Novell Administrator (CNA) and Microsoft Certified Professional (MCP) Certifications.

791

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Customer Support Analyst I

JOB CODE: 20850
PAY GRADE: 20
FLSA STATUS: Exempt
LAST REVISED: 10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Knowledge, Skills, and Abilities:

Knowledge of:

- Policies, practices, procedures and terminology of assigned function.
- Federal, State, Local and County applicable laws, rules, regulations and guidelines.
- Information technology hardware, software and peripherals as related to assigned function.
- Network operating systems, desktop operating systems, user applications and system integration.
- Software and hardware (desktops, notebooks, printers and peripherals) installation, testing and deployment.
- Job setup and scheduling procedures and maintaining a tape library and supply inventory.
- Computer equipment to include word processing, spreadsheets, databases and a variety of software packages.

Skill in:

- Problem-solving and decision-making.
- Both verbal and written communication, including presentations and communicating technical issues in non-technical language.

Ability to:

- Work efficiently both independently and as part of a team.
- Perform basic to intermediate software and hardware diagnostics and troubleshooting.
- Demonstrate strong customer services skills.
- Manage time well, perform multiple tasks and organize diverse activities.
- Establish and maintain effective working relationships with departmental clientele, 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 35-40 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, sitting, walking, climbing, crawling, bending, stooping, crouching, kneeling, pushing, pulling, reaching, twisting, balancing, repetitive motion, and squatting to perform the essential functions. Subject to exposure to variations in extreme heat, cold, mechanical, fume/odor, and dust/mites.

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: Customer Support Technician

JOB CODE: 18849
PAY GRADE: 18

FLSA STATUS: Non-Exempt
LAST REVISED: 10/01/09

JOB SUMMARY:

Performs first level Information Technology (IT) customer support work based on established and well-documented checklists or procedures. Answers incoming IT calls from department users, elicits pertinent information from the caller records and assigns to the appropriate second level support technician.

DISTINGUISHING CHARACTERISTICS:

This is the first in a series of four customer support-related job classifications within the Information Technology job family. Conducts first level Information Technology (IT) customer support work. Receives and answers technical calls and refers to higher level customer support staff. May troubleshoot the most basic technical problems. This classification may require a flexible work schedule in order to meet the needs of the department.

DUTIES AND RESPONSIBILITIES:

- Receives and answers incoming Information Technology (IT) calls from department users and logs in. Assists users by providing first-level, basic technical assistance based on well-documented checklists or procedures.
- Coordinates and assigns calls to second level support technician. Provides customer information to technician and communicates technical problems.
- Maintains and provides status reports on call tracking system. Provides statistics on types of calls, call volume, problem referral and resolution, and other variables.
- May conduct customer support work within user departments. Troubleshoots and solves problem or coordinates with Information Technology System (ITS) technical staff.
- May assist with installation of hardware, such as desktops and printers, software, or assist in special projects. May execute routine preventative maintenance and/or diagnostics within a department.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:
Associate's degree in Computer Science, Information Systems or a directly related field AND two (2) years of relevant work 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:
One (1) year of first-level customer support and/or call center work experience.

Knowledge, Skills, and Abilities:
Knowledge of:

- Policies, practices, procedures and terminology of assigned function.
- Federal, State, Local and County applicable laws, rules, regulations and guidelines.
- Information technology hardware, software and peripherals as related to assigned function.
- Call center operations, desktop operating systems, user applications and system integration.
- Software and hardware (desktops, notebooks, printers and peripherals) installation, testing and deployment.
- Computer hardware systems, software systems and network equipment.
- Computer equipment to include word processing, spreadsheets, databases and a variety of software packages.

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Customer Support Technician

JOB CODE:	18849	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	18	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Skill in:

- Problem-solving and decision-making.
- Both verbal and written communication, including presentations and communicating technical issues in non-technical language.

Ability to:

- Demonstrate strong customer services skills.
- Work independently and efficiently and as part of a team.
- Operate computers and peripheral equipment effectively.
- Manage time well, perform multiple tasks and organize diverse activities.
- Work efficiently both independently and as part of a team.
- 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 35-40 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 exposure to variations in extreme heat, cold, mechanical, fume/odor, and dust/mites.

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.

794

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Telecommunications Manager

JOB CODE:	29848	**FLSA STATUS:**	Exempt
PAY GRADE:	29	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Manages the operations, daily planning, engineering, design and resource allocation for enterprise telecommunications functions. Ensures customer satisfaction through quality standards and measures by evaluating the performance of telecommunications network and related interfaces. Manages strategic telecommunications planning and works with upper management to coordinate telecommunication plans. Develops and implements standards, procedures and processes for the telecommunications group. Plans and manages the support of new technologies, performance and reliability. Defines and negotiates service level agreements.

DISTINGUISHING CHARACTERISTICS:

This is a job classification within the Information Technology job family. Manages the work of technical staff engaged in telecommunications planning, engineering, design and resource allocation. Functions as technical expert and manager, providing tactical direction, contributing to strategic planning for telecommunications, supervising staff and coordinating closely with higher level management to meet user and organizational requirements in accordance with strategic and organizational goals. This classification may require a flexible work schedule in order to meet the needs of the department.

DUTIES AND RESPONSIBILITIES:

- Manages the operations, daily planning, engineering, design and resource allocation for enterprise telecommunications functions.
- Provides supervisory leadership in planning, organizing, implementing and evaluating telecommunications services in accordance with Federal, State and Local laws, policies, procedures, guidelines and enterprise goals and objectives.
- Manages staff, including performing or collaborating with higher management in the hiring, training, performance evaluation, disciplinary actions and dismissal of staff. Seeks and creates opportunities for improved performance, learning and development of staff and identifies and addresses problems or conflicts.
- Works with key stakeholders to identify and prioritize projects. Oversees the gathering of business requirements and the analysis and translation of business requirements into telecommunications systems in order to meet user and organizational objectives.
- Oversees and ensures the coordination of all telecommunications activities. Manages projects and services to ensure delivery on time and in accordance with user objectives.
- Develops and implements standards, procedures and processes for the telecommunications group.
- Serves as technical expert for difficult and complex telecommunications problems.
- Researches and maintains knowledge in emerging technologies, applicable to the organization environment.
- Plans and provides budget request information as part of the annual budget process. Assists in monitoring budget expenditures to ensure consistent with department goals and objectives and within available funds.
- Oversees long distance billing reimbursement.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:
Bachelor's degree in Computer Science, Information Systems, Business Administration or a directly related field AND ten (10) years of relevant work experience, including two (2) years of team lead, supervisory or management experience;

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Telecommunications Manager

JOB CODE:	29848	**FLSA STATUS:**	Exempt
PAY GRADE:	29	**LAST REVISED:**	10/01/09

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:
Valid Texas Driver's License.

Knowledge, Skills, and Abilities:
Knowledge of:
- Management and supervisory principles, practices and techniques.
- Policies, practices, procedures and terminology of assigned function.
- Federal, State, Local and County applicable laws, rules, regulations and guidelines.
- Information technology hardware, software and peripherals as related to assigned function.
- Telecommunications operations.
- Call management systems and Interactive Voice Response (IVR), Automatic Call Distribution (ACD), Computer Telephony Integration (CTI), and Voice over Internet Protocol (VOIP).
- Budget preparation and office management.
- Computer equipment to include word processing, spreadsheets, databases and a variety of software packages.

Skill in:
- Managing staff, allocating resources and evaluating programs.
- Leadership, collaboration and negotiation techniques, including contracts, agreements and proposals.
- Developing and monitoring programs and related budgets.
- Managing user expectations and satisfaction.
- Developing and evaluating Requests for Proposals (RFPs).
- Problem-solving and decision-making.
- Strategic planning, developing, monitoring and evaluating.
- Both verbal and written communication, including presentations and communicating technical issues in non-technical language.

Ability to:
- Manage, motivate, train, develop and evaluate staff.
- Work independently and efficiently and as part of a team.
- Create and maintain the content of complex web sites and pages, suited for Internet and Intranet purposes.
- Manage time well, perform multiple tasks and organize diverse activities.
- Translate policies and objectives into ideas and applications web-based information products.
- Research, compile, analyze, interpret and prepare a variety of memorandums or reports.
- Install, maintain and troubleshoot complex telecommunications systems and equipment.
- Establish and maintain effective working relationships with departmental clientele, representatives of outside agencies and providers, other County employees and officials, and the general public.

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Telecommunications Manager

JOB CODE: 29848
PAY GRADE: 29

FLSA STATUS: Exempt
LAST REVISED: 10/01/09

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

Physical requirements include the ability to lift/carry up to 35-40 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, sitting, walking, climbing, crawling, bending, stooping, crouching, kneeling, pushing, pulling, reaching, twisting, balancing, repetitive motion, and squatting to perform the essential functions. Subject to exposure to variations in extreme heat, cold, mechanical, fume/odor, and dust/mites.

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: Telecommunications Technician III

JOB CODE:	23847	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	23	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Monitors, operates, installs and maintains telecommunications systems and equipment, including Private Branch Exchange (PBX), Interactive Voice Response (IVR), Automatic Call Distribution (ACD) and voicemail systems. Performs advanced troubleshooting of hardware and software problems to ensure that systems perform in a manner that meets organizational needs and objectives.

DISTINGUISHING CHARACTERISTICS:

This is the third in a series of three telecommunications-related job classifications within the Information Technology job family. Monitors, operates, installs and maintains telecommunications systems and equipment. Conducts moderately advanced troubleshooting of hardware and software problems. This classification may require a flexible work schedule in order to meet the needs of the department.

DUTIES AND RESPONSIBILITIES:

- Conducts complex installation of telecommunications equipment. Ensures newly installed equipment is fully operational. Prepares equipment and service orders.
- Monitors telecommunications systems. Conducts complex testing of equipment to facilitate system operation.
- Executes advanced troubleshooting of telecommunications hardware and software problems systemwide and for individual users. Analyzes system and equipment problems and completes complex repairs.
- Replaces, cleans or repairs parts on various telecommunications equipment. Maintains equipment and utilizes testing devices to test and analyze operational malfunctioning.
- Executes complex additions, moves and changes for digital and analog phones. Programs software to include telephones, associated features, and maintenance loads.
- May supervise and train technical staff.
- Logs system performance statistics and assists in preparing related reports.
- Establishes telecommunications policies and procedures.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:

Associate's degree in Computer Science, Information Systems or a directly related field AND five (5) years of related work 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:

- Policies, practices, procedures and terminology of assigned function.
- Federal, State, Local and County applicable laws, rules, regulations and guidelines.
- Information technology hardware, software and peripherals as related to assigned function.
- Telecommunications operations.
- Call management systems and Interactive Voice Response (IVR), Automatic Call Distribution (ACD), Computer Telephony Integration (CTI), and Voice over Internet Protocol (VOIP).
- Computer equipment to include word processing, spreadsheets, databases and a variety of software packages.

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TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Telecommunications Technician III

JOB CODE:	23847	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	23	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Skill in:

- Problem-solving and decision-making.
- Both verbal and written communication, including presentations and communicating technical issues in non-technical language.

Ability to:

- Install, maintain and troubleshoot complex telecommunications systems and equipment.
- Work independently and efficiently and as part of a team.
- Demonstrate strong customer services skills.
- 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 35-40 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, sitting, walking, climbing, crawling, bending, stooping, crouching, kneeling, pushing, pulling, reaching, twisting, balancing, repetitive motion, and squatting to perform the essential functions. Subject to exposure to variations in extreme heat, cold, mechanical, fume/odor, and dust/mites.

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: Telecommunications Technician II

JOB CODE:	21846	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	21	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Monitors, operates, installs and maintains telecommunications systems and equipment, including Private Branch Exchange (PBX), Interactive Voice Response (IVR), Automatic Call Distribution (ACD) and voicemail systems. Performs moderately complex troubleshooting of hardware and software problems to ensure that systems perform in a manner that meets organizational needs and objectives.

DISTINGUISHING CHARACTERISTICS:

This is the second in a series of three telecommunications-related job classifications within the Information Technology job family. Monitors, operates, installs and maintains telecommunications systems and equipment. Conducts moderately complex troubleshooting of hardware and software problems. This classification may require a flexible work schedule in order to meet the needs of the department.

DUTIES AND RESPONSIBILITIES:

- Conducts moderately complex installation of telecommunications equipment. Ensures newly installed equipment is fully operational. Prepares equipment and service orders.
- Monitors telecommunications systems. Conducts moderately complex testing of equipment to facilitate system operation.
- Conducts moderately complex troubleshooting of telecommunications hardware and software problems systemwide and for individual users. Analyzes system and equipment problems and completes moderately complex repairs.
- Replaces, cleans or repairs parts on various telecommunications equipment. Maintains equipment and utilizes testing devices to test and analyze operational malfunctioning.
- Executes additions, moves and changes for digital and analog phones. Programs software to include telephones, associated features, and maintenance loads.
- Logs system performance statistics and assists in preparing related reports.
- Assists in establishing telecommunications policies and procedures.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:
Associate's degree in Computer Science, Information Systems or a directly related field AND three (3) years of related work 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:

- Policies, practices, procedures and terminology of assigned function.
- Federal, State, Local and County applicable laws, rules, regulations and guidelines.
- Information technology hardware, software and peripherals as related to assigned function.
- Telecommunications operations.
- Call management systems and Interactive Voice Response (IVR), Automatic Call Distribution (ACD), Computer Telephony Integration (CTI), and Voice over Internet Protocol (VOIP).
- Computer equipment to include word processing, spreadsheets, databases and a variety of software packages.

800

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Telecommunications Technician II

JOB CODE:	21846	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	21	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Skill in:

- Problem-solving and decision-making.
- Both verbal and written communication, including presentations and communicating technical issues in non-technical language.

Ability to:

- Install, maintain and troubleshoot complex telecommunications systems and equipment.
- Work independently and efficiently and as part of a team.
- Demonstrate strong customer services skills.
- 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 35-40 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, sitting, walking, climbing, crawling, bending, stooping, crouching, kneeling, pushing, pulling, reaching, twisting, balancing, repetitive motion, and squatting to perform the essential functions. Subject to exposure to variations in extreme heat, cold, mechanical, fume/odor, and dust/mites.

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.

801

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Telecommunications Technician I

JOB CODE:	19845	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	19	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Assists with the monitoring, operation, installation and maintenance of telecommunications systems and equipment, including Private Branch Exchange (PBX), Interactive Voice Response (IVR), Automatic Call Distribution (ACD) and voicemail systems. Performs basic troubleshooting of hardware and software problems to ensure that systems perform in a manner that meets organizational needs and objectives.

DISTINGUISHING CHARACTERISTICS:

This is the first in a series of three telecommunications-related job classifications within the Information Technology job family. Assists with the monitoring, operation, installation and maintenance of telecommunications systems and equipment. Executes basic troubleshooting of hardware and software problems. This classification may require a flexible work schedule in order to meet the needs of the department.

DUTIES AND RESPONSIBILITIES:

- Conducts routine installation of telecommunications equipment. Ensures newly installed equipment is fully operational.
- Assists in monitoring telecommunications systems. Conducts routine testing of equipment to facilitate system operation.
- Executes basic troubleshooting of telecommunications hardware and software problems systemwide and for individual users. Assists in analyzing system and equipment problems and makes routine repairs.
- Replaces, cleans or repairs parts on various communication equipment. Maintains equipment and utilizes testing devices to test and analyze operational malfunctioning.
- Executes routine additions, moves and changes for digital and analog phones. Programs software to include telephones, associated features, and maintenance loads.
- Assists in logging system performance statistics and preparing related reports.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:

Associate's degree in Computer Science, Information Systems or a directly related field AND one (1) year of related work 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:

- Policies, practices, procedures and terminology of assigned function.
- Federal, State, Local and County applicable laws, rules, regulations and guidelines.
- Information technology hardware, software and peripherals as related to assigned function.
- Telecommunications operations.
- Call management systems and Interactive Voice Response (IVR), Automatic Call Distribution (ACD), Computer Telephony Integration (CTI), and Voice over Internet Protocol (VOIP).
- Computer equipment to include word processing, spreadsheets, databases and a variety of software packages.

802

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Telecommunications Technician I

JOB CODE:	19845	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	19	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Skill in:

- Problem-solving and decision-making.
- Both verbal and written communication, including presentations and communicating technical issues in non-technical language.

Ability to:

- Install, maintain and troubleshoot complex telecommunications systems and equipment.
- Work independently and efficiently and as part of a team.
- Demonstrate strong customer services skills.
- 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 35-40 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, sitting, walking, climbing, crawling, bending, stooping, crouching, kneeling, pushing, pulling, reaching, twisting, balancing, repetitive motion, and squatting to perform the essential functions. Subject to exposure to variations in extreme heat, cold, mechanical, fume/odor, and dust/mites.

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.

803

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Technical Trainer II

JOB CODE:	23844	**FLSA STATUS:**	Exempt
PAY GRADE:	23	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Creates and delivers training and development programs to all levels of department users. Works closely with Information Technology (IT) staff and department representatives to understand system and training needs for supported applications. Plans training to meet user needs. Develops documentation for custom applications and packaged applications, using a variety of mediums as needed. Designs training programs, classes and workshops. Specializes in training programs for standard office productivity and e-mail applications.

DISTINGUISHING CHARACTERISTICS:

This is the second in a series of two technical training-related job classifications within the Information Technology job family. Develops moderately complex to complex training to meet user needs. The Technical Trainer I works with other Information Technology (IT) staff and users to understand training needs and plans training to meet these needs. This classification may require a flexible work schedule in order to meet the needs of the department.

DUTIES AND RESPONSIBILITIES:

- Creates and delivers training and development programs to all levels of department users. Creates and develops manuals, technical documentation and other reference materials to assist users and other Information Technology (IT) staff in the use of applications.
- Develops documentation for custom applications.
- Designs training programs, classes and workshops, based on organizational needs. Recommends or develops schedule of training classes and more customized training sessions.
- Plans training to meet user needs. Provides input into development of organizational technical training goals and objectives.
- Coordinates publishing of training content and updates.
- Reviews and troubleshoots web site issues. Ensures website training calendar is updated and accurate.
- Collects, maintains and produces reports on training effectiveness and other statistics.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:

Bachelor's degree in Computer Science, Information Systems, Instructional Technology, Education, Business Administration or a directly related field AND three (3) years of related work 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:

Microsoft Certified Trainer (MCT) or a related certification.

Knowledge, Skills, and Abilities:

Knowledge of:

- Standard office productivity applications, including the Microsoft Office suite of products.
- Policies, practices, procedures and terminology of assigned function.
- Federal, State, Local and County applicable laws, rules, regulations and guidelines.
- Information technology hardware, software and peripherals as related to assigned function.
- Computer equipment to include word processing, spreadsheets, databases and a variety of software packages.

804

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Technical Trainer II

JOB CODE:	23844	**FLSA STATUS:**	Exempt
PAY GRADE:	23	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Skill in:

- Understanding user training needs and developing training solutions to meet business needs.
- Problem-solving and decision-making.
- Training users on computer applications.
- Both verbal and written communication, including presentations and communicating technical issues in non-technical language.

Ability to:

- Develop lesson plans and evaluation and measurement tools.
- Work independently and efficiently and as part of a team.
- Manage time well, perform multiple tasks and organize diverse activities.
- Translate policies and objectives into ideas and applications web-based information products.
- 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 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 35-40 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, sitting, walking, climbing, crawling, bending, stooping, crouching, kneeling, pushing, pulling, reaching, twisting, balancing, repetitive motion, and squatting to perform the essential functions. Subject to exposure to variations in extreme heat, cold, mechanical, fume/odor, and dust/mites.

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.

805

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Technical Trainer I

JOB CODE:	21843	**FLSA STATUS:**	Exempt
PAY GRADE:	21	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Creates and delivers training and development programs to all levels of department users. Works closely with Information Technology (IT) staff and department representatives to understand system and training needs for supported applications. Assists in planning training to meet user needs. Develops documentation for custom applications and packaged applications, using a variety of mediums as needed. Designs training programs, classes and workshops. Specializes in training programs for standard office productivity and e-mail applications.

DISTINGUISHING CHARACTERISTICS:

This is the first in a series of two technical training-related job classifications within the Information Technology job family. Develops training to meet user needs. The Technical Trainer I works with other Information Technology (IT) staff and users to understand training needs and assists in planning training to meet these needs. This classification may require a flexible work schedule in order to meet the needs of the department.

DUTIES AND RESPONSIBILITIES:

- Creates and delivers training and development programs to all levels of department users.
- Develops documentation for custom applications. Creates and develops manuals, technical documentation and other reference materials to assist users and other Information Technology (IT) staff in the use of applications.
- Designs training programs, classes and workshops, based on organizational needs. Recommends or develops schedule of training classes and more customized training sessions.
- Assists in planning training to meet user needs. Provides input into development of organizational technical training goals and objectives.
- Coordinates publishing of training content and updates.
- Reviews and troubleshoots web site issues. Ensures website training calendar is updated and accurate.
- Collects, maintains and produces reports on training effectiveness and other statistics.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:

Bachelor's degree in Computer Science, Information Systems, Instructional Technology, Education, Business Administration or a directly related field AND one (1) year of related work 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:

Microsoft Certified Trainer (MCT) or a related certification.

Knowledge, Skills, and Abilities:

Knowledge of:

- Standard office productivity applications, including the Microsoft Office suite of products.
- Policies, practices, procedures and terminology of assigned function.
- Federal, State, Local and County applicable laws, rules, regulations and guidelines.
- Information technology hardware, software and peripherals as related to assigned function.
- Computer equipment to include word processing, spreadsheets, databases and a variety of software packages.

806

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Technical Trainer I

JOB CODE:	21843	**FLSA STATUS:**	Exempt
PAY GRADE:	21	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Skill in:

- Understanding user training needs and developing training solutions to meet business needs.
- Problem-solving and decision-making.
- Training users on computer applications.
- Both verbal and written communication, including presentations and communicating technical issues in non-technical language.

Ability to:

- Develop lesson plans and evaluation and measurement tools.
- Work independently and efficiently and as part of a team.
- Manage time well, perform multiple tasks and organize diverse activities.
- Translate policies and objectives into ideas and applications web-based information products.
- Research, compile, analyze, interpret and prepare a variety of memorandums or reports.
- Establish and maintain effective working relationships with departmental clientele, 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 35-40 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, sitting, walking, climbing, crawling, bending, stooping, crouching, kneeling, pushing, pulling, reaching, twisting, balancing, repetitive motion, and squatting to perform the essential functions. Subject to exposure to variations in extreme heat, cold, mechanical, fume/odor, and dust/mites.

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: Systems and Network Operations Division Manager

JOB CODE:	30842	**FLSA STATUS:**	Exempt
PAY GRADE:	30	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Oversees and directs the overall operations, staff and management of network, systems, and data center operations for the enterprise. Participates in long-range strategy planning and manages policy development to address complex organizational issues related to areas of oversight. Establishes and implements enterprise-level technology standards and best practices. Develops enterprise service levels for data and networking equipment as well as for software applications. Develops and establishes procedures and processes for enterprise network operations. Oversees the integration and support of new network technologies. Ensures that the enterprise has the capability to support new technologies and maintain high levels of network performance and reliability. Approves, plans and budgets for all assets in area of responsibility.

DISTINGUISHING CHARACTERISTICS:

This is a job classification within the Information Technology job family. Directs and manages the overall operations, staff and management of network, systems, and data center operations for the enterprise. Manages integration and support of new network, data and software applications technologies and establishes related service levels to meet user and organizational requirements in accordance with strategic and organizational goals. This classification may require a flexible work schedule in order to meet the needs of the department.

DUTIES AND RESPONSIBILITIES:

- Oversees and manages enterprise Information Technology (IT) network, systems and data center operations support functions. Provides technical leadership and direction in ensuring the successful integration of new methods and technologies with existing systems.
- Provides leadership, management and coordination in planning, organizing, implementing and evaluating operations in accordance with Federal, State and Local laws, policies, procedures, guidelines and enterprise goals and objectives.
- Oversees staff, including hiring, training, 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.
- Directs development of procedures and processes for enterprise network operations. Assists top management in developing strategic plans to accomplish goals and objectives and improve effectiveness and efficiency of services.
- Oversees systems and network equipment upgrades, release management and performance monitoring.
- Provides for and oversees the integration and support of new technologies. Develops, maintains and communicates application support strategy, service agreements and project plans.
- Builds and maintains relationships with elected and appointed officials as well as senior management in user departments in order to identify and prioritize opportunities for utilizing technology to achieve enterprise goals.
- Develops enterprise service levels for data and networking equipment.
- Plans and budgets for area of responsibility. Monitors budget expenditures to ensure consistent with department goals and objectives and within available funds.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:

Bachelor's degree in Computer Science, Information Systems, Business Administration or a directly related field AND ten (10) years of relevant work experience, including both five (5) years of increasingly responsible supervisory or management experience and five (5) years managing projects;

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TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Systems and Network Operations Division Manager

JOB CODE:	30842	**FLSA STATUS:**	Exempt
PAY GRADE:	30	**LAST REVISED:**	10/01/09

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:

Valid Texas Driver's License.

Preferred:

Master's degree in Computer Science, Information Systems, Business Administration or a directly related field.

Knowledge, Skills, and Abilities:

Knowledge of:

- Management and supervisory principles, practices and techniques.
- Policies, practices, procedures and terminology of assigned function.
- Federal, State, Local and County applicable laws, rules, regulations and guidelines.
- Information technology hardware, software and peripherals as related to assigned function.
- Network and data systems and operations support.
- Application architecture.
- Budget preparation and office management.
- Computer equipment to include word processing, spreadsheets, databases and a variety of software packages.

Skill in:

- Directing and managing staff, allocating resources and evaluating programs.
- Leadership, collaboration and negotiation techniques, including contracts, agreements and proposals.
- Managing user expectations and satisfaction.
- Developing and evaluating Requests for Proposals (RFPs).
- Strategic planning, developing, monitoring and evaluating.
- Developing and monitoring programs and related budgets.
- Problem-solving and decision-making.
- Both verbal and written communication, including presentations and communicating technical issues in non-technical language.

Ability to:

- Direct, motivate, train, develop and evaluate staff.
- Work independently and efficiently and as part of a team.
- Manage time well, 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 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 35-40 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, sitting, walking, climbing, crawling, bending, stooping, crouching, kneeling, pushing, pulling, reaching, twisting, balancing, repetitive motion, and squatting to perform the essential functions. Subject to exposure to variations in extreme heat, cold, mechanical, fume/odor, and dust/mites.

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.

809

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Network Operations Manager

JOB CODE:	30841	**FLSA STATUS:**	Exempt
PAY GRADE:	30	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Manages enterprise network operations and service levels for data and voice networking equipment. Develops and implements standards, procedures and processes for the network operations group. Plans and manages the support of new technologies and network performance.

DISTINGUISHING CHARACTERISTICS:

This is a job classification within the Information Technology job family. Manages the work of technical staff engaged in network operations and service levels for data and voice networking equipment. Functions as technical expert and manager, providing tactical direction, contributing to strategic planning for network services, supervising staff and coordinating closely with higher level management to meet user and organizational requirements in accordance with strategic and organizational goals. This classification may require a flexible work schedule in order to meet the needs of the department.

DUTIES AND RESPONSIBILITIES:

- Manages the operations, daily planning, engineering, design and resource allocation for the enterprise's network support functions.
- Works with key stakeholders to identify and prioritize projects. Oversees the gathering of business requirements and the analysis and translation of business requirements into networks in order to meet user and organizational objectives.
- Provides supervisory leadership in planning, organizing, implementing and evaluating network services in accordance with Federal, State and Local laws, policies, procedures, guidelines and enterprise goals and objectives.
- Manages staff, including performing or collaborating with higher management in the hiring, training, performance evaluation, disciplinary actions and dismissal of staff. Seeks and creates opportunities for improved performance, learning and development of staff and identifies and addresses problems or conflicts.
- Oversees and ensures the coordination of all network support activities. Manages projects and services to ensure delivery on time and in accordance with user objectives.
- Develops and implements standards, procedures and processes for the network support group.
- Serves as technical expert for difficult and complex network problems.
- Assists senior management in developing strategic plans to accomplish goals and objectives and improve effectiveness and efficiency of services.
- Responsible for vendor evaluation, managing vendor services and negotiating and recommending contract terms and conditions.
- Researches and maintains knowledge in emerging technologies, applicable to the organization environment.
- Plans and provides budget request information as part of the annual budget process. Assists in monitoring budget expenditures to ensure consistent with department goals and objectives and within available funds.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:

Bachelor's degree in Computer Science, Information Systems, Business Administration or directly related field AND nine (9) years of relevant work experience, including five (5) years of team lead, 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.

810

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Network Operations Manager

JOB CODE:	30841	**FLSA STATUS:**	Exempt
PAY GRADE:	30	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Licenses, Registrations, Certifications, or Special Requirements:
Valid Texas Driver's License.

Knowledge, Skills, and Abilities:

Knowledge of:

- Management and supervisory principles, practices and techniques.
- Policies, practices, procedures and terminology of assigned function.
- Federal, State, Local and County applicable laws, rules, regulations and guidelines.
- Information technology hardware, software and peripherals as related to assigned function.
- Network systems and support operations.
- Network and internet security, network intrusion prevention, networking protocols, vulnerability testing, authentication and encryption.
- Budget preparation and office management.
- Computer equipment to include word processing, spreadsheets, databases and a variety of software packages.

Skill in:

- Managing staff, allocating resources and evaluating programs.
- Leadership, collaboration and negotiation techniques, including contracts, agreements and proposals.
- Developing and monitoring programs and related budgets.
- Managing user expectations and satisfaction.
- Developing and evaluating Requests for Proposals (RFPs).
- Problem-solving and decision-making.
- Strategic planning, developing, monitoring and evaluating.
- Organizing, planning and executing large-scale projects from vision through implementation, involving internal personnel, contractors and vendors.
- Both verbal and written communication, including presentations and communicating technical issues in non-technical language.

Ability to:

- Manage, motivate, train, develop and evaluate staff.
- Work independently and efficiently and as part of a team.
- Create and maintain the content of complex web sites and pages, suited for Internet and Intranet purposes.
- Manage time well, perform multiple tasks and organize diverse activities.
- Translate policies and objectives into ideas and applications web-based information products.
- 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 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 35-40 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, sitting, walking, climbing, crawling, bending, stooping, crouching, kneeling, pushing, pulling, reaching, twisting, balancing, repetitive motion, and squatting to perform the essential functions. Subject to exposure to variations in extreme heat, cold, mechanical, fume/odor, and dust/mites.

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 DESCRIPTION

DRAFT

JOB TITLE: Network Architect II

JOB CODE:	29840	**FLSA STATUS:**	Exempt
PAY GRADE:	29	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Designs and manages multiple wide area networks (WANs) and local area networks (LANs) consisting of complex architecture including multiple platforms and protocols designed to serve a large number of users with a variety of different systems requiring extensive interchange of data. Serves as functional and technical expert and team lead, overseeing the work of subordinate technical network staff. Performs activities of the highest complexity related to design, implementation, configuration, coordination, control, maintenance, troubleshooting, security, and usage monitoring of the networked environment. Consults with department users to understand network needs and service requirements and to design integrated network services. Plans and integrates highly complex user needs into countywide network structure.

DISTINGUISHING CHARACTERISTICS:

This is the second in a series of two network-related job classifications within the Information Technology job family. Designs, implements and manages multiple wide area networks (WANs) and local area networks (LANs). Plans and integrates user network needs into existing network structure and engages in activities of the highest complexity related to the network environment. Serves as functional and technical expert and team lead, overseeing the work of subordinate technical network staff. This classification may require a flexible work schedule in order to meet the needs of the department.

DUTIES AND RESPONSIBILITIES:

- Serves as functional and technical expert and team lead for subordinate technical network staff. Oversees, and trains technical staff and coordinates team activities. Assists in appraising performance, discipline and hiring decisions.
- Designs, installs, maintains, monitors and documents local area networks (LANs) and wide area networks (WANs), including network operating systems (NOS), network protocols, across a number of network systems.
- Designs and implements highly complex LAN and WAN strategies to meet a wide spectrum of customer and network needs.
- Leads and engages in activities of the highest complexity related to implementation, configuration, coordination, control, maintenance, troubleshooting, security, and usage monitoring of the networked environment.
- Conducts advanced diagnostics and troubleshoots network hardware components, system software and hardware. Resolves the most complex infrastructure problems.
- Monitors LAN and WAN performance capacity. Conducts upgrades to device memory, disk subsystems and other components, as required.
- Upgrades LAN and WAN device operating systems software. Maintains system documentation changes and reviews documentation of other technical staff.
- Develops, recommends and implements LAN/WAN policies and standards and ensures adherence to approved security and disaster recovery procedures.
- Consults with department users on proper systems selection and automation designs to meet business objectives while maintaining full integration with other networks and resources.
- Gathers and documents user requirements. Develops network designs. Evaluates architectural, mechanical and electrical floor plans and specifications relating to network devices for new and existing facilities.
- Researches and analyzes the technology market and evaluates vendor products in hardware, software and telecommunications equipment. Recommends purchases consistent with the organizations short-term and long-term objectives.
- Coordinates work performed by outside vendors and monitors vendor service level agreements (SLAs).
- Provides or coordinates user assistance in the field or through Help Desk activities.
- Performs other job-related duties as assigned.

812

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Network Architect II

JOB CODE:	29840	**FLSA STATUS:**	Exempt
PAY GRADE:	29	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS:

Education and Experience:
Bachelor's degree in Computer Science, Information Systems, Business Administration or a directly related field AND eight (8) years of relevant work experience, including two (2) years of team lead, 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:
Cisco Certified Network Professional (CCNP) and Cisco Certified Design Professional (CCDP).
Cisco Certified Internetwork Expert (CCIE).

Knowledge, Skills, and Abilities:

Knowledge of:
- Policies, practices, procedures and terminology of assigned function.
- Federal, State, Local and County applicable laws, rules, regulations and guidelines.
- Information technology hardware, software and peripherals as related to assigned function.
- Network Operating Systems.
- Systems integration and multiple network protocols such as TCP/IP, IPX/SPX, DHCP, DNS, and SNMP.
- Computer equipment to include word processing, spreadsheets, databases and a variety of software packages.

Skill in:
- Leadership, collaboration and negotiation techniques.
- Problem-solving and decision-making.
- Installation of LAN/WAN hardware and software.
- Both verbal and written communication, including presentations and communicating technical issues in non-technical language.

Ability to:
- Design, install, manage and monitor highly complex Ethernet networks.
- Troubleshoot highly complex network problems.
- Work independently and efficiently and as part of a team.
- Demonstrate strong customer services skills.
- 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 35-40 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, sitting, walking, climbing, crawling, bending, stooping, crouching, kneeling, pushing, pulling, reaching, twisting, balancing, repetitive motion, and squatting to perform the essential functions. Subject to exposure to variations in extreme heat, cold, mechanical, fume/odor, and dust/mites.

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.

313

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Network Architect I

JOB CODE:	28839	**FLSA STATUS:**	Exempt
PAY GRADE:	28	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Designs and manages multiple wide area networks (WANs) and local area networks (LANs) consisting of complex architecture including multiple platforms and protocols designed to serve a large number of users with a variety of different systems requiring extensive interchange of data. Serves as functional and technical expert and team lead for subordinate technical network staff. Performs highly complex activities related to design, implementation, configuration, coordination, control, maintenance, troubleshooting, security, and usage monitoring of the networked environment. Consults with department users to understand network needs and service requirements and to design integrated network services. Plans and integrates highly complex user needs into countywide network structure.

DISTINGUISHING CHARACTERISTICS:

This is the first in a series of two network-related job classifications within the Information Technology job family. Designs, implements and manages multiple wide area networks (WANs) and local area networks (LANs). Plans and integrates user network needs into existing network structure and conducts highly complex activities related to the network environment. Serves as functional and technical expert and team lead for subordinate technical network staff. This classification may require a flexible work schedule in order to meet the needs of the department.

DUTIES AND RESPONSIBILITIES:

- Serves as functional and technical expert and team lead for subordinate technical network staff. Trains staff and coordinates team activities. Assists in appraising performance, discipline and hiring decisions.
- Designs, installs, maintains, monitors and documents local area networks (LANs) and wide area networks (WANs) including network operating systems (NOS) and network protocols across a number of network systems.
- Designs and implements highly complex, strategic LAN and WAN strategies to meet a wide spectrum of customer and network needs.
- Leads and engages in complex activities related to implementation, configuration, coordination, control, maintenance, troubleshooting, security, and usage monitoring of the networked environment.
- Conducts advanced diagnostics and troubleshoots network hardware components, system software and hardware. Resolves more complex infrastructure server problems.
- Monitors LAN and WAN performance capacity. Performs upgrades to device memory, disk subsystems and other components, as required.
- Upgrades LAN and WAN device operating systems software. Maintains system documentation changes and reviews documentation of other technical staff.
- Develops, recommends and implements LAN/WAN policies and standards and ensures adherence to approved security and disaster recovery procedures.
- Consults with department users on proper systems selection and automation designs to meet business objectives while maintaining full integration with other networks and resources.
- Gathers and documents user requirements. Develops network designs. Evaluates architectural, mechanical and electrical floor plans and specifications relating to network devices for new and existing facilities.
- Researches and analyzes the technology market and evaluates vendor products in hardware, software and telecommunications equipment. Recommends purchases consistent with the organizations short-term and long-term objectives.
- Coordinates work performed by outside vendors and monitors vendor service level agreements (SLAs).
- Provides or coordinates user assistance in the field or through Help Desk activities.
- Performs backup and recovery services for LAN and WAN devices.
- Performs other job-related duties as assigned.

814

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Network Architect I

JOB CODE:	28839	**FLSA STATUS:**	Exempt
PAY GRADE:	28	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS:

Education and Experience:
Bachelor's degree in Computer Science, Information Systems, Business Administration or a directly related field AND seven (7) years of relevant work experience, including one (1) year of team lead, 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:
Cisco Certified Network Professional (CCNP) and Cisco Certified Design Professional (CCDP).
Cisco Certified Internetwork Expert (CCIE).

Knowledge, Skills, and Abilities:
Knowledge of:
- Policies, practices, procedures and terminology of assigned function.
- Federal, State, Local and County applicable laws, rules, regulations and guidelines.
- Information technology hardware, software and peripherals as related to assigned function.
- Network Operating Systems.
- Systems integration and multiple network protocols such as TCP/IP, IPX/SPX, DHCP, DNS, and SNMP.
- Computer equipment to include word processing, spreadsheets, databases and a variety of software packages.

Skill in:
- Leadership, collaboration and negotiation techniques.
- Problem-solving and decision-making.
- Installation of LAN/WAN hardware and software.
- Both verbal and written communication, including presentations and communicating technical issues in non-technical language.

Ability to:
- Design, install, manage and monitor highly complex Ethernet networks.
- Troubleshoot highly complex network problems.
- Work independently and efficiently and as part of a team.
- Demonstrate strong customer services skills.
- 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 35-40 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, sitting, walking, climbing, crawling, bending, stooping, crouching, kneeling, pushing, pulling, reaching, twisting, balancing, repetitive motion, and squatting to perform the essential functions. Subject to exposure to variations in extreme heat, cold, mechanical, fume/odor, and dust/mites.

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.

815

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Network Engineer III

JOB CODE:	27838	**FLSA STATUS:**	Exempt
PAY GRADE:	27	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Supports multiple wide area networks (WANs) and local area networks (LANs) consisting of complex architecture including multiple platforms and protocols designed to serve a large number of users with a variety of different systems requiring extensive interchange of data. Assists in complex activities related to implementation, configuration, coordination, control, maintenance, troubleshooting, security, and usage monitoring of the networked environment. Consults with department users to understand network needs and service requirements and to design integrated network services. Assists in planning and integrating complex user needs into countywide network structure.

DISTINGUISHING CHARACTERISTICS:

This is the third in a series of three network-related job classifications within the Information Technology job family. Supports multiple wide area networks (WANs) and local area networks (LANs). Assists in planning and integrating complex user network needs into existing network structure and conducts complex activities related to the network environment. This classification may require a flexible work schedule in order to meet the needs of the department.

DUTIES AND RESPONSIBILITIES:

- Designs, installs, maintains, monitors and documents Local Area Networks (LANs) and Wide Area Networks (WANs) with network operating systems (NOS), network language protocols, with access and exchanging of information across a limited number of network systems.
- Assists in complex activities related to implementation, configuration, coordination, control, maintenance, troubleshooting, security, and usage monitoring of the networked environment.
- Conducts advanced diagnostics and troubleshoots network hardware components, system software and hardware. Assists in resolving more complex infrastructure problems.
- Monitors LAN and WAN performance capacity. Performs upgrades to device memory, disk subsystems and other components, as required.
- Upgrades LAN and WAN device operating systems software. Maintains system documentation changes and reviews documentation of other technical staff.
- Develops, recommends and implements LAN/WAN policies and standards and ensures adherence to approved security and disaster recovery procedures.
- Consults with department users on proper systems selection and automation designs to meet business objectives while maintaining full integration with other networks and resources.
- Gathers and documents user requirements. Develops network designs. Evaluates architectural, mechanical and electrical floor plans and specifications relating to network devices for new and existing facilities.
- Assists in the evaluation of vendor products in hardware, software and telecommunications equipment and recommends purchases consistent with the organizations short-term and long-term objectives.
- Coordinates work performed by outside vendors and monitors vendor service level agreements (SLAs).
- Executes backup and recovery services for LAN and WAN devices.
- Provides or coordinates user assistance in the field or through Help Desk activities.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:

Bachelor's degree in Computer Science, Information Systems, Business Administration or a directly related field AND five (5) years of relevant work experience;

816

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Network Engineer III

JOB CODE:	27838	**FLSA STATUS:**	Exempt
PAY GRADE:	27	**LAST REVISED:**	10/01/09

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:
Valid Texas Driver's License.

Preferred:
Cisco Certified Network Associate (CCNA); OR,
Cisco Certified Design Associate (CCDA).

Knowledge, Skills, and Abilities:
Knowledge of:
- Policies, practices, procedures and terminology of assigned function.
- Federal, State, Local and County applicable laws, rules, regulations and guidelines.
- Information technology hardware, software and peripherals as related to assigned function.
- Network Operating Systems.
- Systems integration and multiple network protocols, such as TCP/IP, IPX/SPX, DHCP, DNS, and SNMP.
- Computer equipment to include word processing, spreadsheets, databases and a variety of software packages.

Skill in:
- Leadership, collaboration and negotiation techniques.
- Problem-solving and decision-making.
- Installation of LAN/WAN hardware and software.
- Both verbal and written communication, including presentations and communicating technical issues in non-technical language.

Ability to:
- Design, install, manage and monitor highly complex Ethernet networks.
- Troubleshoot highly complex network problems.
- Work independently and efficiently and as part of a team.
- Demonstrate strong customer services skills.
- 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 35-40 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, sitting, walking, climbing, crawling, bending, stooping, crouching, kneeling, pushing, pulling, reaching, twisting, balancing, repetitive motion, and squatting to perform the essential functions. Subject to exposure to variations in extreme heat, cold, mechanical, fume/odor, and dust/mites.

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.

817

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Network Engineer II

JOB CODE:	25837	**FLSA STATUS:**	Exempt
PAY GRADE:	25	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Supports multiple wide area networks (WANs) and local area networks (LANs) consisting of complex architecture including multiple platforms and protocols designed to serve a large number of users with a variety of different systems requiring extensive interchange of data. Assists in moderately complex activities related to implementation, configuration, coordination, control, maintenance, troubleshooting, security, and usage monitoring of the networked environment. Consults with department users to learn and understand network needs and service requirements. Assists in planning and integrating user needs into countywide network structure.

DISTINGUISHING CHARACTERISTICS:

This is the second in a series of three network-related job classifications within the Information Technology job family. Supports multiple wide area networks (WANs) and local area networks (LANs). Assists in planning and integrating user network needs into existing network structure and conducts moderately complex activities related to the network environment. This classification may require a flexible work schedule in order to meet the needs of the department.

DUTIES AND RESPONSIBILITIES:

- Installs, maintains, monitors and documents local area networks (LANs) and wide area networks (WANs), including network operating systems (NOS) and network protocols across a number of network systems.
- Assists in moderately complex activities related to implementation, configuration, coordination, control, maintenance, troubleshooting, security, and usage monitoring of the networked environment.
- Executes advanced diagnostics and troubleshoots network hardware components. Assists in resolving infrastructure problems.
- Monitors LAN and WAN performance capacity. Performs upgrades to device memory, disk subsystems and other components, as required.
- Upgrades LAN and WAN operating systems software. Maintains system documentation changes.
- Recommends and implements LAN/WAN policies and standards and ensures adherence to approved security and disaster recovery procedures.
- Consults with department users on proper systems selection and automation designs to meet business objectives while maintaining full integration with other networks and resources.
- Gathers and documents user requirements. Evaluates architectural, mechanical and electrical floor plans and specifications relating to network devices for new and existing facilities.
- Assists in the evaluation of vendor products in hardware, software and telecommunications equipment and recommends purchases consistent with the organizations short-term and long-term objectives.
- Coordinates work performed by outside vendors and monitors vendor service level agreements (SLAs).
- Perform backup and recovery services for LAN and WAN devices.
- Provides or coordinates user assistance in the field or through Help Desk activities.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:
Bachelor's degree in Computer Science, Information Systems, Business Administration or a directly related field AND three (3) years of relevant work experience;

818

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Network Engineer II

JOB CODE:	25837	**FLSA STATUS:**	Exempt
PAY GRADE:	25	**LAST REVISED:**	10/01/09

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:
Valid Texas Driver's License.

Preferred:
Cisco Certified Network Associate (CCNA); OR,
Cisco Certified Design Associate (CCDA).

Knowledge, Skills, and Abilities:
Knowledge of:
- Policies, practices, procedures and terminology of assigned function.
- Federal, State, Local and County applicable laws, rules, regulations and guidelines.
- Information technology hardware, software and peripherals as related to assigned function.
- Network Operating Systems.
- Systems integration and multiple network protocols such as TCP/IP, IPX/SPX, DHCP, DNS, and SNMP.
- Computer equipment to include word processing, spreadsheets, databases and a variety of software packages.

Skill in:
- Problem-solving and decision-making.
- Installation of LAN/WAN hardware and software.
- Both verbal and written communication, including presentations and communicating technical issues in non-technical language.

Ability to:
- Design, install, manage and monitor highly complex Ethernet networks.
- Troubleshoot highly complex network problems.
- Work independently and efficiently and as part of a team.
- Demonstrate strong customer services skills.
- 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 35-40 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, sitting, walking, climbing, crawling, bending, stooping, crouching, kneeling, pushing, pulling, reaching, twisting, balancing, repetitive motion, and squatting to perform the essential functions. Subject to exposure to variations in extreme heat, cold, mechanical, fume/odor, and dust/mites.

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.

819

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Network Engineer I

JOB CODE:	23836	**FLSA STATUS:**	Exempt
PAY GRADE:	23	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Supports multiple wide area networks (WANs) and local area networks (LANs) consisting of complex architecture including multiple platforms and protocols designed to serve a large number of users with a variety of different systems requiring extensive interchange of data. Assists in routine activities related to implementation, configuration, coordination, control, maintenance, troubleshooting, security, and usage monitoring of the networked environment. Consults with department users to learn and understand network needs and service requirements. Assists in planning and integrating user needs into countywide network structure.

DISTINGUISHING CHARACTERISTICS:

This is the first in a series of three network-related job classifications within the Information Technology job family. Supports multiple wide area networks (WANs) and local area networks (LANs). Assists in planning and integrating user network needs into existing network structure and conducts routine activities related to the network environment. This classification may require a flexible work schedule in order to meet the needs of the department.

DUTIES AND RESPONSIBILITIES:

- Installs, maintains, monitors and documents local area networks (LANs) and wide area networks (WANs), including network operating systems (NOS) and network protocols across a number of network systems.
- Assists in routine activities related to implementation, configuration, coordination, control, maintenance, troubleshooting, security, and usage monitoring of the networked environment.
- Conducts general, basic diagnostics and troubleshoots network hardware components. Assists in resolving infrastructure problems.
- Monitors LAN and WAN performance capacity. Performs upgrades to device memory, disk subsystems and other components, as required.
- Upgrades LAN and WAN device operating systems software. Maintains system documentation changes.
- Recommends and implements LAN/WAN policies and standards and ensures adherence to approved security and disaster recovery procedures.
- Gathers and documents user requirements. Evaluates architectural, mechanical and electrical floor plans and specifications for new and existing facilities.
- Assists in the evaluation of vendor products in hardware, software and telecommunications equipment and recommends purchases consistent with the organizations short-term and long-term objectives.
- Coordinates work performed by outside vendors and monitors vendor service level agreements (SLAs).
- Perform backup and recovery services for LAN and WAN devices.
- Provides or coordinates user assistance in the field or through Help Desk activities.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:
Bachelor's degree in Computer Science, Information Systems, Business Administration or a directly related field AND one (1) year of relevant work 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.

820

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Network Engineer I

JOB CODE:	23836	**FLSA STATUS:**	Exempt
PAY GRADE:	23	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Licenses, Registrations, Certifications, or Special Requirements:
Valid Texas Driver's License.

Preferred:
Cisco Certified Network Associate (CCNA); OR,
Cisco Certified Design Associate (CCDA).

Knowledge, Skills, and Abilities:
Knowledge of:

- Policies, practices, procedures and terminology of assigned function.
- Federal, State, Local and County applicable laws, rules, regulations and guidelines.
- Information technology hardware, software and peripherals as related to assigned function.
- Network Operating Systems.
- Systems integration and multiple network protocols, such as TCP/IP, IPX/SPX, DHCP, DNS, and SNMP.
- Computer equipment to include word processing, spreadsheets, databases and a variety of software packages.

Skill in:

- Problem-solving and decision-making.
- Installation of LAN/ WAN hardware and software.
- Both verbal and written communication, including presentations and communicating technical issues in non-technical language.

Ability to:

- Install, manage and monitor standard, simple Ethernet networks.
- Troubleshoot routine network problems.
- Work independently and efficiently and as part of a team.
- Demonstrate strong customer services skills.
- 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 35-40 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, sitting, walking, climbing, crawling, bending, stooping, crouching, kneeling, pushing, pulling, reaching, twisting, balancing, repetitive motion, and squatting to perform the essential functions. Subject to exposure to variations in extreme heat, cold, mechanical, fume/odor, and dust/mites.

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.

821

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Systems Manager

JOB CODE:	29835	**FLSA STATUS:**	Exempt
PAY GRADE:	29	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Manages the programming, administration and support activities for server operating systems that reside on multiple platforms in a complex enterprise. Oversees and is accountable for operating systems software selection and development and continued maintenance of such systems to improve efficiencies. Develops departmental standards and procedures including systems programming standards and program documentation requirements. Defines and monitors multiple projects, providing technical supervision. Interfaces with members of the Information Technology (IT) department and user community to coordinate activities relating to the implementation of new software and hardware.

DISTINGUISHING CHARACTERISTICS:

This is a job classification within the Information Technology job family. Manages the work of technical staff engaged in programming, administration and support activities for server operating systems that reside on multiple platforms in a complex enterprise. Functions as technical expert and manager, providing tactical direction, contributing to strategic planning for systems services, supervising staff and coordinating closely with higher level management to meet user and organizational requirements in accordance with strategic and organizational goals. This classification may require a flexible work schedule in order to meet the needs of the department.

DUTIES AND RESPONSIBILITIES:

- Oversees and manages projects and activities of a systems programming and administration support team. Ensures personnel are properly assigned and deployed to accomplish team, division and organizational goals.
- Works with key stakeholders to identify and prioritize projects. Oversees the gathering of business requirements and the analysis and translation of business requirements into systems processes in order to meet user and organizational objectives.
- Provides supervisory leadership in planning, organizing, implementing and evaluating systems services in accordance with Federal, State and Local laws, policies, procedures, guidelines and enterprise goals and objectives.
- Manages staff, including performing or collaborating with higher management in the hiring, training, performance evaluation, disciplinary actions and dismissal of staff. Seeks and creates opportunities for improved performance, learning and development of staff and identifies and addresses problems or conflicts.
- Oversees and ensures the coordination of all systems activities. Manages projects and services to ensure delivery on time and in accordance with user objectives.
- Serves as technical expert for difficult and complex application support problems.
- Assists senior management in developing strategic plans to accomplish goals and objectives and improve effectiveness and efficiency of services.
- Prepares annual budget for systems programming and administration support team functions and activities. Assists in monitoring budget expenditures to ensure consistent with department goals and objectives and within available funds.
- Develops standards and specifications for purchasing, installation and support of server hardware, operating systems and application software.
- Researches and maintains knowledge in emerging technologies, applicable to the organization environment.
- Ensures adherence to approved security and disaster recovery procedures.
- Consults with departments on proper systems selection and automation designs to meet business objectives while maintaining full integration with other networks and resources.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:

Bachelor's degree in Computer Science, Information Systems, Business Administration or a directly related field AND nine (9) years of relevant work experience, including five (5) years of team lead, supervisory or management experience;

822

JOB TITLE: Systems Manager

JOB CODE:	29835	**FLSA STATUS:**	Exempt
PAY GRADE:	29	**LAST REVISED:**	10/01/09

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:
Valid Texas Driver's License.

Preferred:
Microsoft Certified Professional (MCP).
Certified Novell Administrator (CNA).

Knowledge, Skills, and Abilities:
Knowledge of:

- Management and supervisory principles, practices and techniques.
- Policies, practices, procedures and terminology of assigned function.
- Federal, State, Local and County applicable laws, rules, regulations and guidelines.
- Information technology hardware, software and peripherals as related to assigned function.
- Operating systems and foundation architecture.
- Network Operating Systems, systems integration and multiple network protocols, such as TCP/IP, IPX/SPX, DHCP, DNS, and SNMP.
- Tasks and processes associated with installing, administering and monitoring complex Ethernet networks.
- Budget preparation and office management.
- Computer equipment to include word processing, spreadsheets, databases and a variety of software packages.

Skill in:

- Managing staff, allocating resources and evaluating programs.
- Leadership, collaboration and negotiation techniques, including contracts, agreements and proposals.
- Managing user expectations and satisfaction.
- Developing and evaluating Requests for Proposals (RFPs).
- Strategic planning, development, monitoring and evaluation.
- Developing and monitoring programs and related budgets.
- Problem-solving and decision-making.
- Both verbal and written communication, including presentations and communicating technical issues in non-technical language.

Ability to:

- Manage, motivate, train, develop and evaluate staff.
- Work independently and efficiently and as part of a team.
- Manage time well, perform multiple tasks and organize diverse activities.
- Translate policies and objectives into ideas and applications web-based information products.
- Design, install, manage and monitor the most highly complex systems, operating system software and applications.
- 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 and providers, other County employees and officials, and the general public.

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Systems Manager

JOB CODE:	29835	**FLSA STATUS:**	Exempt
PAY GRADE:	29	**LAST REVISED:**	10/01/09

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

Physical requirements include the ability to lift/carry up to 35-40 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, sitting, walking, climbing, crawling, bending, stooping, crouching, kneeling, pushing, pulling, reaching, twisting, balancing, repetitive motion, and squatting to perform the essential functions. Subject to exposure to variations in extreme heat, cold, mechanical, fume/odor, and dust/mites.

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.

824

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Systems Architect II

JOB CODE:	29834	**FLSA STATUS:**	Exempt
PAY GRADE:	29	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Oversees the deployment, maintenance and administration of the most highly complex server hardware and operating systems, application software and integrated solutions. Leads and oversees the work of subordinate technical systems staff and functions as a technical expert. Monitors system performance and capacity and tracks performance trends. Provides third tier technical support to end user departments. Troubleshoots, and works with external vendors, as necessary, to resolve the most complex system issues. Consults with departments to understand network needs and service requirements and to implement the appropriate integrated network services.

DISTINGUISHING CHARACTERISTICS:

This is the second in a series of two systems-related job classifications within the Information Technology job family. Oversees the deployment, maintenance and administration of highly complex server hardware and operating systems and application software. Provides third tier technical support to end user departments and consults with departments to understand highly complex network needs and service requirements and implement the appropriate integrated network services. Leads and oversees the work of subordinate technical systems staff and functions as a technical expert. This classification may require a flexible work schedule in order to meet the needs of the department.

DUTIES AND RESPONSIBILITIES:

- Leads and oversees the work of subordinate technical systems staff and functions as a technical expert. Trains staff and coordinates systems activities. Assists in appraising performance, discipline and hiring decisions.
- Develops, configures and maintains servers with the most highly complex network operating systems, application software and integrated solutions. Schedules highly complex software installations and upgrades.
- Troubleshoots and resolves the most difficult and complex system access and connectivity problems through the use of highly advanced system utilities.
- Develops and maintains current system operations and backup procedures and ensures data/media recoverability.
- Prepares highly complex systems specifications and technical documentation for applications.
- Acquires, tests and applies system software/hardware updates, releases and patches.
- Conducts advanced, complex diagnostics and troubleshoots network hardware components, system software and hardware.
- Develops, recommends and implements system policies and standards and ensures adherence to approved security and disaster recovery procedures.
- Consults with departments on proper systems selection and automation designs to meet business objectives while maintaining full integration with other networks and resources.
- Gathers and documents user requirements. Develops highly complex system designs.
- Coordinates the evaluation of vendor products in hardware, software and telecommunications equipment and recommends purchases consistent with the organizations short-term and long-term objectives.
- Tracks performance trends, develops reports, maintains data bases, and assists users in utilizing automated systems applications.
- Coordinates work performed by outside vendors and monitors vendor service level agreements (SLAs).
- Provides or coordinates user assistance in the field or through Help Desk activities.
- Performs other job-related duties as assigned.

325

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Systems Architect II

JOB CODE:	29834	**FLSA STATUS:**	Exempt
PAY GRADE:	29	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS:

Education and Experience:

Bachelor's degree in Computer Science, Information Systems, Business Administration or a directly related field AND eight (8) years of relevant work experience, including two (2) years of team lead, 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:

Microsoft Certified Systems Engineer (MCSE).
Certified Novell Engineer (CNE).
Novell Certified Linux Engineer (NCLE).

Knowledge, Skills, and Abilities:

Knowledge of:

- Supervisory principles, practices and techniques.
- Policies, practices, procedures and terminology of assigned function.
- Federal, State, Local and County applicable laws, rules, regulations and guidelines.
- Information technology hardware, software and peripherals as related to assigned function.
- Network Operating Systems.
- Systems integration and multiple network protocols, such as TCP/IP, IPX/SPX, DHCP, DNS, SNMP.
- Computer equipment to include word processing, spreadsheets, databases and a variety of software packages.

Skill in:

- Supervising staff, allocating resources and evaluating projects.
- Leadership, collaboration and negotiation techniques.
- Problem-solving and decision-making.
- Both verbal and written communication, including presentations and communicating technical issues in non-technical language.

Ability to:

- Design, install, manage and monitor the most highly complex systems, operating system software and applications.
- Work independently and efficiently and as part of a team.
- Manage time well, perform multiple tasks and organize diverse activities.
- Demonstrate strong customer services skills.
- Translate policies and objectives into ideas and applications web-based information products.
- 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 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 35-40 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, sitting, walking, climbing, crawling, bending, stooping, crouching, kneeling, pushing, pulling, reaching, twisting, balancing, repetitive motion, and squatting to perform the essential functions. Subject to exposure to variations in extreme heat, cold, mechanical, fume/odor, and dust/mites.

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.

826

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Systems Architect I

JOB CODE:	28833	**FLSA STATUS:**	Exempt
PAY GRADE:	28	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Oversees the deployment, maintenance and administration of highly complex server hardware and operating systems, application software and integrated solutions. Leads and oversees the work of subordinate technical systems staff and functions as a technical expert. Monitors system performance and capacity and tracks performance trends. Provides third tier technical support to end user departments. Troubleshoots, and works with external vendors, as necessary, to resolve the most complex system issues. Consults with departments to understand network needs and service requirements and to implement the appropriate integrated network services.

DISTINGUISHING CHARACTERISTICS:

This is the first in a series of two systems-related job classifications within the Information Technology job family. Oversees the deployment, maintenance and administration of server hardware and operating systems and application software. Provides second and third tier technical support to end user departments and consults with departments to understand complex network needs and service requirements and implement the appropriate integrated network services. Leads and oversees the work of subordinate technical systems staff and functions as a technical expert. This classification may require a flexible work schedule in order to meet the needs of the department.

DUTIES AND RESPONSIBILITIES:

- Leads and oversees the work of subordinate technical systems staff and functions as a technical expert. Trains staff and coordinates systems activities. Assists in appraising performance, discipline and hiring decisions.
- Develops, configures and maintains servers with highly complex network operating systems, application software and integrated solutions. Schedules complex software installations and upgrades.
- Troubleshoots and resolves the most difficult and complex system access and connectivity problems through the use of advanced system utilities.
- Develops and maintains current system operations and backup procedures and ensures data/media recoverability.
- Prepares complex systems specifications and technical documentation for applications.
- Acquires, tests and applies system software/hardware updates, releases and patches.
- Conducts advanced complex diagnostics and troubleshoots network hardware components, system software and hardware.
- Recommends and implements system policies and standards and ensures adherence to approved security and disaster recovery procedures.
- Consults with departments on proper systems selection and automation designs to meet business objectives while maintaining full integration with other networks and resources.
- Gathers and documents user requirements. Develops highly complex system designs.
- Coordinates the evaluation of vendor products in hardware, software and telecommunications equipment and recommends purchases consistent with the organizations short-term and long-term objectives.
- Coordinates work performed by outside vendors and monitors vendor service level agreements (SLAs).
- Tracks performance trends, develops reports, maintains data bases, and assists users in utilizing automated systems applications.
- Provides or coordinates user assistance in the field or through Help Desk activities.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:

Bachelor's degree in Computer Science, Information Systems, Business Administration or a directly related field AND seven (7) years of relevant work experience, including one (1) year of team lead, supervisory or management experience;

827

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Systems Architect I

JOB CODE:	28833	**FLSA STATUS:**	Exempt
PAY GRADE:	28	**LAST REVISED:**	10/01/09

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:
Valid Texas Driver's License.

Preferred:
Microsoft Certified Systems Engineer (MCSE).
Certified Novell Engineer (CNE).
Novell Certified Linux Engineer (NCLE).

Knowledge, Skills, and Abilities:
Knowledge of:

- Supervisory principles, practices and techniques.
- Policies, practices, procedures and terminology of assigned function.
- Federal, State, Local and County applicable laws, rules, regulations and guidelines.
- Information technology hardware, software and peripherals as related to assigned function.
- Network Operating Systems.
- Systems integration and multiple network protocols, such as TCP/IP, IPX/SPX, DHCP, DNS, SNMP.
- Computer equipment to include word processing, spreadsheets, databases and a variety of software packages.

Skill in:

- Supervising staff, allocating resources and evaluating projects.
- Leadership, collaboration and negotiation techniques.
- Problem-solving and decision-making.
- Both verbal and written communication, including presentations and communicating technical issues in non-technical language.

Ability to:

- Design, install, manage and monitor the most highly complex systems, operating system software and applications.
- Work independently and efficiently and as part of a team.
- Manage time well, perform multiple tasks and organize diverse activities.
- Demonstrate strong customer services skills.
- Translate policies and objectives into ideas and applications web-based information products.
- 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 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 35-40 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, sitting, walking, climbing, crawling, bending, stooping, crouching, kneeling, pushing, pulling, reaching, twisting, balancing, repetitive motion, and squatting to perform the essential functions. Subject to exposure to variations in extreme heat, cold, mechanical, fume/odor, and dust/mites.

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.

828

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Systems Engineer III

JOB CODE:	27832	**FLSA STATUS:**	Exempt
PAY GRADE:	27	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Deploys, maintains and administers complex server hardware and operating systems and application software. Monitors system performance and capacity and tracks performance trends. Provides second and third tier technical support to end user departments. Troubleshoots, and works with external vendors, as necessary, to resolve complex system issues. Consults with departments to understand network needs and service requirements and to implement the appropriate integrated network services.

DISTINGUISHING CHARACTERISTICS:

This is the third in a series of three systems-related job classifications within the Information Technology job family. Deploys, maintains and administers server hardware and operating systems and application software. Provides second and third tier technical support to end user departments and consults with departments to understand complex network needs and service requirements and implement the appropriate integrated network services. This classification may require a flexible work schedule in order to meet the needs of the department.

DUTIES AND RESPONSIBILITIES:

- Develops, configures and maintains servers with complex network operating systems and application software. Schedules software installations and upgrades.
- Troubleshoots and resolves advanced, complex system access and connectivity problems through the use of advanced system utilities.
- Develops and maintains current system operations and backup procedures and data/media recoverability.
- Prepares systems specifications and technical documentation for applications.
- Acquires, tests and applies system software/hardware updates, releases and patches.
- Conducts advanced diagnostics and troubleshoots network hardware components, system software and hardware.
- Recommends and implements system policies and standards and ensures adherence to approved security and disaster recovery procedures.
- Consults with departments on proper systems selection and automation designs to meet business objectives while maintaining full integration with other networks and resources.
- Gathers and documents user requirements. Develops complex system designs.
- Assists in the evaluation of vendor products in hardware, software and telecommunications equipment and recommends purchases consistent with the organizations short-term and long-term objectives.
- Coordinates work performed by outside vendors and monitors vendor service level agreements (SLAs).
- Tracks performance trends, develops reports, maintains data bases, and assists users in utilizing automated systems applications.
- Provides or coordinates user assistance in the field or through Help Desk activities.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:

Bachelor's degree in Computer Science, Information Systems, Business Administration or a directly related field AND five (5) years of relevant work 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.

829

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Systems Engineer III

JOB CODE:	27832	**FLSA STATUS:**	Exempt
PAY GRADE:	27	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Licenses, Registrations, Certifications, or Special Requirements:
Valid Texas Driver's License.

Preferred:
Microsoft Certified Systems Engineer (MCSE).
Certified Novell Engineer (CNE).
Novell Certified Linux Engineer (NCLE).

Knowledge, Skills, and Abilities:
Knowledge of:
- Policies, practices, procedures and terminology of assigned function.
- Federal, State, Local and County applicable laws, rules, regulations and guidelines.
- Information technology hardware, software and peripherals as related to assigned function.
- Network Operating Systems.
- Systems integration and multiple network protocols, such as TCP/IP, IPX/SPX, DHCP, DNS, SNMP.
- Computer equipment to include word processing, spreadsheets, databases and a variety of software packages.

Skill in:
- Problem-solving and decision-making.
- Both verbal and written communication, including presentations and communicating technical issues in non-technical language.

Ability to:
- Design, install, manage and monitor complex systems, operating system software and applications.
- Work independently and efficiently and as part of a team.
- Manage time well, perform multiple tasks and organize diverse activities.
- Demonstrate strong customer services skills.
- 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 35-40 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, sitting, walking, climbing, crawling, bending, stooping, crouching, kneeling, pushing, pulling, reaching, twisting, balancing, repetitive motion, and squatting to perform the essential functions. Subject to exposure to variations in extreme heat, cold, mechanical, fume/odor, and dust/mites.

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.

830

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Systems Engineer II

JOB CODE:	25831	**FLSA STATUS:**	Exempt
PAY GRADE:	25	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Deploys, maintains and administers moderately complex server hardware and operating systems and application software. Monitors system performance and capacity and tracks performance trends. Provides second and third tier technical support to end user departments. Troubleshoots, and works with external vendors, as necessary, to resolve moderately complex system issues. Consults with departments to understand network needs and service requirements and to implement the appropriate integrated network services.

DISTINGUISHING CHARACTERISTICS:

This is the second in a series of three systems-related job classifications within the Information Technology job family. Deploys, maintains and administers server hardware and operating systems and application software. Provides second and third tier technical support to end user departments and consults with departments to understand moderately complex network needs and service requirements and implement the appropriate integrated network services. This classification may require a flexible work schedule in order to meet the needs of the department.

DUTIES AND RESPONSIBILITIES:

- Develops, configures and maintains servers with moderately complex network operating systems and application software. Schedules software installations and upgrades.
- Troubleshoots and resolves moderately complex system access and connectivity problems through the use of advanced system utilities.
- Develops and maintains current system operations and backup procedures and assists in ensuring data/media recoverability.
- Assists in preparation of systems specifications and technical documentation for applications.
- Acquires, tests and applies system software/hardware updates, releases and patches.
- Conducts advanced diagnostics and troubleshoots network hardware components, system software and hardware.
- Recommends and implements system policies and standards and ensures adherence to approved security and disaster recovery procedures.
- Consults with departments on proper systems selection and automation designs to meet business objectives while maintaining full integration with other networks and resources.
- Gathers and documents user requirements. Develops moderately complex system designs.
- Assists in the evaluation of vendor products in hardware, software and telecommunications equipment and recommends purchases consistent with the organizations short-term and long-term objectives.
- Coordinates work performed by outside vendors and monitors vendor service level agreements (SLAs).
- Tracks performance trends, develops reports, maintains data bases, and assists users in utilizing automated systems applications.
- Provides or coordinates user assistance in the field or through Help Desk activities.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:
Bachelor's degree in Computer Science, Information Systems, Business Administration or a directly related field AND three (3) years of relevant work experience;

831

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Systems Engineer II

JOB CODE:	25831	**FLSA STATUS:**	Exempt
PAY GRADE:	25	**LAST REVISED:**	10/01/09

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:
Valid Texas Driver's License.

Preferred:
Microsoft Certified Systems Engineer (MCSE).
Certified Novell Engineer (CNE).
Novell Certified Linux Engineer (NCLE).

Knowledge, Skills, and Abilities:
Knowledge of:
- Policies, practices, procedures and terminology of assigned function.
- Federal, State, Local and County applicable laws, rules, regulations and guidelines.
- Information technology hardware, software and peripherals as related to assigned function.
- Network Operating Systems.
- Systems integration and multiple network protocols, such as TCP/IP, IPX/SPX, DHCP, DNS, SNMP.
- Computer equipment to include word processing, spreadsheets, databases and a variety of software packages.

Skill in:
- Problem-solving and decision-making.
- Both verbal and written communication, including presentations and communicating technical issues in non-technical language.

Ability to:
- Design, install, manage and monitor moderately complex systems, operating system software and applications.
- Work independently and efficiently and as part of a team.
- Manage time well, perform multiple tasks and organize diverse activities.
- Demonstrate strong customer services skills.
- 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 35-40 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, sitting, walking, climbing, crawling, bending, stooping, crouching, kneeling, pushing, pulling, reaching, twisting, balancing, repetitive motion, and squatting to perform the essential functions. Subject to exposure to variations in extreme heat, cold, mechanical, fume/odor, and dust/mites.

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: Systems Engineer I

JOB CODE:	23830	**FLSA STATUS:**	Exempt
PAY GRADE:	23	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Deploys, maintains and administers server hardware and operating systems and application software. Monitors system performance and capacity and tracks performance trends. Provides second and third tier technical support to end user departments. Troubleshoots, and works with external vendors, as necessary, to resolve general, more routine system issues. Consults with departments to understand network needs and service requirements and implement the appropriate integrated network services.

DISTINGUISHING CHARACTERISTICS:

This is the first in a series of three systems-related job classifications within the Information Technology job family. Deploys, maintains and administers server hardware and operating systems and application software. Provides second and third tier technical support to end user departments and consults with departments to understand general network needs and service requirements and implement the appropriate integrated network services. This classification may require a flexible work schedule in order to meet the needs of the department.

DUTIES AND RESPONSIBILITIES:

- Configures and maintains servers with basic to moderately complex network operating systems and application software. Schedules software installations and upgrades.
- Troubleshoots and resolves general, more routine system access and connectivity problems through the use of system utilities.
- Maintains current system operations and backup procedures and assists in ensuring data/media recoverability.
- Prepares technical documentation for applications.
- Acquires, tests and applies system software/hardware updates, releases and patches.
- Conducts basic diagnostics and troubleshoots network hardware components, system software and hardware.
- Implements system policies and standards and ensures adherence to approved security and disaster recovery procedures.
- Consults with departments on proper systems selection and automation designs to meet business objectives while maintaining full integration with other networks and resources.
- Gathers and documents user requirements. Develops more routine system designs.
- Assists in the evaluation of vendor products in hardware, software and telecommunications equipment and recommends purchases consistent with the organizations short-term and long-term objectives.
- Coordinates work performed by outside vendors and monitors vendor service level agreements (SLAs).
- Tracks performance trends, maintains data bases, and assists users in utilizing automated systems applications.
- Provides or coordinates user assistance in the field or through Help Desk activities.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:

Bachelor's degree in Computer Science, Information Systems, Business Administration or a directly related field AND one (1) year of relevant work 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.

833

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Systems Engineer I

JOB CODE:	23830	**FLSA STATUS:**	Exempt
PAY GRADE:	23	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Licenses, Registrations, Certifications, or Special Requirements:
Valid Texas Driver's License.

Preferred:
Microsoft Certified Systems Engineer (MCSE).
Certified Novell Engineer (CNE).
Novell Certified Linux Engineer (NCLE).

Knowledge, Skills, and Abilities:
Knowledge of:

- Policies, practices, procedures and terminology of assigned function.
- Federal, State, Local and County applicable laws, rules, regulations and guidelines.
- Information technology hardware, software and peripherals as related to assigned function.
- Network Operating Systems.
- Systems integration and multiple network protocols, such as TCP/IP, IPX/SPX, DHCP, DNS, SNMP.
- Computer equipment to include word processing, spreadsheets, databases and a variety of software packages.

Skill in:

- Problem-solving and decision-making.
- Both verbal and written communication, including presentations and communicating technical issues in non-technical language.

Ability to:

- Design, install, manage and monitor complex systems, operating system software and applications.
- Work independently and efficiently and as part of a team.
- Manage time well, perform multiple tasks and organize diverse activities.
- Demonstrate strong customer services skills.
- 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 35-40 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, sitting, walking, climbing, crawling, bending, stooping, crouching, kneeling, pushing, pulling, reaching, twisting, balancing, repetitive motion, and squatting to perform the essential functions. Subject to exposure to variations in extreme heat, cold, mechanical, fume/odor, and dust/mites.

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.

834

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Computer Operator IV

JOB CODE:	21829	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	21	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Oversees, operates, monitors and controls computing platforms including mini and midrange, mainframes and servers, console systems and peripheral equipment, such as printers, disk drives and tape readers. Responsible for ensuring a stable operating environment. Supervises and participates in the troubleshooting and restoration of complex technical service and peripheral equipment, schedules and monitors production runs, performs system backup process, disaster recovery tests, loads tapes, disks and paper, as required. Assists systems engineers in running jobs that are used for testing and debugging new programs. Provides after-hours support, based on user call requests, for systems operations (including mission critical server systems). Performs first and second-level diagnostics and troubleshooting. Assists programming staff with advanced complex problem resolution. Trains subordinate computer operations staff and serves as lead. Assigns work and monitors workload.

DISTINGUISHING CHARACTERISTICS:

This is the fourth in a series of four computer operator-related job classifications within the Information Technology job family. Conducts complex operation and monitoring of computing platforms and peripheral equipment. Executes first-level and second-level diagnostics and troubleshooting and schedules and monitors production runs. Trains subordinate computer operations staff and serves as lead, assigning and monitoring workload. This classification may require a flexible work schedule in order to meet the needs of the department.

DUTIES AND RESPONSIBILITIES:

- Oversees monitors and controls computer console terminals, systems printers, mission critical server systems, network management stations and other peripheral devices, and solves or escalates issues to the appropriate level of technical staff.
- Supervises and conducts first and second-level diagnostics and troubleshooting of server and application systems, based on user call requests. Oversees nightly back-up functions and procedures, including the rotation of critical system backup tapes for disaster recovery purposes. Executes set scripts to address documented issues.
- Oversees maintenance of the tape library, verifies tapes with tape evaluator, conducts routine and unscheduled maintenance on tape drives, labels and erases tapes, and mounts/dismounts correct tapes on the appropriate system.
- Assigns and executes setup for production schedules and runs job requests for programmers, analysts and user departments. Oversees preparation of computer system and peripherals for each program and keeps abreast of the status of all active and pending jobs.
- Oversees, schedules, operates and conducts routine maintenance and cleaning of impact and laser printers. Separates and bursts printed forms, and distributes printed output to correct user bin.
- Supervises, controls and monitors all system performance and takes appropriate action to resolve problems. Installs and maintains department hardware and software inventory. Executes highly complex trouble shooting on software and hardware problems. Oversees and conducts documented recovery operations when programs or computers fail and contacts appropriate staff with necessary recovery information.
- Analyzes complex system errors and corrects program problems to complete processing tasks. Manually checks computer output for accuracy and print quality. Maintains staff database programs.
- Trains and provides direction to computer operations staff to ensure proper operation of computer system. May provide user training or direction related to production runs.
- Oversees recording, maintenance of records, and compilation of reports of computer jobs run and equipment utilization. May prepare reports and statistics for management.
- Performs other job-related duties as assigned.

835

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Computer Operator IV

JOB CODE:	21829	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	21	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS:

Education and Experience:

Associate's degree in Computer Science, Information Systems or a directly related field AND seven (7) years of relevant work 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:

Microsoft Certified Professional (MCP) Certification.

Knowledge, Skills, and Abilities:

Knowledge of:

- Policies, practices, procedures and terminology of assigned function.
- Federal, State, Local and County applicable laws, rules, regulations and guidelines.
- Information technology hardware, software and peripherals as related to assigned function.
- Supervisory principles, practices and techniques.
- Network Operating Systems, computer hardware systems, software systems and network equipment.
- Computer equipment to include word processing, spreadsheets, databases and a variety of software packages.

Skill in:

- Problem-solving and decision-making.
- Performing complex first and second-level diagnostics and troubleshooting.
- Explaining complicated technical problems in simple non-technical language.
- Operating various server operating systems and peripheral equipment.
- Both verbal and written communication, including presentations and communicating technical issues in non-technical language.

Ability to:

- Supervise, lead, motivate, train, develop and evaluate staff.
- Determine basic operation requirements from various sources and staff.
- Implement and monitor production schedules and maintain production runs.
- Work efficiently both independently and as part of a team.
- Manage time well, perform multiple tasks and organize diverse activities.
- Demonstrate strong customer services skills.
- 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 35-40 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, sitting, walking, climbing, crawling, bending, stooping, crouching, kneeling, pushing, pulling, reaching, twisting, balancing, repetitive motion, and squatting to perform the essential functions. Subject to exposure to variations in extreme heat, cold, mechanical, fume/odor, and dust/mites. Lifting of boxes and containers and use of dolly for heavier weight objects. Requires travel to multiple buildings in a 4-block radius to support remote computer rooms. Work conducted in a secure, raised floor, computer room environment with moderate to high noise levels.

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.

836

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Computer Operator III

JOB CODE:	19828	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	19	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Operates, monitors and controls computing platforms including mini and midrange, mainframes and servers, console systems and peripheral equipment, such as printers, disk drives and tape readers. Performs network maintenance. Troubleshoots and restores moderately complex to complex technical service and peripheral equipment, schedules and monitors production runs, performs system backup process, disaster recovery tests, loads tapes, disks and paper, as required. Assists systems engineers in running jobs that are used for testing and debugging new programs. Provides after-hours support, based on user call requests, for systems operations. Conducts first-level and assists with second-level diagnostics and troubleshooting. Assists programming staff with more complex problem resolution. Trains subordinate computer operations staff and serves as lead.

DISTINGUISHING CHARACTERISTICS:

This is the third in a series of four computer operator-related job classifications within the Information Technology job family. Conducts moderately complex to complex operation and monitoring of computing platforms and peripheral equipment. Executes first-level diagnostics and troubleshooting and assists with second-level issues and schedules and monitors production runs. Trains subordinate computer operations staff and serves as lead. This classification may require a flexible work schedule in order to meet the needs of the department.

DUTIES AND RESPONSIBILITIES:

- Monitors and controls computer console terminals, systems printers, mission critical server systems, network management stations and other peripheral devices, and solves or escalates issues to the appropriate level of technical staff.
- Conducts first and second-level diagnostics and troubleshooting of server and application systems, based on user call requests. Oversees nightly back-up functions and procedures, including the rotation of critical system backup tapes for disaster recovery purposes. Executes set scripts to address documented issues.
- Maintains tape library, verifies tapes with tape evaluator, executes routine and unscheduled maintenance on tape drives, labels and erases tapes, and mounts/dismounts correct tapes on the appropriate system.
- Conducts setup for production schedules and runs job requests for programmers, analysts and user departments. Prepares computer system and peripherals for each program and keeps abreast of the status of all active and pending jobs.
- Schedules, operates and conducts routine maintenance and cleaning of impact and laser printers. Separates and bursts printed forms, and distributes printed output to correct user bin.
- Controls and monitors all system performance and takes appropriate action to resolve problems. Installs and maintains department hardware and software inventory. Executes complex trouble shooting on software and hardware problems. Oversees and conducts documented recovery operations when programs or computers fail and contacts appropriate staff with necessary recovery information.
- Schedules, monitors and provides service for system problems and special projects. Conducts special operations projects, as directed.
- Analyzes system errors and corrects program problems to complete processing tasks. Manually checks computer output for accuracy and print quality. Maintains staff database programs.
- Trains and assists in providing direction to computer operations staff to ensure proper operation of computer system. May provide user training or direction related to production runs.
- Records, maintains records of, and compiles reports of computer jobs run and equipment utilization.
- Performs other job-related duties as assigned.

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Computer Operator III

JOB CODE:	19828	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	19	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS:

Education and Experience:
Associate's degree in Computer Science, Information Systems or a directly related field AND five (5) years of relevant work 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:
Microsoft Certified Professional (MCP) certification.

Knowledge, Skills, and Abilities:
Knowledge of:
- Policies, practices, procedures and terminology of assigned function.
- Federal, State, Local and County applicable laws, rules, regulations and guidelines.
- Information technology hardware, software and peripherals as related to assigned function.
- Network Operating Systems, computer hardware systems, software systems and network equipment.
- Computer equipment to include word processing, spreadsheets, databases and a variety of software packages.

Skill in:
- Problem-solving and decision-making.
- Performing complex first and second-level diagnostics and troubleshooting.
- Explaining complicated technical problems in simple non-technical language.
- Operating various server operating systems and peripheral equipment.
- Both verbal and written communication, including presentations and communicating technical issues in non-technical language.

Ability to:
- Determine basic operation requirements from various sources and staff.
- Implement and monitor production schedules and maintain production runs.
- Work efficiently both independently and as part of a team.
- Manage time well, perform multiple tasks and organize diverse activities.
- Demonstrate strong customer services skills.
- 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 35-40 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, sitting, walking, climbing, crawling, bending, stooping, crouching, kneeling, pushing, pulling, reaching, twisting, balancing, repetitive motion, and squatting to perform the essential functions. Subject to exposure to variations in extreme heat, cold, mechanical, fume/odor, and dust/mites. Lifting of boxes and containers and use of dolly for heavier weight objects. Requires travel to multiple buildings in a 4-block radius to support remote computer rooms. Work conducted in a secure, raised floor, computer room environment with moderate to high noise levels.

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.

838

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Computer Operator II

JOB CODE:	17827	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	17	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Operates, monitors and controls computing platforms including mini and midrange, mainframes and servers, console systems and peripheral equipment, such as printers, disk drives and tape readers. Performs network maintenance. Troubleshoots and restores routine to moderately complex technical service and peripheral equipment, schedules and monitors production runs, performs system backup process, disaster recovery tests, loads tapes, disks and paper, as required. Assists systems engineers in running jobs that are used for testing and debugging new programs. Provides after-hours support, based on user call requests, for systems operations. Performs first-level and assists with second-level diagnostics and troubleshooting. Assists programming staff with problem resolution. Assists in training subordinate computer operations staff.

DISTINGUISHING CHARACTERISTICS:

This is the second in a series of four computer operator-related job classifications within the Information Technology job family. Conducts routine to moderately complex operation and monitoring of computing platforms and peripheral equipment. Executes first-level diagnostics and troubleshooting and assists with second-level issues and schedules and monitors production runs. This classification may require a flexible work schedule in order to meet the needs of the department.

DUTIES AND RESPONSIBILITIES:

- Monitors and controls computer console terminals, systems printers, mission critical server systems, network management stations and other peripheral devices, and escalates issues to the appropriate level of technical staff.
- Conducts first-level diagnostics and troubleshooting and assists with second-level issues related to server and application systems, based on user call requests. Oversees nightly back-up functions and procedures, including the rotation of critical system backup tapes for disaster recovery purposes. Executes set scripts to address documented issues.
- Maintains tape library, verifies tapes with tape evaluator, conducts routine maintenance on tape drives, labels and erases tapes, and mounts/dismounts correct tapes on the appropriate system.
- Executes setup for production schedules and runs job requests for programmers, analysts and users. Prepares computer system and peripherals for each program and keeps abreast of the status of all active and pending jobs.
- Schedules, operates, and conducts routine maintenance and cleaning of impact and laser printers; separates and bursts printed forms, and distributes printed output to correct user bin.
- Monitors all system performance and takes appropriate action to resolve problems. Installs and maintains department hardware and software inventory. Executes trouble shooting on software and hardware problems. Conducts documented recovery operations when programs or computers fail, and contacts appropriate staff with necessary recovery information.
- Provides service for system problems and special projects. Assists with or conducts special operations projects, as directed.
- Analyzes, develops and maintains staff database programs.
- Records, maintains records of, and compiles reports of computer jobs run and equipment utilization.
- Assists in training subordinate computer operations staff.
- Performs other job-related duties as assigned.

839

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Computer Operator II

JOB CODE:	17827	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	17	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS:

Education and Experience:
Associate's degree in Computer Science, Information Systems or a directly related field AND three (3) years of relevant work 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:
Microsoft Certified Professional (MCP) certification.

Knowledge, Skills, and Abilities:
Knowledge of:
- Policies, practices, procedures and terminology of assigned function.
- Federal, State, Local and County applicable laws, rules, regulations and guidelines.
- Information technology hardware, software and peripherals as related to assigned function.
- Network Operating Systems, computer hardware systems, software systems and network equipment.
- Computer equipment to include word processing, spreadsheets, databases and a variety of software packages.

Skill in:
- Problem-solving and decision-making.
- Performing complex first and second-level diagnostics and troubleshooting.
- Explaining complicated technical problems in simple non-technical language.
- Operating various server operating systems and peripheral equipment.
- Both verbal and written communication, including presentations and communicating technical issues in non-technical language.

Ability to:
- Determine basic operation requirements from various sources and staff.
- Implement and monitor production schedules and maintain production runs.
- Work efficiently both independently and as part of a team.
- Manage time well, perform multiple tasks and organize diverse activities.
- Demonstrate strong customer services skills.
- 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 35-40 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, sitting, walking, climbing, crawling, bending, stooping, crouching, kneeling, pushing, pulling, reaching, twisting, balancing, repetitive motion, and squatting to perform the essential functions. Subject to exposure to variations in extreme heat, cold, mechanical, fume/odor, and dust/mites. Lifting of boxes and containers and use of dolly for heavier weight objects. Requires travel to multiple buildings in a 4-block radius to support remote computer rooms. Work conducted in a secure, raised floor, computer room environment with moderate to high noise levels.

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.

840

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Computer Operator I

JOB CODE:	15826	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	15	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Operates and monitors computing platforms, including mini and midrange, mainframes and servers, console systems and peripheral equipment, such as printers, disk drives and tape readers. Performs network maintenance. Troubleshoots and restores basic technical service and peripheral equipment, schedules and monitors production runs, performs system backup process, disaster recovery tests, loads tapes, disks and paper, as required. Assists systems engineers in running jobs that are used for testing and debugging new programs. Provides after-hours support, based on user call requests, for systems operations. Performs first-level diagnostics and troubleshooting.

DISTINGUISHING CHARACTERISTICS:

This is the first in a series of four computer operator-related job classifications within the Information Technology job family. Conducts basic operation and monitoring of computing platforms and peripheral equipment. Executes first-level diagnostics and troubleshooting and schedules and monitors production runs. This classification may require a flexible work schedule in order to meet the needs of the department.

DUTIES AND RESPONSIBILITIES:

- Monitors computer console terminals, systems printers, mission critical server systems, network management stations and other peripheral devices, and escalates issues to the appropriate level of technical staff.
- Conducts first-level diagnostics and troubleshooting of server and application systems, based on user call requests. Oversees nightly back-up functions and procedures, including the rotation of critical system backup tapes for disaster recovery purposes. Executes set scripts to address documented issues.
- Maintains tape library, verifies tapes with tape evaluator, conducts routine maintenance on tape drives, labels and erases tapes, and mounts/dismounts correct tapes on the appropriate system.
- Executes setup for production schedules and runs job requests for programmers, analysts and users. Prepares computer system and peripherals for each program and keeps abreast of the status of all active and pending jobs.
- Operates and conducts routine maintenance and cleaning of impact and laser printers. Separates and bursts printed forms and distributes printed output to correct user bin.
- Monitors all system performance and takes appropriate action to resolve problems. Installs and maintains department hardware and software inventory. Executes trouble shooting on software and hardware problems. Executes documented recovery operations when programs or computers fail, and contacts appropriate staff with necessary recovery information.
- Provides service for system problems and special projects, as required. Assists with special operations projects.
- Analyzes, develops and maintains staff database programs.
- Records and maintains records of computer jobs run and equipment utilization.
- May provide user training.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:

Associate's degree in Computer Science, Information Systems or a directly related field AND one (1) year of relevant work 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.

841

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Computer Operator I

JOB CODE:	15826	**FLSA STATUS:**	Non-Exempt
PAY GRADE:	15	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Licenses, Registrations, Certifications, or Special Requirements:
Valid Texas Driver's License.

Preferred:
Microsoft Certified Professional (MCP) Certification.

Knowledge, Skills, and Abilities:
Knowledge of:

- Policies, practices, procedures and terminology of assigned function.
- Federal, State, Local and County applicable laws, rules, regulations and guidelines.
- Information technology hardware, software and peripherals as related to assigned function.
- Network Operating Systems, computer hardware systems, software systems and network equipment.
- Computer equipment to include word processing, spreadsheets, databases and a variety of software packages.

Skill in:

- Problem-solving and decision-making.
- Performing complex first and second-level diagnostics and troubleshooting.
- Explaining complicated technical problems in simple non-technical language.
- Operating various server operating systems and peripheral equipment.
- Both verbal and written communication, including presentations and communicating technical issues in non-technical language.

Ability to:

- Determine basic operation requirements from various sources and staff.
- Implement and monitor production schedules and maintain production runs.
- Work efficiently both independently and as part of a team.
- Manage time well, perform multiple tasks and organize diverse activities.
- Demonstrate strong customer services skills.
- 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 35-40 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, sitting, walking, climbing, crawling, bending, stooping, crouching, kneeling, pushing, pulling, reaching, twisting, balancing, repetitive motion, and squatting to perform the essential functions. Subject to exposure to variations in extreme heat, cold, mechanical, fume/odor, and dust/mites. Lifting of boxes and containers and use of dolly for heavier weight objects. Requires travel to multiple buildings in a 4-block radius to support remote computer rooms. Work conducted in a secure, raised floor, computer room environment with moderate to high noise levels.

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: Information Technology Department Division Manager

JOB CODE:	29886	**FLSA STATUS:**	Exempt
PAY GRADE:	29	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Oversees and directs all Information Technology (IT) operations within a large department having complex, multi-functional operations. Manages the staff and all IT functions and resources for the department. Develops strategic and tactical plans, determines all hardware, software and peripheral needs, determines user needs, develops and communicates the IT support strategy, service level and project plans. Manages support requests and operations issues to resolution. Directs the planning, scheduling, monitoring and implementation of all project plans and related staff assignments. Works with top management to forecast needs, formulate plans and ensure adequate IT resources are available to meet department needs.

DISTINGUISHING CHARACTERISTICS:

This class is in an Information Technology series of job classifications. Oversees and directs the IT operations within a large department having complex, multi-functional operations. Works with senior management in strategic IT planning and determines all hardware, software and peripheral requirements to meet departmental and user needs. Manages multiple IT staff, resources and projects in accordance with strategic and organizational goals. This classification may require a flexible work schedule in order to meet the needs of the department.

DUTIES AND RESPONSIBILITIES:

- Oversees and directs all IT operations within a large department having complex, multi-functional operations. Manages the staff and all IT functions and resources for the department.
- Provides technical leadership and direction in ensuring the successful integration of new methods and technologies with existing systems.
- Provides leadership, management and coordination in planning, organizing, implementing and evaluating operations in accordance with Federal, State and Local laws, policies, procedures, guidelines and enterprise goals and objectives.
- Oversees IT staff, including hiring, training, 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.
- Assists top management in developing strategic and tactical plans for IT operations. Forecasts and determines all hardware, software and peripheral requirements to meet departmental and user needs.
- Develops, maintains and communicates departmental IT support strategy, service agreements and project plans. Manages support and enhancement requests as well as key stakeholder inquiries.
- Plans and budgets for area of responsibility. Monitors budget expenditures to ensure consistent with department goals and objectives and within available funds.
- Develops and maintains policies, procedures and standards for security and for backup and recovery.
- May manage stand alone network, database systems, desktop support, software development, internet requirements and/or telecommunications systems within a department.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:
Bachelor's degree in Computer Science, Information Systems, Business Administration or a directly related field AND ten (10) years of relevant work experience, including five (5) years of increasingly responsible supervisory or management experience;

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TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Information Technology Department Division Manager

JOB CODE:	29886	**FLSA STATUS:**	Exempt
PAY GRADE:	29	**LAST REVISED:**	10/01/09

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:
Valid Texas Driver's License.

Preferred:
Master's degree in Computer Science, Information Systems, Business Administration or a directly related field.

Knowledge, Skills, and Abilities:
Knowledge of:

- Management and supervisory principles, practices and techniques.
- Policies, practices, procedures and terminology of assigned function.
- Federal, State, Local and County applicable laws, rules, regulations and guidelines.
- Information technology hardware, software and peripherals as related to assigned function.
- Budget preparation and office management.
- Computer equipment to include word processing, spreadsheets, databases and a variety of software packages.

Skill in:

- Directing and managing staff, allocating resources and evaluating programs.
- Leadership, collaboration and negotiation techniques, including contracts, agreements and proposals.
- Developing and evaluating Requests for Proposals (RFPs).
- Strategic planning, development, monitoring and evaluation.
- Managing user expectations and satisfaction.
- Developing and monitoring programs and related budgets.
- Problem-solving and decision-making.
- Both verbal and written communication, including presentations and communicating technical issues in non-technical language.

Ability to:

- Direct, motivate, train, develop and evaluate staff.
- Work independently and efficiently and as part of a team.
- Manage time well, 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 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 35-40 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, sitting, walking, climbing, crawling, bending, stooping, crouching, kneeling, pushing, pulling, reaching, twisting, balancing, repetitive motion, and squatting to perform the essential functions. Subject to exposure to variations in extreme heat, cold, mechanical, fume/odor, and dust/mites.

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.

844

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Emergency Wireless Communication Manager

JOB CODE:	26244	**FLSA STATUS:**	Exempt
PAY GRADE:	26	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Directs and manages the County's emergency, wireless, and wired communication services programs. Works in conjunction with the Radio Users Committee (RUC), Emergency and Wireless Communications Coordinating Board (EWCCB), and numerous other committees and government and public safety agencies.

DISTINGUISHING CHARACTERISTICS:

This is a job classification within the Information Technology job family. Directs and manages the County's emergency, wireless, and wired communication services programs. Ensures County's services are coordinated with other relevant agencies and are in accordance with strategic and organizational goals and requirements. This classification may require a flexible work schedule in order to meet the needs of the department.

DUTIES AND RESPONSIBILITIES:

- Coordinates County's participation in the Austin/Travis County Regional Radio System (RRS, formerly the RDMT Project), including system design, infrastructure technology, user equipment, and related costs. Manages Emergency Services Technology and Communications personnel, capital, and operating budgets.
- Develops countywide wireless communication policies and procedures. Coordinates programs in conjunction with Capital Area Council of Governments (CAPCOG) and regional public safety entities, including communications interoperability initiatives following State of Texas and SAFECOM guidelines, radio and computer-aided dispatch and Public Safety Answer Point (PSAP) system design and operation, MAP/ALI and Geographic Information System (GIS) for 9-1-1, training for personnel, and public education. Represents Travis County on CAPCOG's 9-1-1 Task Force and Long-Term Interoperability Work Group. Administers Travis County's 9-1-1 interlocal contract with City of Austin. Oversees and coordinates technical matters relating to wireless communication networks.
- Coordinates with County Information and Telecommunication System (ITS) on design and technical matters related to wired and wireless communications. Manages operating budget for radio repair and radio maintenance interlocal agreement with City of Austin. Advises Planning and Budget Office on individual County departments' wireless communication needs and budgets and assists Purchasing with equipment vendors and service contracts. Manages County radio equipment inventory. Oversees licensing process with Federal Communications Commission (FCC) for radio frequencies. Helps develop and coordinate public safety communications training programs for County employees and customers. Serves as representative on GIS Committee with other County departments to assess needs of GIS maps and related data. Provides advice on communication issues to management and advisory groups. Assesses wireless communication equipment requests for cost effectiveness and reviews existing communication equipment inventories and systems for reconfiguration and/or replacement.
- Coordinates with and advocates for political subdivisions, including Emergency Services Districts and municipal police departments for their access to the RRS via interlocal agreement. Acts as liaison between these entities and the RRS Coalition managing partner (City of Austin).
- Provides leadership, management, and coordination in planning, organizing, implementing, and evaluating operations in accordance with Federal, State and Local laws, policies, procedures, and guidelines and enterprise goals and objectives.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:

Bachelor's degree in Communications or a directly related field AND eight (8) years increasingly responsible management experience with demonstrated ability to administer and oversee large, complex communications-related projects, including experience with public safety radio and 9-1-1 program coordination and administration;

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.

845

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Emergency Wireless Communication Manager

JOB CODE:	26244	**FLSA STATUS:**	Exempt
PAY GRADE:	26	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Preferred:
Master's degree in Communications or a directly related field.
Recognized 9-1-1, public safety communication, and instructor licenses or certifications.

Knowledge, Skills, and Abilities:

Knowledge of:

- Management and supervisory principles, practices and techniques.
- Policies, practices, procedures and terminology of assigned function.
- Federal, State, Local and County applicable laws, rules, regulations and guidelines.
- Information technology hardware, software and peripherals as related to assigned function.
- Budget preparation and office management.
- Voice radio and 9-1-1 network design, functionality, call-taking, and distribution processes.
- Computer aided dispatching, mobile data terminal operation, digital communication technology, Very High Frequency (VHF), Ultra High Frequency (UHF), conventional and trunked 700-800 MHz wireless communication systems with public safety emphasis.
- Wireless communication equipment repair and billing practices.
- Federal Communications Commission (FCC) rules and regulations.
- Wireless communication legislation.
- Computer equipment to include word processing, spreadsheets, databases and a variety of software packages.

Skill in:

- Directing and managing staff, allocating resources and evaluating programs.
- Leadership, collaboration and negotiation techniques, including contracts, agreements and proposals.
- Managing user expectations and satisfaction.
- Developing and evaluating Requests for Proposals (RFPs).
- Strategic planning, development, monitoring and evaluation.
- Developing and monitoring programs and related budgets.
- Problem-solving and decision-making.
- Both verbal and written communication, including presentations and communicating technical issues in non-technical language.

Ability to:

- Direct, motivate, train, develop and evaluate staff.
- Develop short and long-term plans for emergency and wireless communication systems.
- Work independently and efficiently and as part of a team.
- Manage time well, 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 clientele, outside agencies and providers, other County employees and officials, and the 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, sitting, walking, climbing, crawling, bending, stooping, crouching, kneeling, pushing, pulling, reaching, twisting, balancing, repetitive motion, and squatting to perform the essential functions. Subject to exposure to variations in extreme heat, cold, mechanical, fume/odor, and dust/mites.

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 DESCRIPTION

DRAFT

JOB TITLE: Media Operations Manager

JOB CODE:	24425	**FLSA STATUS:**	Exempt
PAY GRADE:	24	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Manages and coordinates activities, operations and staff related to County's television and media support functions. Oversees and participates in production, programming, equipment and facility management. Participates in short- and long-range media planning and oversees daily television programming. Ensures service levels meet user needs at all levels within the organization.

DISTINGUISHING CHARACTERISTICS:

This is a job classification within the Information Technology job family. Manages and coordinates activities, operations and staff related to County's television and media support functions. Manages incoming requests for media services to meet user and organizational needs in accordance with strategic and organizational goals. This classification may require a flexible work schedule in order to meet the needs of the department.

DUTIES AND RESPONSIBILITIES:

- Manages and coordinates all division activities, including production, programming, equipment and facility management.
- Directs and coordinates production and programming requests from County departments, including initial consultation, conceptualization, development, and assignment of producers and support.
- Supervises the administration of the daily channel schedule to ensure compliance with County policies and cable access policies.
- Provides leadership, management and coordination in planning, organizing, implementing and evaluating operations in accordance with Federal, State and Local laws, policies, procedures, guidelines and enterprise goals and objectives.
- Oversees staff, including hiring, training, 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.
- Develops and implements performance measures, indicators, policies, and procedures, and evaluates their effectiveness.
- Plans and budgets for area of responsibility. Monitors budget expenditures to ensure consistent with department goals and objectives and within available funds.
- Researches, evaluates, and recommends innovations in television production, post production, and master control operations. Supervises selection and acquisition of all television equipment.
- Meets and communicates with vendors, government agencies, business organizations, and personnel from other County agencies to perform and coordinate required tasks.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:
Bachelor's degree in Communications, Radio, Television and Film or a directly related field AND five (5) years of increasingly responsible relevant work experience in professional television, including two (2) years of mid- to senior level supervisory and 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: Media Operations Manager

JOB CODE:	24425	**FLSA STATUS:**	Exempt
PAY GRADE:	24	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Licenses, Registrations, Certifications, or Special Requirements:
Valid Texas Driver's License.

Preferred:
Master's degree in Communications, Radio, Television and Film or a directly related field.

Knowledge, Skills, and Abilities:
Knowledge of:

- Management and supervisory principles, practices and techniques.
- Policies, practices, procedures and terminology of assigned function.
- Federal, State, Local and County applicable laws, rules, regulations and guidelines.
- Information technology hardware, software and peripherals as related to assigned function.
- Television production and operations.
- Budget preparation and office management.
- Computer equipment to include word processing, spreadsheets, databases and a variety of software packages.

Skill in:

- Directing and managing staff, allocating resources and evaluating programs.
- Leadership, collaboration and negotiation techniques, including contracts, agreements and proposals.
- Managing user expectations and satisfaction.
- Developing and evaluating Requests for Proposals (RFPs).
- Strategic planning, development, monitoring and evaluation.
- Developing and monitoring programs and related budgets.
- Problem-solving and decision-making.
- Both verbal and written communication, including presentations and communicating technical issues in non-technical language.

Ability to:

- Direct, motivate, train, develop and evaluate staff.
- Work independently and efficiently and as part of a team.
- Write for broadcasting in a prescribed style or format.
- Interpret an extensive variety of technical instructions and deal with several abstract and concrete variables.
- Manage time well, 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 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 25-30 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, sitting, walking, climbing, crawling, bending, stooping, crouching, kneeling, pushing, pulling, reaching, twisting, balancing, repetitive motion, and squatting to perform the essential functions. Subject to exposure to variations in extreme heat, cold, mechanical, fume/odor, and dust/mites.

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 DESCRIPTION

DRAFT

JOB TITLE: Imaging Division Manager

JOB CODE:	24349	**FLSA STATUS:**	Exempt
PAY GRADE:	24	**LAST REVISED:**	10/01/09

JOB SUMMARY:

Manages and coordinates activities, operations and staff related to imaging and related services for the County. Oversees the production of products and services, including microfilm, electronic imaging, Optical Disk production, and print services. Develops and evaluates systems and procedures related to the production, maintenance, distribution, storage and destruction of public records and recommends cost effective solutions to problems. Participates in long and short-range imaging services planning and ensures service levels meet user needs at all levels within the organization.

DISTINGUISHING CHARACTERISTICS:

This is a job classification within the Information Technology job family. Manages and coordinates activities, operations and staff related to imaging and related services for the County. Manages incoming requests for imaging services to meet user and organizational needs in accordance with strategic and organizational goals. This classification may require a flexible work schedule in order to meet the needs of the department.

DUTIES AND RESPONSIBILITIES:

- Provides leadership, management and coordination in planning, organizing, implementing and evaluating operations in accordance with Federal, State and Local laws, policies, procedures, guidelines, imaging legal standards, applicable notary public laws and regulations, and enterprise goals and objectives.
- Oversees staff, including hiring, training, 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.
- Develops, installs and maintains information management systems that improve public access and reduce costs.
- Initiates bid process, writes bid specifications and evaluates responses for the procurement of imaging, Optical Disk and printing products and services. Develops interlocal agreements with other governmental entities for imaging services.
- Conducts technology integration and media choice feasibility studies while constantly keeping up-to-date on the information technology developments that affect imaging, computer output to laser disk (COLD) and laser disk systems.
- Plans and budgets for area of responsibility. Monitors budget expenditures to ensure consistent with department goals and objectives and within available funds. Ensures proper cash control methodology is used.
- Assists other County departments in developing, acquiring, implementing and maintaining imaging, computer output to laser disk (COLD), and Optical Disk systems. Supervises development of imaging software in order to create custom applications that deliver standardized countywide imaging to departments.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:
Bachelor's degree in Records Management, Imaging Technology, Management Information Systems, or a directly related field AND five (5) years experience in records management with an emphasis on imaging and management information systems, including two (2) 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:
Valid Texas Driver's License.

TRAVIS COUNTY JOB DESCRIPTION

DRAFT

JOB TITLE: Imaging Division Manager

JOB CODE:	24349	**FLSA STATUS:**	Exempt
PAY GRADE:	24	**LAST REVISED:**	10/01/09

MINIMUM REQUIREMENTS: (Cont.)

Knowledge, Skills, and Abilities:

Knowledge of:

- Management and supervisory principles, practices and techniques.
- Policies, practices, procedures and terminology of assigned function.
- Federal, State, Local and County applicable laws, rules, regulations and guidelines.
- Information technology hardware, software and peripherals as related to assigned function.
- Microfilm processing, micrographics.
- Electronic document imaging.
- Computer output to laser disk (COLD) indexing techniques.
- Budget preparation and office management.
- Computer equipment to include word processing, spreadsheets, databases and a variety of software packages.

Skill in:

- Directing and managing staff, allocating resources and evaluating programs.
- Leadership, collaboration and negotiation techniques, including contracts, agreements and proposals.
- Managing user expectations and satisfaction.
- Developing and evaluating Requests for Proposals (RFPs).
- Strategic planning, development, monitoring and evaluation.
- Developing and monitoring programs and related budgets.
- Problem-solving and decision-making.
- Both verbal and written communication, including presentations and communicating technical issues in non-technical language.

Ability to:

- Direct, motivate, train, develop and evaluate staff.
- Work independently and efficiently and as part of a team.
- Manage time well, 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 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 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, sitting, walking, climbing, crawling, bending, stooping, crouching, kneeling, pushing, pulling, reaching, twisting, balancing, repetitive motion, and squatting to perform the essential functions. Subject to exposure to variations in extreme heat, cold, mechanical, fume/odor, and dust/mites.

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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Last Updated 09-03-09 at 4:52pm

TRAVIS COUNTY PURCHASING OFFICE

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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 8/31/09

Voting Session: Tuesday, September 8, 2009

REQUESTED ACTION: APPROVE ASSIGNMENT OF CONTRACT (MODIFICATION NO. 2) TO CONTRACT MA020279LC, FROM EVARE, LLC TO EMPHASYS COMPUTER SOLUTIONS, INC., D/B/A EMPHASYS TREASURY MANAGEMENT SOFTWARE (PBO)

Points of Contact:

Purchasing: George Monnat, 854-9778
Department: PBO, Harvey Davis, 854-4743; Mary Mayes, 854-9085
County Attorney (when applicable):
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.

  This modification will change the contractor name from Evare LLC to Emphasys Computer Solutions, Inc., D/B/A Emphasys Treasury Management Software In effect, Emphasys Software will assume all rights and responsibilities of Evare LLC for the lease of software licensing and annual service and support.

  Modification 1 to the Contract was executed by the Purchasing Agent on October 5, 2005 as an administrative modification to extend the contract from September 17, 2005 to March 16, 2006 and adjusted the cost to cover the lease for that period by $3,210.00.

- **Contract Expenditures:** Within the last 12 months $6235.00 has been spent against this contract.

  ☐ Not applicable

- **Modification-Related Information:**

  Modification Amount: N/A Fixed Amount
  Modification Type: Assignment of Contract
  Modification Period:

- **Funding Information:**
  - ☐ Purchase Requisition in H.T.E.: N/A
  - ☐ Funding Account(s)
  - ☐ Comments:

- **Statutory Verification of Funding:**
  - ☐ Contract Verification Form: Funds Verified _____ Not Verified _____ by Auditor.

Last Updated 09-03-09 at 4:52pm

CASH/INVESTMENT MANAGEMENT DEPARTMENT
TRAVIS COUNTY, TEXAS

Travis County Administration Building
314 W. 11th Street, Suite 540
P.O. Box 1748
Austin, Texas 78767

Phone: (512) 854-9085
Fax: (512) 854-4210
Email: mary.mayes@co.travis.tx.us

RECEIVED
TRAVIS COUNTY
2009 AUG 18 AM 9:27
PURCHASING
OFFICE

August 18, 2009

To: Cyd Grimes, C.P.M.

From: Rodney Rhoades, Executive Manager, Planning and Budget

Re: Assignment of Evare contract to Emphasys

Cash Investment Management has leased the Evare Investment Software for many years. Emphasys Treasury Management Software recently acquired Evare.

We request the contract with Evare be assign to Emphasys.

Thanks for your assistance.

Cc: Mary Mayes, Cash Investment Manager
Harvey Davis, Assistant Investment Manager
Deborah Laudermilk, Sr. Financial Analyst.

MODIFICATION OF CONTRACT NUMBER: MA020279LC Maint. Software Lease Desktop SYS (Cash Mgt)

ISSUED BY: PURCHASING OFFICE 314 W. 11TH ST, RM 400 AUSTIN, TX 78701	PURCHASING AGENT ASST: George Monnat TEL. NO: (512) 854-9700 FAX NO: (512) 854-9185	DATE PREPARED: **July 29, 2009**
ISSUED TO: **Evare LLC** **3 Burlington Woods Ste 300** **Burlington MA 01803**	MODIFICATION NO.: **2**	EXECUTED DATE OF ORIGINAL CONTRACT: September 13, 2002

ORIGINAL CONTRACT TERM DATES: **September 13, 2002-September 30, 2005** CURRENT CONTRACT TERM DATES: **October 1, 2005- September 30, 2009**

FOR TRAVIS COUNTY INTERNAL USE ONLY:

Original Contract Amount: $ 3,210.00 per 6 months Current Modified Amount $ 7,360.00 per year

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:

1) Effective December 23, 2008, the Contractor's name on Contract No. MA020279LC is changed as follows:

From: Evare LLC.
3 Burlington Woods, Ste 300
Burlington, MA 01803

Signature

Norman N Mintz
Printed Name

To: Emphasys Computer Solutions, Inc.
dba Emphasys Treasury Management Software
8550 NW 33rd Street, Suite 220
Doral, FL 33122

Signature

JOHN F. WILKENS
Printed Name

Note to Vendor:
[X] 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: EMPHASYS COMPUTER SOLUTIONS, INC.

BY: _____
SIGNATURE

BY: JOHN F. WILKENS
PRINT NAME

TITLE: CEO
ITS DULY AUTHORIZED AGENT

☐ DBA
☑ CORPORATION
☐ OTHER

DATE: 8/5/09

TRAVIS COUNTY, TEXAS

BY: _____
CYD V. GRIMES, C.P.M., TRAVIS COUNTY PURCHASING AGENT

DATE: 8/31/09

TRAVIS COUNTY, TEXAS

BY: _____
SAMUEL T. BISCOE, TRAVIS COUNTY JUDGE

DATE:

ASSIGNMENT OF CONTRACT

The parties to this Assignment of Contract (this "Assignment") are Evare LLC, a corporation duly authorized and operating under the laws of the State of Texas ("Assignor"), and Emphasys Computer Solutions, Inc., a wholly owned subsidiary of Constellation Software, Inc. and a corporation duly authorized and operating under the laws of the State of Texas ("Assignee").

RECITALS:

A. Travis County and Evare LLC. entered into a written Contract for the provision of leasing Evare *Desktop* software and procuring FTI Pricing Service services (Contract No. MA020279LC) on September 13, 2002, which is hereby incorporated by reference herein for all purposes as if fully copied and set forth herein at length, (the "Contract"); and

B. The product has been rebranded and relabeled as *Treasury Desktop*

C. Assignor desires by this Assignment to assign all of its right, title and interest in and to the Contract to Assignee subject to the terms of the Contract and this Assignment.

TERMS:

In consideration of the mutual agreements set forth in this Assignment, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

1. Assignor assigns, transfers and conveys to Assignee all of its right, title and interest in and to the Contract effective as December 23, 2008 (the "Effective Date of Assignment").

2. Assignee accepts such assignment, and assumes and is bound by and shall perform all terms, conditions, covenants, obligations, and duties of Assignor under the Contract as of the Effective Date of Assignment.

3. Assignor and Assignee acknowledge that nothing in this Assignment waives or modifies any of the provisions of the Contract except for the name and address for notice of the Contractor.

4. The provisions of this Assignment are binding on and inure to the benefit of the heirs, representatives, successors and assigns of the parties.

5. This Assignment shall be construed and enforced in accordance with the laws of the State of Texas. Venue for any action arising hereunder or connected herewith shall lie exclusively in Travis County, Texas.

6. All references in this Assignment to the Contract encompass the original Contract, No. MA020279LC thereto. Said modifications are hereby incorporated by reference herein for all purposes as if fully copied and set forth herein at length.

EVARE LLC	EMPHASYS COMPUTER SOLUTIONS, INC.
By: Norman N Mintz	By: John Wilk
Printed Name: Norman N Mintz	Printed Name: JOHN F. WILKENS
Title & Date: CEO Aug 5, 2009	Title & Date: CFO 8/5/09
Attest: Anita Ryan	Attest: Lisa Bahe
Date: 8/5/09	Date: 8/5/09

By its signature below, Travis County signifies its consent to and approval of this Assignment from Evare LLC. to Emphasys Computer Solutions, Inc.

TRAVIS COUNTY, TEXAS

By: _____

Samuel T. Biscoe
Travis County Judge

Date: _____

Last Updated 09-03-09 at 4:52pm

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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 8/31/09 11b

Voting Session: Tuesday, September 8, 2009
REQUESTED ACTION: APPROVE INTERLOCAL AGREEMENT NO. IL090351RE, WITH TEXAS AGRILIFE EXTENSION FOR WILDLIFE SERVICES. (HHS)

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 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 statutes.

- Since 2005, Texas AgriLife Extension Service has provided services for wildlife damage management in Travis County. The goals of the program are to reduce threats to property, health and safety caused by coyotes and other wildlife. The contract pays for a full-time wildlife biologist to respond to complaints about damage caused by wildlife and to remedy the problem by public education, wildlife behavior modification and if necessary, removal.

- **Contract Expenditures:**
  ☒ Not applicable

- **Contract-Related Information:**
  Award Amount: $52,000.00
  Contract Type: Professional Services
  Contract Period: September 1, 2009 – August 31, 2010

- **Contract Modification Information:**
  Modification Amount: N/A
  Modification Type: N/A
  Modification Period:

- **Solicitation-Related Information:**

Last Updated 09-03-09 at 4:52pm

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.: 478866
  ☒ Funding Account(s): 00118006134099
  ☐ 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

MEMORANDUM

Date: August 19, 2009
To: Members of the Commissioners Court
FROM: Sherri E. Fleming
Sherri E. Fleming, Executive Manager
Travis County Health and Human Services and Veterans Service

Subject: FY'10 Wildlife Damage Management contract

Proposed Motion:
Consider and take appropriate action to approve the FY'10 Wildlife Damage Management contract with Texas AgriLIfe Extension Service.

Summary and Staff Recommendation:
The contract pays for a full-time wildlife biologist to respond to complaints about damage caused by wildlife and to remedy the problem by public education, wildlife behavior modification and, if necessary, removal. The goals of the program are to reduce threats to property, health and safety caused by wildlife, primarily coyotes.

TCHHSVS staff recommends approving this contract.

Budgetary and Fiscal Impact:
The FY'10 contract budget is $52,000. The contract runs from 9/1/09 – 8/31/10. Requisition #478866 for $4,333 covers the month of September. The remaining $47,667 will be encumbered in October after the FY'10 budget is loaded in H.T.E. The money is budgeted in 001-1800-613-4099.

Issues and Opportunities:
There are ongoing complaints from Travis County residents related to coyote threats to human health and safety as well as attacks on pets. This interlocal agreement addresses the need for a comprehensive wildlife damage management program to control the problem.

Background:
The court first approved an Interlocal Cooperation Agreement with Texas AgriLife Extension Service in FY'05 for a wildlife damage management program in Travis County.

Cc: Robert Richter, Director, Texas AgriLife Extension Service
Susan A. Spataro, CPA, CMA, Travis County Auditor
Jose Palacios, Chief Assistant County Auditor
Mike Crawford, Senior Financial Analyst, Travis County Auditor
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

Last Updated 09-03-09 at 4:52pm

TRAVIS COUNTY
Purchase Requisition

Number . . . . . : 0000478866
Type . . . . . : 1 PURCHASE REQUISITION
Status . . . . . : READY FOR BUYER PROCESS
Reason . . . . . : VERIFICATION OF FUNDING
By . . . . . : CAULA MCMARION X44119
Date . . . . . : 8/19/09
Vendor . . . . . : 11306 TEXAS AGRILIFE EXTENSION SERVI
Contract nbr . . . . . :
Ship to . . . . . : NS HUMAN SERVICES ADMIN SVCS
Deliver by date . . . . : 8/19/09
Buyer . . . . . : RE REBECCA GARDNER
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	4333.00	DOL	WILDLIFE SERVICES 9/1/08-9/30/08 VERIFICATION OF FUNDING. CONTRACT PERIOD 9/1/09 - 9/30/09 FOR $4,333 1/12 TOTAL OF CONTRACT AMOUNT.

Total: 4333.00

F3=Exit F7=Alternate view F9=Print
F10=Approval info F12=Cancel F20=Comments

CONTRACT NO. 10-WS-02

INTERLOCAL COOPERATION AGREEMENT FOR WILDLIFE DAMAGE MANAGEMENT

This Interlocal Cooperation Agreement (Agreement) is entered into by and between Travis County, Texas, a political subdivision of the State of Texas (Receiving Agency) and the Texas AgriLife Extension Service - Wildlife Services (Performing Agency), pursuant to the authority granted and in compliance with the provisions of "The Interlocal Cooperation Act," Sec. 791.001, *et seq.*, TEX. GOV. CODE ANN. (Vernon Supp. 2000).

ARTICLE 1. STATEMENT OF WORK TO BE PERFORMED

1.0 STATEMENT OF WORK TO BE PERFORMED

1.01. **PROJECT.** In strict conformance with the terms and conditions of this Agreement, the Performing Agency shall conduct an operational wildlife damage management (WDM) program for the protection of facilities, structures, and the property from damage caused by wildlife and for the protection of human health and safety from wildlife-related diseases in the County of Travis and the City of Austin (Project).

1.02. **WORK PLAN.** The Project shall strictly conform to the work plan contained in the proposal submitted by the Performing Agency, a copy of which is attached hereto as Attachment A and incorporated herein for all purposes by this reference.

1.03. **PROGRESS REPORTS.** During the term of the Agreement, the Performing Agency shall submit to the Receiving agency quarterly Project management information reports, with the first report being due three (3) months after the effective date of the Agreement, and subsequent reports submitted every three (3) months thereafter throughout the term(s) of the Agreement.

1.04. **FINAL REPORT.** The Performing Agency shall submit to the Receiving Agency a final report containing a summary of the work performed during the Initial Term under this Agreement on or before October 1, 2010. If subsequent Renewal Term(s) are approved by the Parties, final reports related to each term shall be submitted each October 1 thereafter.

1.05. **LICENSES.** The Performing Agency shall be solely and entirely responsible for procuring all appropriate licenses and permits which may be required by any competent authority for the undertaking or completion of the work or services to be performed hereunder by the Performing Agency, including the procurement of releases, waivers and other agreements required for access to public and/or private property as necessary to carry out the services and activities set forth in this Agreement.

II. CALCULATION OF REIMBURSABLE COSTS.

2.0 BUDGET

(a) The Receiving Agency will reimburse the Performing Agency for allowable expenses incurred by the Performing Agency in accordance with the "Budget" attached hereto and incorporated herein as Attachment B.

(b) Fiscal Year Limitation. The Parties understand and agree that Receiving Agency's fiscal year runs from October 1 of each year through September 30 of the following year, and that Receiving Agency funding obligations can ONLY be incurred for the portion of any Agreement Term corresponding to a time period included in the approved budget for any

one Fiscal Year. As a result, of the total Agreement amount, Performing Agency cannot invoice, and will not be paid for expenditures during the following designated periods which are greater than the following amounts:

(i) September 1, 2009 - September 30, 2009 1/12 total contract amount
$4,333.00

(ii) October 1, 2009 - August 31, 2010 11/12 total contract amount
$ 47,667.00

(c) Performing Agency understands and agrees that funds set out in 2.01(b)(ii) are contingent upon approval of such funding for the Agreement by the Commissioners Court in the budget process related to the Fiscal Year beginning October 1, 2009, and that the amount set forth under that subsection may be decreased or eliminated by the Commissioners Court during that budget process without any liability of Receiving Agency. This Section 2.01(c) shall apply to any future Agreement Term(s) within the Fiscal Year dates applicable to that Agreement Term. In no event shall any provision of this Agreement or any Agreement subject to this Agreement be interpreted to obligate the Receiving Agency beyond the funds approved by the Commissioners Court for any Fiscal Year/budget period.

2.02. **VARIANCE.** The Receiving Agency may allow budget flexibility within categories to the extent that the resulting totals do not exceed 10% of the budgeted amount. Upon written request and justification by the Performing Agency, the Receiving Agency may allow, upon written memorandum to the File, budget flexibility within categories when the resulting totals exceed 10% of the budgeted amount. Changes made under this Section 2.02 that exceed 10% of the budgeted amount shall be effective only upon receipt by the Performing Agency of such memorandum to the File signed by the Receiving Agency's designated representative who, for purposes of this Section 2.02, shall be Sherri Fleming, Executive Manager, Travis County Health, Human Services and Veterans Services (Executive Manager).

2.03. **TRAVEL.** Travel shall be reimbursable under this Agreement only if "Travel" is an authorized budget category in Attachment B. If travel is included in Attachment B, it shall be reimbursed at the approved State of Texas employee rate as established by the State of Texas.

2.04. **PURCHASES.** The Performing Agency shall not purchase any equipment and/or computer software as a reimbursable budget item without prior written approval from Receiving Agency as indicated by written document signed by Executive Manager and Cyd Grimes, Travis County Purchasing Agent (Purchasing Agent). Equipment is defined as tangible personal property having a useful life of more than one year and an acquisition cost of $5,000 or more per unit. Title to any equipment so purchased shall be retained by the Performing Agency at the end of the Agreement.

III. CONTRACT AMOUNT.

3.01. **CONSIDERATION.** For and in consideration of the Performing Agency's satisfactory performance under this Agreement, the Receiving Agency shall pay to the Performing Agency a total amount during the Initial Term not to exceed $52,000.00, in accordance with the Budget referenced above.

IV. PAYMENT FOR SERVICES.

4.01 **PAYMENT.** Payment shall be made by the Receiving Agency from proper appropriation items or accounts which it normally uses for like expenditures (current revenue funds), by check payable to the Performing Agency. Performing Agency shall provide Receiving Agency with an invoice reflecting expenditures related to the Budget included in this Agreement within fifteen days of each month of the Agreement term. Receiving Agency will make payment to Performing Agency within thirty days of receipt of a complete and correct invoice.

4.02 **RETAINAGE.** To ensure full performance by the Performing Agency, final payment in an amount equal to five percent of the total consideration may be withheld until receipt and approval of all services and/or other deliverables required herein.

4.03 **BOOKS AND RECORDS; AUDIT.** Charges for service, statements, invoices, and other required documentation to evidence and properly support the requests for payment shall be maintained by the Performing Agency for a period of three years, or until all evaluations, audits and other reviews have been completed and all questions or issues (including litigation) arising from those evaluations, audits and reviews are resolved, whichever occurs later, and delivered to the Receiving Agency on request. The Receiving Agency reserves the right to audit any Performing Agency account related to the Project and to verify any expense item submitted for reimbursement by the Performing Agency. In the event the Receiving Agency determines that any sum of money which has been paid by the Receiving Agency (1) has resulted in overpayment to the Performing Agency, or (2) has not been spent strictly in accordance with the terms of this Agreement, upon written request of the Receiving Agency, the Performing Agency agrees to reimburse the Receiving Agency within twenty working days after such written request for reimbursement. This Section 4.03 shall survive the termination of this Agreement.

4.05 **CREDIT.** Payments received by the Performing Agency shall be credited to the appropriate appropriation items or accounts.

4.06 **LIMITATION.** The Receiving Agency shall not be liable to the Performing Agency for costs incurred by the Performing Agency before the commencement of this Agreement or after the termination of the Agreement.

V. TERM OF AGREEMENT.

5.01 **TERM.** This Agreement shall be effective as of September 1, 2009, and shall terminate on August 31, 2010. This Agreement may be renewed upon written agreement by the Parties prior to the termination date of the Term of the Agreement.

5.02 **DISPUTE RESOLUTION.** If a contract dispute arises that cannot be resolved to the satisfaction of the Parties either Party may notify the other Party in writing of the dispute. Notification of such dispute shall be sent by the Performing Agency to the Purchasing Agent, with a copy to the Executive Manager. If the Parties are unable to satisfactorily resolve the dispute within fourteen days of the written notification, the Receiving Agency may require the issue(s) to be mediated. In such event, the Receiving Agency shall so notify the Performing Agency and furnish the Performing Agency with the names of three mediators acceptable to the Receiving Agency. Within ten days of such notice, the Performing Agency shall select a mediator from the list provided by the Receiving Agency and notify the Receiving Agency of the selection. The mediation shall occur within thirty days of such notification. Prior to the mediation, each Party will provide the mediator with a statement of issues to be mediated, along with any other information ore releases required by the mediator. Cost of the mediator shall be borne equally by the Parties. Unless all Parties are satisfied with the result of the mediation, the mediation will not constitute a final and binding resolution of the dispute. All communications within the scope of the mediation shall remain confidential as described in TEX. CIV. PRAC. AND REM. CODE, Section 154.073, unless all Parties agree, in writing, to waive the confidentiality.

5.03. **EARLY TERMINATION.** The Receiving Agency may terminate this Agreement upon 60 days written notice to the Performing Agency. Upon receipt of notice of early termination, the Performing Agency shall cancel, withdraw, or otherwise terminate any outstanding orders or subcontracts which relate to the performance of this Agreement and shall otherwise cease to incur costs under the Agreement. Early termination will be subject to an equitable settlement of the respective interests of the Parties accrued up to the date of termination.

VI. FUNDING

6.01. **NO DEBT.** This Agreement shall not be construed as creating any debt on behalf of the State of Texas or the Receiving Agency in violation of Sec. 49, Art, III of the State Constitution (Constitution). In compliance with Sec. 6, Art. VIII of the Constitution, it is understood that all obligations of the Receiving Agency are subject to the availability of funds. If such funds are not appropriated or become unavailable, this Agreement may be terminated. In that event, the Parties shall be discharged from further obligations, subject to the equitable settlement of their respective interests accrued up to the date of termination. Performing Agency acknowledges and agrees that in no event shall any provision of this Agreement be interpreted to obligate the Receiving Agency beyond the funds approved by the Travis County Commissioners Court for any fiscal year/budget period. Other provisions not withstanding, this Agreement will be subject to termination on any September 30 if, during the budget planning and adoption process, the Travis County Commissioners Court fails to provide funding for this Agreement for the Receiving Agency fiscal year following the beginning of the Agreement term.

VII. OWNERSHIP.

7.01. **OWNERSHIP.** The Receiving Agency shall have unlimited rights to technical or other data resulting directly from the performance of work under this Agreement. It is agreed that all reports, drafts of reports, or other material, data, drawings, computer programs and codes associated with this Agreement and developed by the Performing Agency under this contract shall be owned by the Performing Agency.

7.02. **COPYRIGHT.** The Performing Agency shall not assert any rights at common law or in equity, or otherwise seek to establish any claim to statutory copyright in any material or information developed under this Agreement. The Parties expressly agree that the Performing Agency shall own all right, title, and interest in and to any copyright or other intellectual property rights and any material or information developed under this Agreement, including but not limited to the right to use, reproduce, or publish any or all of such information and other materials without the necessity of obtaining permission from the Receiving Agency and without expense or charge. All reports and other materials completed as a result of this Agreement shall carry an appropriate acknowledgement of Receiving Agency support on the front cover or title page of such document and other materials.

VIII. DATA COLLECTION AND DELIVERY.

8.01. **GEOGRAPHIC INFORMATION SYSTEMS.** Data, databases, and products associated with electronic Geographic Information Systems (GIS), which have been collected, manipulated, or purchased with funds from this Agreement, shall be subject to all applicable terms of the Texas Department of Information Resources (DIR) Standards and Guidelines for Geographic Information Systems in the State of Texas, August 1992.

8.02. **TRANSFER OF DATA.** Any GIS data to be transferred or exchanged that is collected, manipulated, or purchased with funds from this Agreement must be documented as specified in the Texas Metadata Standard or, at a minimum, as specified in the Texas Metadata Subset Standard (projected to be implemented by DIR in 1997), subject to any subsequent updates or revisions promulgated thereafter.

8.03. **FORMAT.** Any electronic data to be transferred in conjunction with a GIS shall be transferred in ARC/INFO, an ARC/INFO-compatible format, or other mutually agreed format. Non-spatial text or database data to be transferred shall be delivered in MS WORD, WordPerfect, dbase (.dbf), or ASCII compatible formats. Acceptable media for delivery includes compatible tape cartridge, optical disks, and CD-ROM.

IX. EVENTS OF DEFAULT AND REMEDIES.

9.01. **DEFINED.** Each instance of the Performing Agency's failure to comply with any term, covenant or provision contained in this Agreement shall constitute an event of default (Event of Default) under this Agreement.

9.02. **REMEDIES.** Receiving Agency must use the dispute resolution process provided in Chapter 2260, "Texas Government Code," and the related rules adopted by the Texas Attorney General to attempt to resolve any claim for breach of contract made against Performing Party.

9.03 **NO WAIVER.** No waiver of any Event of Default shall be considered a waiver of any other or subsequent Event of Default, and no delay or mission in the exercise or enforcement of the rights and powers of the Receiving Agency shall be construed as a waiver of any such rights or powers.

X. MISCELLANEOUS PROVISIONS.

10.01. **SUBCONTRACTS.** The Performing Agency may, only with the prior written consent of the Receiving Agency, subcontract with other agencies and/or private entities for some or all of the services to be performed under this Agreement; provided, however, such consent may be withheld or conditioned in the Receiving Agency's sole and absolute discretion. Each request for approval shall include a detailed budget estimate with specific cost details for each or specific item or work to be performed by the subcontractor and for each category of reimbursable expense. The Performing Agency shall legally bind any such subcontractors to perform and make such subcontractors subject to all the duties, requirements, and obligations of the Performing Agency specified herein. Nothing herein shall be construed to relieve the Performing Agency of the responsibility for insuring that the services rendered comply with the terms and provisions of this Agreement The Performing Agency will provide the Receiving Agency with copies of all subcontracts and all amendments, cancellations, or terminations to such subcontracts upon request.

10.02. **INDEPENDENT CONTRACTOR.** It is further mutually understood and agreed that the Performing Agency is contracting with the Receiving Agency as an independent contractor and agrees to hold the Receiving Agency harmless to the full extent permitted under the Constitution and laws of the state of Texas from and against any and all claims, demands, and causes of action arising from the negligent acts or omissions of the Performing Agency, its employees or agents in connection with the performance of services by the Performing Agency or its subcontractors under this Agreement.

10.03. **HISTORICALLY UNDERUTILIZED BUSINESSES.** In accordance with state law, it is the Receiving Agency's policy to assist historically underutilized businesses (HUB's), whether minority or women-owned, to participate whenever possible in providing goods and services to the agency. The Receiving Agency encourages those parties with whom it contracts for the provision of goods and services to adhere to this same philosophy in selecting subcontractors to assist in fulfilling the contractor's obligations with the Receiving Agency. The Performing Agency will provide the Purchasing Department of the Receiving Agency with pertinent details of any participation by a HUB in fulfilling the duties and obligations arising under this Agreement.

10.04. **INCORPORATION BY REFERENCE.** Incorporated by reference the same as if specifically written herein are the rules, regulations, and all other requirements imposed by law, including but not limited to compliance with those applicable rules and regulations of the State of Texas and the federal government, all of which shall apply to the performance of the work under this Agreement.

10.05. **ENTIRE AGREEMENT.** This Agreement constitutes the entire agreement of the Parties relative to the subject Project. No other agreement, statement, or promise that is not contained in this Agreement shall be binding except through a written modification signed by both Parties.

10.06 **WRITTEN CONSENT.** Written consent from the Landowner, Lessee, or designee (Cooperator) and concurrence with the Performing Agency will be required to access private property to conduct wildlife damage management activities.

10.07 **LIABILITY.** U. S. Department of Agriculture (USDA), Animal and Plant Health Inspection Service (APHIS), Wildlife Services (WS) is the agency assigned overall program responsibilities. USDA-APHIS-WS will hold Cooperator harmless from any liability arising from the negligent act or omission of a government officer or employee acting within the scope of his or her employment to the extent compensation is available pursuant to the Federal Tort Claims Act (FTCA), 28 USC 2761 et. seq., except to the extent that aforesaid liability arises from the negligent act or omission of the Cooperator, their employees, agents or subcontractor(s). Such relief shall be provided pursuant to the procedure set forth in the FTCA and applicable regulations.

10.08. **GOVERNING LAW AND VENUE.** This Agreement shall be governed and construed in accordance with the laws of the State of Texas. As per Texas Education Code, Section 85.18, exclusive venue for a suit against the Texas AgriLife Extension Service is Brazos County or the corresponding federal court; provided, however, neither the foregoing, nor any other provision of this Agreement, shall be construed as a waiver of sovereign immunity by either Party.

10.09. **SEVERANCE.** Should any one or more provisions of this Agreement be held to be void, voidable, or for any reason whatsoever of no force and effect, such provision(s) shall be construed as severable from the remainder of this Agreement, which shall remain of full force and effect.

10.10 **HEADINGS.** The headings contained in this Agreement are for reference purposes only and shall not in any way affect the meaning or interpretation of this Agreement.

10.11 **NOTICES.** Any notice required or permitted to be delivered under this Agreement shall be deemed delivered when deposited in the United States mail, postage prepaid, certified mail, return receipt requested, addressed to the Receiving Agency or the Performing Agency, as the case may be, at the address set forth below:

Receiving Agency:

Sherri Fleming, Executive Manager (or her successor)
Travis County Department of Health, Human Services,
and Veterans' Services
P.O. Box 1748
Austin, Texas 78767

With copies to (registered or certified mail with return receipt is not required):

Honorable David Escamilla (or his successor in office)
Travis County Attorney
P.O. Box 1748
Austin, Texas 78767
ATTENTION: Civil Transactions

and

Cyd Grimes, Purchasing Agent (or her successor)
Travis County Purchasing
P. O. Box 1748
Austin, Texas 78767

Performing Agency:

Diane Gilliland
Assistant Director for Research Services
2147 TAMU
College Station, Texas 77843-2147

and

Texas AgriLife Extension Service - Wildlife Services
1600B Smith Road
Austin, Texas 78721

Notice given in any other manner shall be deemed effective only if and when actually received by the Party to be notified. Either party may change its address for notice by written notice to the other party as herein provided.

10.12. **AMENDMENTS.** Any change to the terms of this Agreement shall be made in writing and signed by both Parties. Requests for changes by Performing Agency will be submitted to the Purchasing Agent, with a copy to the Executive Manager.

10.13. **INSURANCE.** Performing Agency shall have standard insurance sufficient to cover the needs of the Performing Agency pursuant to applicable generally accepted business standards.

10.14. **CLAIMS NOTIFICATION**. Performing Agency will give written notice to Receiving Agency of any claim or other action made or brought by any person, firm, corporation or other entity against Performing Agency or Receiving Agency related to services and activities provided under this Agreement.

10.15 **FORCE MAJEURE.** Neither Party shall be financially liable to the other Party for delays or failures to perform where such failure is caused by force majeure (i.e., those causes generally recognized under Texas law as constituting impossible conditions).

THE UNDERSIGNED do hereby certify that: (1) the services specified above are necessary and essential and are properly within the statutory functions and programs of the affected agencies of state and/or local government; (2) the proposed arrangements serve the interest of efficient and economical administration of those affected agencies; and (3) the services, supplies or materials contracted for are not required by Section 21 of Article XVI of the Constitution to be supplied under contract by the lowest responsible bidder.

THE RECEIVING AGENCY further certifies that it has the authority to enter into this Agreement by virtue of the authority granted in TEXAS HEALTH AND SAFETY CODE, Chapter 825.004, Appropriations by Local Governments, and other applicable statutes.

THE PERFORMING AGENCY further certifies that is has the authority to enter into this Agreement by virtue of the authority granted in the Texas Education Code, Section 88.01.

THE PARTIES mutually bind themselves to the faithful performance of this Agreement, effective as of the first day of September, 2009.

RECOMMENDED

Texas AgriLife Extension Service - Wildlife Services

BY: _____ Date: 8/20/09
Michael J. Bodenchuk
Title: Director

PERFORMING AGENCY

Texas AgriLife Extension Service

BY: _____
Ed Smith
Title: Director, Texas AgriLife Extension Service and Associate Chancellor for Agriculture and Life Sciences

Date:_____

RECEIVING AGENCY

Travis County

BY:_____
Samuel T. Biscoe
Title: County Judge

Date:_____

ATTACHMENT A

CONTRACT NO. 10-WS-02

WORK PLAN

DATED: SEPTEMBER 1, 2009

Introduction

WS program personnel report that conflicts between people and coyotes and other damage causing wildlife are increasing in urban areas across the State of Texas. While the program implemented under this Agreement will emphasize activities related to the coyote population, services and activities related to other damage causing wildlife will also be provided as feasible. References to services related to coyotes under this Agreement also include like services related to other damage causing wildlife. In recent years, WS biologists assigned to Austin and central Texas have responded to a growing number of complaints related to coyote threats to human health and safety and coyote attacks on pets. In the past, WS biologists in Austin and Travis County have responded to most of these complaints by providing technical assistance or educational materials. Today, the problem has reached a point where technical assistance no longer meets the needs of the public. The Texas WS Program recognizes a need to conduct a comprehensive Coyote/ Damage Causing Damage Management (CDM) program in Travis County and the City of Austin and recommends the course of action outlined in this work plan.

Several counties which adjoin Travis County currently have coyote management programs in place. Blanco, Burnet, Hays, and Williamson counties currently fund coyote management programs. Historically, these programs have been directed at livestock depredation problems. However, in recent years, the Texas Wildlife Services Program has reported an increase in coyote complaints from residential areas in the aforementioned counties and a significant part of the service provided by the Texas Wildlife Services Program has been directed at managing problems in urban and suburban areas of the counties.

The proposed program for Travis County and the City of Austin differs somewhat from the current programs in surrounding counties in that highest priority will be given to addressing coyote problems in residential and urban areas of the county. Secondary emphasis will be given to coyote management in outlying areas of the City of Austin and Travis County.

Area of Jurisdiction.

This Agreement shall be performed only within the unincorporated areas of Travis County and the City of Austin. Participation in this Agreement by other incorporated municipalities within Travis County will be handled by amendment to this Agreement pursuant to Section 10.12

Purpose of Objectives

The Texas AgriLife Extension Service - Wildlife Services Unit in conjunction with USDA-APHIS-WS Program (WS) will continue an operational and technical assistance based CDM program in the City of Austin and Travis County, Texas. The overall objective of this Agreement is to fund and conduct a full-service integrated CDM program. The primary goal of the operational program will be to reduce human health and safety threats and concerns and reduce injuries to and loss of pets caused by coyotes and other damage causing wildlife in Travis County and the City of Austin. The secondary goal will be to reduce damage to property and other resources caused by coyotes and other damage causing wildlife. An annual work plan and financial plan are included herein.

Objectives

A. To continue and conduct an operational CDM program to minimize conflicts between people and coyotes and other damage causing wildlife.

B. To cooperate with Travis County, the City of Austin and Extension for the purpose of developing a public education program designed to minimize conflicts between people and coyotes and other damage causing wildlife. The educational effort will include development and dissemination of information related to modification of environmental conditions and/or cultural practices which influence coyote activity and activity of other damage causing wildlife.

C. To monitor coyote activity and activity of other damage causing wildlife while evaluating the effectiveness of CDM program efforts.

Goals

To minimize the following coyote/damage causing wildlife related problems in Travis County and the City of Austin: coyote threats to human health and safety, coyote attacks on pets, and other conflicts that may arise between people and coyotes and other damage causing wildlife.

Plan of Action

WS has assigned a full-time wildlife biologist to Travis County, for the purpose of continuing and conducting a CDM program. WS will also maintain an existing wildlife biologist position in Travis County to augment the CDM program. The existing position will support direct control and educational programs in cooperation with Travis County and the City of Austin. WS personnel assigned to Travis County will remain under the supervision of WS. CDM activities will be confined to the unincorporated areas of Travis County and the City of Austin. WS provides managerial, technical, and administrative program support. WS adheres to all local and state laws and regulations as well as USDA/APHIS/WS policies and guidelines when conducting WDM operations. Safety will be a priority.

CDM methods for controlling coyotes and other damage causing wildlife will include all legal methods such as, but not limited to, leghold traps, snares, shooting, calling, chemical control and hand removal. Only WS or other designated personnel will remove captured animals. WS will be responsible for application and maintenance of CDM equipment.

WS will inform City, County and Extension personnel of WDM activities by attending meetings and providing mutually agreed upon reports. The WS District Office in College Station, Texas (979/845-6201) will monitor the program.

Services and activities to be provided by Performing Agency will include the following:

1. Provide educational services for areas registering complaints or making requests for such services through Receiving Agency.

2. Evaluate and make recommendations for modification of citizen activities related to complaints and requests.

3. Cooperate with City and County in developing and distributing educational and other informational materials designed to decrease the occurrence of problems related to damage-causing wildlife.

4. Provide services as allowed by law related to all damage-causing wildlife, with the initial emphasis on problems related to the coyote population.

5. Where necessary and in instances where other options do not result in a resolution of the wildlife problem, provide for the extermination of animals determined to be a danger to the community.

6. Respond in a timely and effective manner to all complaints related to damage-causing wildlife within the jurisdiction of the Performing Agency utilizing methods which include public education, wildlife behavior modification, and, where necessary, elimination of damage-causing wildlife.

City/County Cooperative Effort

Performing Agency acknowledges and agrees that this Agreement is based upon the cooperative effort to be entered into between Receiving Agency and the City of Austin (City), pursuant to the terms of a separate agreement between Receiving Agency and City (City/County Agreement). Continued performance of the Agreement by Receiving Agency is conditioned upon the performance by City of certain obligations pursuant to the City/County Agreement. Section 5.03 notwithstanding, Receiving Agency may terminate this Agreement with 30 days notice upon the failure of City to perform according to the terms of the City/County Agreement, including payment by City to County of funds set forth under that City/County Agreement.

Functions related to this Agreement to be provided by City include the following:

1. Payment by City to Receiving Agency of $10,000

2. Provision of the following in-kind services:

   - Coyote and other damage causing wildlife related calls will be handled through the Town Lake Animal Center (TLAC) Animal Control Office and 311 Call Center. The requests for service will be forwarded to the Wildlife Biologist for handling when necessary.
   - City Animal Services will continue to provide education and information to citizens in those cases where additional services are not warranted and will assist the Wildlife Biologist with education efforts in the neighborhoods including direct customer service, neighborhood meetings and material distribution.
   - City Animal Services will continue to maintain the database of complaints by geographic area to track problem neighborhoods and provide information to the Wildlife Biologist for proactive efforts of coyote population management and the management of other damage causing wildlife populations.
   - City Animal Control will handle transport of bodies for any euthanized animals as well as handle disposal of the bodies.
   - City Animal Control will provide the rabies quarantine/testing and reporting support required for any suspect animals.
   - City Animal Control will provide any coordination support requested by the Wildlife Biologist while conducting activities, including serving as a central point of contact for the Wildlife Biologist to notify the City of the location of traps, harvesting sweeps, etc.
   - Provide the necessary City authorization to access City-owned property to implement the wildlife management program described in this Agreement.
   - Transport trapped coyote(s) requiring euthanasia when requested by TWS.
   - Euthanize coyote(s) when instructed by TWS to do so.

ATTACHMENT B

CONTRACT NO. 10-WS-02

DATED: SEPTEMBER 1, 2009

BUDGET

Salary and Benefits	
One full-time wildlife biologist	$ 50,000.00
Supplies	2,000.00
TOTAL	**$ 52,000.00**

Last Updated 09-03-09 at 4:52pm

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

18

Approved by: Cyd V. Grimes 9/2/09 MB

Voting Session: Tuesday, September 8, 2009

REQUESTED ACTION: APPROVE MODIFICATION NO. 1 TO CONTRACT NO. 07K00307RV, JOB ORDER NO. 49, ARCHITECTURAL HABITAT OF AUSTIN, INC., FOR MINOR CONSTRUCTION AND RENOVATION SERVICES. (FACILITIES MANAGEMENT)

Points of Contact:

Purchasing: Richard Villareal
Department: Facilities Management, Roger A. El Khoury, M.S., P.E., Director; Lloyd A. Evans, Maintenance Division Director
County Attorney (when applicable): Tenley Aldredge
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.

  Job Order No. 49 required the vendor to provide all labor and materials necessary to repair/rebuild damaged walls and ceilings resulting from a mold remediation project at 2201 Post Road.

  Purchasing requests the approval of modification number one to contract number 07K00307RV, Job Order No. 49. The proposed modification no. 1 will provide for complete demolition of walls and ceilings of the men's and women's public restrooms, which was not anticipated in the initial walk-through. All walls and ceilings, including ceramic tile, will have to be replaced. This Modification No. 1 increases the Job Order by $16,779.06, from $9,378.25 to $26,157.31.

  As a matter of interest to the court, this modification requires court approval because it causes the total amount to exceed $25,000.00.

- **Contract Expenditures:** Within the last 12 months $1,227,732.72 has been spent against this contract.

- **Contract Modification Information:**
  Modification Amount: $16,779.06
  Modification Type: Construction

- **Solicitation-Related Information:**

  Solicitations Sent: N/A Responses Received: N/A

  HUB Information: Vendor is a HUB % 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.: Requisition No. 478408
  ☒ Funding Account(s): 525-1140-522-4506
  ☒ Total Project Budget: $26,157.31
  ☒ Construction Budget: $26,157.31
  ☐ Comments:

- **Statutory Verification of Funding:**
  ☐ Contract Verification Form: Funds Verified ____ Not Verified ____ by Auditor.

Rich 8-24

FACILITIES MANAGEMENT DEPARTMENT

Roger A. El Khoury, M.S., P.E., Director

1010 Lavaca St. Suite 400 • P.O. Box 1748, Austin, Texas 78767 • Phone: (512) 854-9661 • Fax: (512) 854-9226

MEMORANDUM

FMD Project: Post-08-09F-4M
FILE: 801

TO: Cyd V. Grimes, CPM, Purchasing Agent

VIA: Roger A. El Khoury, M.S., P.E., Director Roger Khoury

FROM: Lloyd A. Evans, Maintenance Division Director Lloyd Evans

DATE: August 24, 2009

RECEIVED TRAVIS COUNTY 2009 AUG 25 AM 9:55 PURCHASING OFFICE

SUBJECT: Repair/Rebuild Walls Ceilings, 2201 Post Road
Contract Modification Number 01, Architectural Habitat of Austin, Inc.
Contract No. 07K00307RV, Job Order #49

This Contract Modification Number 01 is for changes to the construction scope of work at the Post Road Mold remediation rebuild. The complete demolition of walls and ceiling to the Men and Women's Public Restroom was not anticipated at initial walk through. All walls and ceiling including ceramic tile will have to be replaced.

This Contract Modification will increase the contract by $16,779.06 from $9,378.25 to $26,157.31. Facilities Management Department (FMD) has reviewed and negotiated the cost for this Contract Modification and has determined that the cost is fair and reasonable.

Funds for this Contract Modification have been encumbered under requisition number 478408. Facilities Management Department recommends approval.

In accordance with the procedure to secure the approval of this Contract Modification this request is being forwarded along with the supporting documents for Commissioners Court approval on September 1, 2009. If approved, please issue a fully executed Contract Modification Number 01 to Architectural Habitat of Austin, Inc. Please call Lloyd Evans at extension 44773 if you have any questions.

ATTACHMENTS:
1. Three signed originals of Contract Modification Number 01
2. Supporting documents

COPY TO:
Amy Draper, CPA, Financial Manager, FMD
Richard Villareal, Purchasing Agent Asst. IV, TCPO

PROJECT NAME: POST ROAD REMEDIATION		ARCHITECTURAL HABITAT
		1707 WEST KOENIG LANE
ATTN: LLOYD EVANS		AUSTIN, TX 78756
		512/458-2190 (FAX) 458-2199
BID DATE: 8-19-09		arch_habitat@sbcglobal.net
		WWW.ARCHITECTURAL
		HABITAT.COM
	PROPOSAL	
		TOTAL
FINAL CLEAN		$ 200.00
TRASH HAULS		$ 320.00
SUPERVISION		$ 1,000.00
DRYWALL/ACCOUSTICAL		$ 5,560.00
WALL FINISHES		$ 1,576.00
FLOORING		$ 3,697.00
ELECTRICAL - SEE PROPOSED LIGHTING ALT. BELOW		$ 1,575.00
SUBTOTAL COST - ARCHITECTURAL HABITAT		$ 13,928.00
PROFIT/OVERHEAD:		$ 2,089.20
BOND FEE (ENTIRE JOB):		$ 761.86
GRAND TOTAL:		$ 16,779.06
ADD ALT: : ADD (10) COMPACT FLUOR. CAN LIGHTS		$1,077.90 ADD
		WITH BOND
EXCLUDED ARE:		INCL.
1	ANY PLUMBING	
2	SMOKE DETECTORS	
3	TOILET ACCESSORIES, MIRRORS, TOILET STALLS	
4	ANYTHING NOT LISTED IN ABOVE PROPOSAL	
BY: JAN CANNADAY	ARCHITECTURAL HABITAT OF AUSTIN	
DATE: 8-11-09		

TRAVIS COUNTY CONSTRUCTION CHANGE ORDER

CHANGE ORDER No. 01:

CONTRACTOR:
Architectural Habitat of Austin
1707 W. Koenig Ln
Austin, TX 78756
(512) 244-2293 / Fax (512)388-2665

PROJECT:
Repair/Rebuild Walls Ceilings, 2201 Post Rd.
Austin, Texas
Contract No. 07K00307RV - Job Order #49

ISSUED BY:
Travis County Purchasing Office
314 West 11th Street, Rm. 400
Austin, TX 78701
(512) 854-9700 / Fax (512) 854-9185

PROJECT MANAGER:
Travis County Facilities Management Department
1010 Lavaca St., Suite 400
Austin, TX 78701
(512) 854-4773 / Fax (512) 854-6649

DESCRIPTION OF CHANGES:

1. Pursuant to the Texas Local Government Code Section 262.031, the County and the Contractor hereby modify the Construction Contract (including plans and specifications), in accordance with the changes outlined in the pages attached to this modification, incorporated herein as if set out at length.

2. The Contractor agrees to provide supervision, labor and material in general compliance with the contract documents and as specifically described in the attachments.

3. This Change Order includes the following Changes to the Work. Refer to the attachments, as applicable.
   A. Increased Scope of Work, Men' and Women's Public Restrooms $ 16,779.06

Except as provided herein, all terms, conditions, and provisions of the above referenced contract as heretofore amended, remain unchanged and in full force and effect. Contractor agrees that by executing this Change Order he has been fully compensated for the Work (cost and schedule impact) that is the subject of this Change Order.

The original Contract Sum was	$9,378.25
Net change by previously authorized Change Orders	0.00
The total contract sum prior to this Change Order	9,378.25
The total contract sum will be increased by this Change Order	16,779.06
The total contract sum including this Change Order	26,157.31
The Contract Time will be:	14 days
The Substantial Completion Date for the Project as of this Change Order is	Sept 4, 2009

AGREED TO: Architectural Habitat of Austin
Signed: Jan Cannaday 8.13.09
By: Jan Cannaday Date
President

RECOMMENDED BY: Facilities Management
Signed: Roger A. El Khoury 8/24/09
By: Roger A. El Khoury, M.S., P.E. Date
Director

RECOMMENDED BY: Facilities Management
Signed: Lloyd Evans 8.17.09
By: Lloyd A. Evans, Maint Div Date
Project Manager

AUTHORIZED BY: Travis Co. Purchasing Office
Signed: Cyd V. Grime 8/31/09
By: Cyd V. Grimes, C.P.M. Date
Purchasing Agent

APPROVEDBY: Travis Co. Commissioners Court

Signed: _____
By: Samuel T. Biscoe Date
County Judge

EAGLE INTERIORS INC
10306 Cara Cara
Austin, Texas 78750
(512) 219-5253
Fax (512) 331-6704

PROPOSAL

No.
Date 8-6-09
Sheet No.

Proposal Submitted To:

Name Architectural Habitat
Street 1707 Koenig Ln.
City Austin, TX
Phone Attn: Mike Baker

Work To Be Performed At:

T.C. Post Rd. Housing Authority
First floor restrooms
Street Post rd
City Austin, TX
Date of Plans 8-6-09 Architect -

We hereby propose to furnish the materials and perform the labor necessary for the completion of

Demo:
1. Remaining ceramic tile and sheetrock on east and west walls.
2. Grid and tile.
3. Remnants of plumbing chase wall.
4. 70 l.f. cut and clean up remaining drywall, framing demolition from abatement. $770.

Drywall:
1. New 1 5/8" double plumbing chase wall with greenboard, wood blocking.
2. Add new studs, track and sheetrock on east and west wall.
3. Add studs, sheetrock and insulation up to 6' on north and south walls.
4. Patch studs, sheetrock, insulation on entry foyers, janitor walls.
5. Patch studs, sheetrock to 9' on corr. wall. $3,540.

Acoustical:
1. New grid and tile to match in restrooms, foyers, janitor closet. $1,250.

Excludes: Sales tax, dumpster.

All material is guaranteed to be as specified, and the above work to be performed in accordance with the drawings and specifications submitted for above work and completed in a substantial workmanlike manner for the sum of Dollars ($ 5,560.00)

with payments to be made as follows:

Any alteration or deviation from above specifications involving extra costs, will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance upon above work. Workmen's Compensation and Public Liability Insurance on above work to be taken out by

Respectfully submitted

Per Jomo Wills

Note–This proposal may be withdrawn by us if not accepted within days.

ACCEPTANCE OF PROPOSAL

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature

Date

Signature

ACTION DECORATING INC.

Commercial & Residential Painting

1201 Kramer Lane
Austin, Texas 78758
512-491-8900
512-491-5003 (fax)

August 9, 2009

Architectural Habitat of Austin, Inc.
Attn: Mike Baker

Re: Travis County – 2201 Post Rd. 1st floor – remediation - **RESTROOMS**

Dear Mike,

Our bid is based upon the following specifications:

1) **The scope of this project – REGULAR HOURS**

   a) **Mask floor coverings and base to remain – protect from paint**
   b) **Patch walls effected by demo**
   c) Tape, float, prime and paint new walls
   d) Tape and float new walls to receive tile
   e) Paint doors and frames
   f) **Non JOC items are shown in bold**

2) **Exclusions**
   g) Existing walls unless noted otherwise
   h) After hours

JOC Format	
Line item 20 - (tape and bed joints) – 1120 square feet x .25 =	$ 280.00
Line item 23 - (add finishes to stud partitions) – 736 square feet x .60 =	$ 441.60
Line item 40 – (latex application over existing walls) – 416 square feet x .45=	$ 187.20
Line item 45 – (paint door and frame) – 5 total x $75.00=	$ 375.00
Non JOC – (labor) – 9 man hours x $28 per hour =	$ 252.00
Non JOC – (materials)	$ 40.71
TOTAL	**$ 1,576.31**

Date: August 9, 2009

Date:

for Action Decorating

for Architectural Habitat of Austin, Inc.

CAPITAL OF TEXAS FLOORING, LLC
500 VICTOR STREET, SUITE 800 * AUSTIN, TEXAS 78753
OFFICE: (512) 837-5100 * FAX: (512) 837-5102

** PROPOSAL **

QUOTE NUMBER: 080609-7

DATE: 8/6/2009

ARCHITECUAL HABITAT
1707 W. KOENIG LN.
AUSTIN, TX. 78746
PH# 512-458-2190 FAX# 512-458-2199
ATTN: MIKE BAKER

RE: TRAVIS CO. POST RD. RESTROOMS

LABOR	QUANTITY	UNIT PRICE	TOTAL
INSTALL WALL TILE	450 SF	$4.05	$1,822.50
INSTALL TILE BASE	100 LF	$2.70	$270.00
INSTALL VCT	90 SF	$1.35	$121.50
INSTALL RUBBER BASE @ VCT	1 MIN	$47.25	$47.25

MATERIALS	QUANTITY	UNIT PRICE	TOTAL
FURNISH WALL TILE	450 SF	$2.03	$911.25
FURNISH TILE BASE	210 PC	$1.89	$396.90
FURNISH VCT (MATCH EXISTING)	1 BX	$47.25	$47.25
FURNISH RUBBER BASE (MATCH EXISTING)	1 BX	$81.00	$81.00

SUBTOTAL	$3,697.65
SALES TAX	
TOTAL	$3,697.65

EXCLUSIONS:

* Includes standard shipping of all materials.
* Testing or monitoring moisture content of both materials and site conditions
* Waxing and Floor Protection unless noted otherwise.
* Major floating or prep work of existing slab.

We thank you for this opportunityand look forward to working with you on this project. If you have any further que
please do not hesitate to call.

Respectfully Submitted,

Tony Sobaski
Capital of Texas Flooring , LLC.
By: Tony Sobaski, President

ACCEPTED BY:

_____

GLOBAL ELECTRIC SERVICES, INC.

August 10, 2009
Architectural Habitat of Austin, Inc.
1707 W. Koenig Lane
Austin, Tx 78756

ELECTRICAL BID PROPOSAL
POST ROAD BATHROOM REMODEL

Base Bid Includes:

1. Removal of 8-4' Strip lights and 2-2' strips.
2. Provide and install Temporary lighting for both restrooms
3. Reattach 3-J-boxes to the metal studs, Pull the device out for sheetrock then replace device once sheetrock is in.
4. Replace 2-Existing plugs with GFI's
5. Re-install 8-4' strips and 2-2' strips once wall is finished
6. Replace all lamps

Base Bid Excludes:

1. Tax on Material and Labor
2. Permit
3. New Ballasts for fixtures
4. All Utility Fees
5. Temporary Power to Sub-Contractors Trailers.
6. Communications, Fire Alarm and Security Systems and Cabling.
7. Control Wiring

Base Bid Price: $1,575.00

Add Alternate#1: Replace all ballasts in existing fixtures (10 total) $600 or $60 each
Add Alternate#2: Provide and install (10) New Compact Fluorescent Can Lights to replace existing lighting $910.00

NOTE: All bids are good for 30 days from above date.
NOTE: All Material Prices are subject to increase due to the floating price of Materials.Thank you for giving us this opportunity to bid the above project. If you have any questions, please do not hesitate to call.

Sincerely,
Global Electric, Inc.
Clint Tyler
Estimator

912 PRAIRIE TRAIL AUSTIN, TEXAS 78758
PHONE (512) 873-9416 • FAX (512) 873-7821

PURCHASE REQUISITION NBR: 0000478408

STATUS: READY FOR BUYER PROCESS

REQUISITION BY: MARGIE SOLANO

REASON: MODIFY PO # 423906 MOLD EVENT POST ROAD

DATE: 8/12/09

SHIP TO LOCATION: HUMAN RESOURCES MGT.

SUGGESTED VENDOR: 9584 ARCHITECTURAL HABITAT AUSTIN

DELIVER BY DATE: 8/14/09

LINE NBR	DESCRIPTION	QUANTITY	UOM	UNIT COST	EXTEND COST	VENDOR PART NUMBER
1	JO#49, INCREASE SCOPE OF WORK 2201 POST ROAD COMMODITY: MISCELLANEOUS SERVICES SUBCOMMOD: INS/LOSS/CLAIM/INTERL PRO	15940.11	DOL	1.0000	15940.11	
2	RETAINAGE COMMODITY: MISCELLANEOUS SERVICES SUBCOMMOD: INS/LOSS/CLAIM/INTERL PRO	838.95	DOL	1.0000	838.95	

REQUISITION TOTAL: 16779.06

A C C O U N T I N F O R M A T I O N

LINE #	ACCOUNT		PROJECT	%	AMOUNT
1	52511405224506	LOSS & CLAIMS EXPENSES INTERNAL PROPERTY	AR0615 REMEDIATION-MOLD	100.00	15940.11
2	52511405224506	LOSS & CLAIMS EXPENSES INTERNAL PROPERTY	AR0615 REMEDIATION-MOLD	100.00	838.95
					16779.06

REQUISITION IS IN THE CURRENT FISCAL YEAR.

Last Updated 09-03-09 at 4:52pm

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

19

Approved by: Cyd V. Grimes 9/1/09 MB

Voting Session: Tuesday, September 8, 2009

REQUESTED ACTION: APPROVE MODIFICATION NO. 13 TO CONTRACT NO. PS980170JJ, CLEAN AIR FORCE OF CENTRAL TEXAS, FOR IMPROVING AIR QUALITY SERVICES. (TNR)

Points of Contact:

Purchasing: David Walch
Department: TNR, Joseph Gieselman, Executive Manager;
County Attorney (when applicable): John Hille
County Planning and Budget Office: Leroy Nellis
County Auditor's Office: Susan Spataro And Jose Palacios
Other: N/A

Purchasing Recommendation and Comments: Purchasing concurs with department and recommends approval of requested action. This procurement action met the compliance requirements as outlined by statutes.

Since the group's inception in 1996, Travis County through this agreement with The Clean AIR Force of Central Texas (CTF), has worked together with five (5) other counties involved in this project. The project is focused in finding workable solutions for improving air quality in Central Texas. They also provide a clearinghouse for the latest information and guidance on air quality initiatives to the community.

This modification no. 13 replaces and "Attachment A, Scope of Services", and clarifies the deliverables for the FY2009 contract term.

Modification 12 incorporated FY2008 deliverables into the contract by incorporating "Attachment A, Scope of Services" in the contract.

Modification no. 11 modified the current contract by deleting and replacing the terms and conditions of the contract to include the auto renewal provision.

Amendment / Modifications numbers one (1) through ten (10) were presented to the court by TNR to renew the agreement, approve the budget and authorize payment of services.

- **Contract Expenditures:** Within the last 12 months $10,000.00 has been spent against this contract.

  ☐ Not applicable

- **Contract-Related Information: N/A**

  Award Amount: $16,656.00 _ (Not-to-Exceed)
  Contract Type: (Professional Services Agreement)
  Contract Period: 05/29/98 - 09/30/99

- **Contract Modification Information:**

  Modification Amount: 10,000.00 (See Additional Procurement Comments)
  Modification Type: Expiration Terms
  Modification Period: 10/01/07 – until terminated

- **Solicitation-Related Information:**

  Solicitations Sent: N/A Responses Received: N/A
  HUB Information: Not Applicable % HUB Subcontractor: N/A

- **Special Contract Considerations: N/A**

  ☐ Award has been protested; interested parties have been notified.
  ☐ Award is not to the lowest bidder; interested parties have been notified.
  ☒ Comments: **This contract has an annual $10,000.00 fee, previously set by the court.**

- **Funding Information: N/A**

  ☒ Purchase Requisition in H.T.E.: **478767**
  ☒ Funding Account(s): **001-4908-628-6099**
  ☐ Comments: Not Applicable at this time.

Statutory Verification of Funding: N/A

☐ Contract Verification Form: Funds Verified _ Not Verified ____ by Auditor.

MODIFICATION OF CONTRACT NUMBER: PS980170JJ –Clean Air Force of Central Texas

ISSUED BY: PURCHASING OFFICE 314 W. 11TH ST., RM 400 AUSTIN, TX 78701	PURCHASING AGENT ASST: **David Walch** TEL. NO: (512) 854-9700 FAX NO: (512) 854-9185	DATE PREPARED: **July 17, 2009**
ISSUED TO: Clean Air Force of Central Texas P.O. Box 1088 Austin, Texas 78767 Attn: Deanna Altenhoff	MODIFICATION NO.: **13**	EXECUTED DATE OF ORIGINAL CONTRACT: **May 19, 1998**

ORIGINAL CONTRACT TERM DATES: 5/19/98 – 9/30/99 CURRENT CONTRACT TERM DATES: 10/1/07 – **until terminated**

FOR TRAVIS COUNTY INTERNAL USE ONLY:

Original Contract Amount: $35,000.00 Current Modified Amount $ 234,380

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. This agreement is hereby modified to delete "Attachment A, Scope of Services," in its entirety and replace it with "Attachment A, Scope of Services" Dated July 17, 2009, attached hereto, and made a part here of, which details the fiscal year 2009 deliverables.

2. This Modification does not change:
   a. The contractual rate is maintained at $10,000 per 12-month period,
   b. The contracts basic scope of services or purpose.

Note to Vendor:

[X] 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: CLEAN AIR Force of Central Texas BY: [signature] SIGNATURE BY: Tom Marston PRINT NAME TITLE: Board Chair ITS DULY AUTHORIZED AGENT	☐ DBA ☑ CORPORATION 501(c)(3) ☐ OTHER DATE: 8.04.09
TRAVIS COUNTY, TEXAS BY: [signature] CYD V. GRIMES, C.P.M., TRAVIS COUNTY PURCHASING AGENT	DATE: 8/31/09
TRAVIS COUNTY, TEXAS BY: SAMUEL T. BISCOE, TRAVIS COUNTY JUDGE	DATE:

Electric Lawnmower Discounts

Our 8th Annual Electric Lawnmower Discount Program took place this spring at two Home Depot locations and provided citizens with a 20% discount on corded and cordless model electric lawnmowers. Through the end of May we are also offering a $130 discount on Neuton Mowers, an online electric lawnmower retailer. This program encourages the purchase of electric vs. gas-powered lawn equipment and provides citizens with a place to recycle their old mowers.

High School Public Service (PSA) Contest Expanded in 2009

The High School PSA Contest was expanded in 2009 to include 15 high schools from Travis, Williamson and Hays Counties. The winner of the contest will have their 30-second air quality commercial aired on the top-rated TV stations in Central Texas during the 2009 Ozone Season.

Redesign of CLEAN AIR Force Website

In an effort to better serve the residents of Travis County and outlying counties, the CLEAN AIR Force is redesigning their website to make for a more user-friendly format enabling residents to easily find resources to air quality issues. The redesign also includes expanded educational content relating to air pollutants in Central Texas.

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

June 30, 2009

MEMORANDUM

TO: Cyd Grimes, County Purchasing Agent

FROM: For Joseph P. Gieselman, Executive Manager

SUBJECT: Amendment to Interlocal Agreement
For: Clean Air Force

TNR is requesting that your staff amend the following agreement:

CONTRACT	VENDOR	AMOUNT
PS980170JJ	Central Texas Clean Air Force	$10,000.00

Please amend the above referenced agreement to outline the deliverables for FY2009.

If you should have any questions, or need further information, please call Sydnia Crosbie at 854-7682.

SC:JPG:sc

102 Clean Air Force Council
Central Texas Clean Air Force – Vendor File

Attachment

RECEIVED
TRAVIS COUNTY
2009 JUN 31 PM 3:27
PURCHASING
OFFICE

P.O. Number : 427465
Change nbr : 1 Date : 8/27/09 WALCHD
Status : 6 RECEIVED - NO INVOICE
Type : P PURCHASE ORDER
Date : 8/26/09

Ordered . . . : 10000.00
Invoiced : .00
Liquidated : .00
Balance . . . : 10000.00

Vendor : 45167 CENTRAL TEXAS CLEAN AIR FORCE
Ship to . . . : Z1 TNR ADMIN - 11TH FLR
Invoice to . : AD AUDITOR
Buyer . . . . : CONTRACT
Confirm by : PAUL HELLIKER
Ship via . . . :
F.O.B. . . . . :
Freight . . . :
Contract nbr : PS980170JJ

Last rec : 8/26/09 CROSBIS
Last inv : 0/00/00
Freight amt :
Adjustment :
Sales tax : 0.00%
Addt'l tax : 0.00%
Retainage % : 0.00%
Deliver by : 8/18/09
Order Discount : 0.00%
User ID . . . : MCDONAC
Date posted : 8/26/09
Acct nbr : 00149086286099
Project :

Payment Discount : 0.00%
Terms : Nbr days disc due : Net :
Requisition Nbr : 0000478767 Date : 8/18/09
By : SYDNIA CROSBIE 854-9383

F2=Items F3=Exit F8=Remarks F9=Invoices F12=Cancel F13=Vendor inquiry
F16=Rec/Inv Comments F18=Receipt Inq F24=More Keys

Last Updated 09-03-09 at 4:52pm

23

Travis County Commissioners Court Agenda Request

Voting Session 9 / 8 / 09 (Date) Work Session _____ (Date)

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

B. Requested Text:

Consider and take appropriate action with regard to execution of a proposed First Amendment to Howard Lane II Trafalgar I, L.P. Property Road Construction Agreement, for the Howard Lane II Road Project located in Precinct One, and pertaining to a Final Settlement Agreement of three eminent domain cases, as previously approved by the Travis County Commissioners Court on July 21, 2009.

C. Approved by: _____
Commissioner Ron Davis, Precinct 1

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:

Joseph P. Gieselman, TNR	854-9383	Kevin Morse, Asst. CA	854-9513
Steve Manilla, P.E., TNR	854-9429	Gary Martin, Asst. CA	854-9510
Steve Sun, P.E., TNR	854-4660	Chris Gilmore, Asst. CA	854-9455
Greg Chico, TNR	854-4659		

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)

__X__ Contract, Agreement, Policy & Procedure

RECEIVED
COUNTY JUDGE'S OFFICE
09 SEP -3 PM 2:57

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.

c:\alldocs\agenreq159.doc

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

COURT DATE: 9 / 8 / 09

AGENDA ITEM #

MEMORANDUM

DATE: August 26, 2009

TO: Members of the Commissioners' Court

FROM: Joseph P. Gieselman, Executive Manager

SUBJECT: Proposed First Amendment to Howard Lane II Trafalgar I, L.P. Property Road Construction Agreement – Requested Approval and Execution

SUMMARY OF BRIEFING AND STAFF RECOMMENDATION

On July 21, 2009, the Travis County Commissioners Court received a briefing from Gary Martin, Assistant County Attorney, regarding a proposed settlement to three long-standing and ongoing condemnation cases. The three condemnation cases involved various tracts of property acquired for construction of the County project to upgrade Cameron Road, north of Howard Lane. The principal and controlling person behind ownership of the properties acquired via eminent domain is Mr. Keith Stone of Dallas, Texas. Titled ownership of the properties is held under: Kings Gate L.P., Bishops Field, L.P., and North Gate, L.P.

Discussions and negotiations over the past several years through Mr. Stone's counsel, Mr. Steve Adler of the local law firm Barron and Adler, ultimately led to a compromise and negotiated settlement, as outlined in the attached Exhibit "A". The terms of this settlement were considered by the Commissioners Court in late July 2009, and approved by the Court on that date. This agenda item is predominantly a formality – as the sole purpose of the item is for Court consideration of (1) approval, and (2) execution of the proposed amendment – at the request of the County Attorney's Office. TNR recommends approval and execution of the proposed Amendment as drafted by the County Attorney's Office.

FISCAL AND BUDGETARY IMPACT

The proposed Amendment would enable the County to bring final closure to three condemnation cases that have languished for approximately five years in various stages of completion. The fiscal impact of the proposed Amendment was outlined in detail for the Court during consideration of the Settlement Agreement approved on July 21, 2009. This agenda item seeks to obtain authority and direction in execution of the proposed Amendment, with such amendment containing the provisions and terms previously approved by the Commissioners Court. Project funding is located within account # 452 – 4941 – 759 – 8114, and a Purchase Order for payment of funds required by the Settlement Agreement has already been processed. A check in the amount of $38,883.00 (requested by the County Attorney's Office for payment in agreed condemnation settlement) is scheduled for release on Tuesday, September 1, 2009. Consequently, at this time, there are no additional fiscal or budgetary impacts related to the proposed Amendment.

ISSUES AND OPPORTUNITIES

The proposed Amendment serves to modify an existing Public / Private Partnership Agreement for construction of a future roadway (Howard Lane East) between Cameron Road and State Highway 130. The Amendment terms were derived from negotiations with the private party (Mr. Stone) in working to bring resolution to compensation disputes for property acquired for another County project built several years ago. This Amendment represents an opportunity for the County to end three outstanding condemnation suits, at a reasonable cost, and contractually bind the property owner to the terms and conditions negotiated by staff in the condemnation suits. The specific terms of the proposed Amendment are precisely those that were detailed and approved during previous Executive Session deliberations of the Commissioners Court.

REQUIRED AUTHORIZATION County Attorney – John Hille and / or Chris Gilmore

EXHIBITS (A) Settlement Agreement dated August 14, 2009 – previously approved by Comm. Court
(B) Proposed First Amendment to Property Road Construction Agreement

copy: Steve Manilla, P.E., Public Works Director
Steve Sun, P.E., CIP Manager
Greg Chico, Right-of-Way Manager
Kevin Morse, Asst. County Attorney
Gary Martin, Asst. County Attorney
Chris Gilmore, Asst. County Attorney

c:\alldocs\ccmm159.doc

EXHIBIT "A"

SETTLEMENT AGREEMENT

This settlement agreement is dated ~~July~~ August 14, 2009 and is by and between Travis County, Texas (Condemnor) and Kings Gate, L.P., Bishops Field, L.P. and North Gate, L.P (Condemnees) in reference to the following:

1. There are three condemnation cases pending in County Court at Law No. One in which Travis County is Condemnor and Condemnees are individually named (Causes No. GV-04-002557, GV-04-002558 and GV-04-002558). These Condemnation Proceedings describe the real property interests taken in the referenced Condemnation Petitions and Agreed Final Judgments attached hereto, all for the purposes of constructing, reconstructing, maintaining, widening, straightening, lengthening, and operating the Cameron Road project that includes a bridge and road widening with slope and drainage easements.

2. The Parties enter into this settlement agreement in order to provide for full settlement of all claims which are the subjects of the Condemnation Proceedings.

AGREEMENT

The Parties hereby agree as follows:

1. The parties agree to a full and final settlement on all three (3) condemnation proceedings for the cost of the taking and damages to the remainder properties of $175,000 as follows:

   a. $60,000 as a credit against the cost obligation of Trafalgar I, L.P. ("Trafalgar") under that Road Construction Agreement pertaining to "Howard Lane II Road Project" approved on April 7, 2009, ("Road Construction Agreement") described in paragraph 2. Contributions subparagraph (a) on page 4 thereof. [1]

   b. $76,117 as a credit for the combined Special Commissioners Awards that

[1] Keith Stone is the President of Trafalgar Corporation, the general partner of Trafalgar.

Trafalgar is hereby expressly recognized as being a third party beneficiary hereunder.

[SIGNATURE PAGES FOLLOW]

Approved:

Stephen I. Adler
Barron & Adler, L.L.P.
Attorney for Condemnees

Gary Duncan Martin
Assistant Travis County Attorney
Attorney for Condemnor

EXHIBIT "B"

FIRST AMENDMENT TO HOWARD LANE II TRAFALGAR I, L.P. PROPERTY ROAD CONSTRUCTION AGREEMENT

THIS FIRST AMENDMENT TO HOWARD LANE II TRAFALGAR I, L.P. PROPERTY ROAD CONSTRUCTION AGREEMENT (this "Amendment") is made to be effective as of July __, 2009, by and among TRAVIS COUNTY, TEXAS (the "County"), and TRAFALGAR I, L.P., a Texas limited partnership ("Property Owner").

RECITALS

A. County and Property Owner are parties to that certain Howard Lane II Trafalgar I, L.P. Property Road Construction Agreement which was approved by the Travis County Commissioner's Court on April 7, 2009, and executed on or about May 5, 2009 (as amended, the "RCA"), pursuant to which the parties agreed to, among other things, participate and contribute in and to a project to extend and otherwise improve Howard Lane across the Property Owner's property as more particularly described in the RCA.

B. On or about _____, 2009, the County and certain affiliates of Property Owner, namely, Kings Gate, L.P., Bishops Field, L.P. and North Gate, L.P. (collectively, "Condemnees"), entered into that certain Settlement Agreement pertaining to the condemnation by the County of certain properties owned by Condemnees (the "Settlement Agreement").

C. One of the agreed upon conditions contained in the Settlement Agreement was a credit to Property Owner of $60,000.00 to be applied against the Property Owner's payment obligations due and owing under the RCA, as set forth in paragraph 1(a) of the Settlement Agreement (such credit to be referred to herein as the "Credit").

D. Pursuant to paragraph 2 of the Settlement Agreement, the County and Property Owner have agreed to amend the RCA as hereinafter set forth to acknowledge the Credit and to amend certain definitions and terms of the RCA to recite the Credit to be applied against Property Owner's Pro Rata Share of the Total Costs of the Project and against Property Owner's Not-to-Exceed Amount.

E. Capitalized terms used herein and not otherwise defined shall have the meaning given those terms in the RCA.

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the County and Property Owner hereby agree as follows:

1. Recitals. The recitals above are incorporated hereby as if fully set forth in the text of this Amendment.

2. Property Owner's Pro Rata Share. Section 2(a) of the RCA is hereby amended to insert the following sentence to the end of such Section:

"Notwithstanding anything contained in this Agreement to the contrary (including without limitation, the Exhibits hereto), the County hereby agrees and acknowledges that Property Owner's Pro Rata Share due and owing under this Agreement shall be reduced by $60,000.00, which amount reflects a direct credit granted to Property Owner pursuant to that certain Settlement Agreement dated as of _____, 2009, by and between the County and Kings Gate, L.P., Bishops Field, L.P. and North Gate, L.P."

3. Property Owner's Not-to-Exceed Amount. The second sentence in Section 2(a) of the RCA is hereby amended and restated as follows:

The "Property Owner's Pro Rata Share" of the Total Costs shall be 2.31% of the Total Costs, subject to the $60,000.00 credit referenced in this paragraph 2(a) and subject to the limitation that the Property Owner's Pro Rata Share of the Total Costs shall not exceed One Hundred Forty Eight Thousand and No/100 Dollars ($148,000.00) (the "Property Owner's Not-to-Exceed Amount").

4. Performance Deed of Trust. It is hereby expressly agreed and acknowledged by the parties hereto that the Mortgaged Property to be encumbered by the Performance Deed of Trust (to the extent that Property Owner elects to deliver such Performance Deed of Trust in accordance with Section 2(c) of the RCA) shall be required to have an appraised value, as established by the then latest available Travis County CAD tax statement, in an amount equal to $177,600.00.

5. Exhibit B. The references to "$208,000.00" in Exhibit B to the RCA are hereby amended and replaced to be "$148,000.00".

6. Continued Effect. Except as amended hereby, the RCA shall remain in full force and effect in accordance with its original terms. In the event of a conflict between the terms and conditions of this Amendment and the RCA, this Amendment shall govern.

7. Counterparts. This Amendment may be executed in any number of counterparts which, when taken together, shall constitute one and the same agreement. Any counterpart may be executed and delivered by facsimile or email transmission.

[Signature pages immediately follow.]

IN WITNESS WHEREOF, this Amendment has been executed to be effective as of the date first written above.

COUNTY:

_____
Samuel T. Biscoe
County Judge
Date: August ___, 2009

PROPERTY OWNER:

TRAFALGAR I, L.P.

By: Trafalgar Corporation, its general partner

_____
By: Keith Stone, its President
Date: August 3, 2009

Agenda Item No. 26

TRAVIS COUNTY COMMISSIONERS COURT AGENDA REQUEST

Work Session_____ Voting Session: **September 8, 2009**

I. A. Request made by: **Dana DeBeauvoir, County Clerk**
(Elected Official/Appointed Official/Executive Manager/County Attorney)

B. Requested Text:

Take appropriate action to set a public hearing on September 15, 2009 to discuss the annual written plans for the 028 Records Management Preservation Fund and 057 County Clerk's Records Archival Fund and publish the appropriate notice as required by 118.025 of the Local Government Code.

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:

Planning and Budget	**49694**
RMCR	**49575**
County Attorney	**49415**
Purchasing	**49700**
Auditor	**49125**

RECEIVED
COUNTY JUDGE'S OFFICE
09 AUG 25 PM 3: 31

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.

Item # 27

Travis County Commissioners Court Agenda Request

Meeting Date: September 8, 2009

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

B. Specific Agenda Language:

CONSIDER AND TAKE APPROPRIATE ACTION ON RENEWAL BOND FOR VISITING JUSTICE OF THE PEACE, ROBERT DALE JONES.

C. Sponsor: _____
County Commissioner or County Judge

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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.

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.

Last Updated 09-03-09 at 4:52pm

HOME OFFICE
2100 FLEUR DRIVE
DES MOINES, IOWA 50321-1158
(800) 678-8171
FAX (515) 243-3854

MERCHANTS BONDING COMPANY

AUSTIN OFFICE
P. O. BOX 26720
AUSTIN, TEXAS 78755
(800) 678-8171
FAX (515) 243-0344

CONTINUATION CERTIFICATE

(to be filed with the obligee)

TX 597225	$5,000.00	Justice of the Peace
BOND NO.	AMOUNT	DESCRIPTION

OBLIGEE Travis County Judge

THE MERCHANTS BONDING COMPANY (MUTUAL), Des Moines, Iowa, hereby continues in force Bond for

PRINCIPAL Robert Dale Jones

DBA

All liability under this Continuation Certificate is effective 10/09/09 and terminates midnight 10/06/13

This continuation is executed upon the express condition that the Company's liability under said Bond and this and all continuations thereof shall not be cumulative and shall in no event exceed in the aggregate the largest single amount named in the Bond, the endorsement attached thereto, or any continuation certificate.

Witness the signature of its President under the corporate seal on 08/01/2009

MERCHANTS BONDING COMPANY (MUTUAL)

Attest:

William Warner Jr.
Secretary

MERCHANTS BONDING COMPANY (MUTUAL) INCORPORATED -o- 1933

Larry Taylor
President

CERTIFICATION

I hereby certify that the following is a true and correct copy of Section 7 and Section 9 of Article 2 of the Amended and Substituted By-laws of Merchants Bonding Company (Mutual) duly adopted and recorded to-wit: Section 7 - "The Chairman of the Board or President or any Vice President or Secretary or Treasurer or any Assistant Vice President or any Assistant Secretary shall have power and authority to execute on behalf of the Company and attach the Seal of the Company thereto, bonds and undertakings, recognizances, contracts of indemnity and other writings obligatory in the nature thereof" and Section 9 - "The signature of any authorized officer and the Seal of the Company may be affixed by facsimile to any Power of Attorney or Certification thereof authorizing the execution and delivery of any bond, undertaking, recognizance, or other suretyship obligations of the Company, and such signature and seal when so used shall have the same force and effect as though manually fixed".

I further certify that the following are duly elected officers of the Company: Larry Taylor, President; and William Warner, Jr., Secretary.

IN TESTIMONY WHEREOF, I have hereunto set my hand as President and affix the Corporate Seal of the MERCHANTS BONDING COMPANY (MUTUAL) this 1st day of August, 2009.

MERCHANTS BONDING COMPANY (MUTUAL)

Attest:

William Warner Jr.
Secretary

MERCHANTS BONDING COMPANY (MUTUAL) INCORPORATED -o- 1933

Larry Taylor
President

On this 1st day of August, 2009 before me appeared Larry Taylor, to me personally known, who being by me duly sworn did say that he is President of the MERCHANTS BONDING COMPANY (MUTUAL), the corporation described in the foregoing instrument, and that the Seal affixed to the said instrument is the Corporate Seal of the said Corporation and that the said instrument was signed and sealed in behalf of said Corporation by authority of its Board of Directors.

Witnessed to and subscribed by me on 08/01/2009

Cindy Smyth
Notary Public, Polk County Iowa

CINDY SMYTH
Commission Number 173604
My Commission Expires
March 16, 2012

SUP 0012-0001 (2/09)

Dragoo Insurance Agency

Wormley-Mitchell/GC Companies * PO Box 81606 * Austin, TX 78708

---------- INVOICE ----------

Travis County Justice of the Peace
c/o Dan Mansour TCAB 100
PO Box 1748
Austin, TX 78767

Invoice Date 08/13/09
Invoice No. 133876
Bill-To Code TRACO19
Client Code TRACO19
Inv Order No. 7*105102

Named Insured: Robert Dale Jones

Amount Remitted: $

Please return this portion with your payment.

Make checks payable to: Dragoo Insurance Agency

Effective Date	Policy Period	Coverage Description	Transaction Amount
10/06/09	10/06/09 to 10/06/13	Merchants Bonding Co. Policy No. APPTX597225 Renewal Business - Surety Bonds	188.00
		Public Official Bond Renewal for Robert D Jones, Justice of the Peace. Please remit premium payable to: Dragoo Agency. Thank you, we appreciate your business.....	
		Invoice Number: 133876 Amount Due:	188.00

***Premiums Due and Payable on Effective Date**

Josie Zavala - Fwd: Travis County Justice of the Peace - Invoice Attached for Robert Jones - Policy TX597225 Expiration Date 10/06/2009 Coverage Surety Bonds

From: Margie Solano
To: Josie Zavala
Date: 8/13/2009 2:16 PM
Subject: Fwd: Travis County Justice of the Peace - Invoice Attached for Robert Jones - Policy TX597225 Expiration Date 10/06/2009 Coverage Surety Bonds
Attachments: Robert Jones Invoice.pdf; Robert Jones Continuation Certificate.pdf

>>> "Carla White" <CW@gcc.bz> 8/13/2009 2:10 PM >>>
Good Afternoon Ms. Margie. Attached please find invoice and copy of renewal continuation certificate for Judge Robert Jones.

Sincerely,

Carla White
Wormley Mitchell & Assocs.
P.O. Box 81606, Austin, TX 78708
11442 N IH 35, Austin, TX 78753
Direct: 512-628-8413
Phone: 512-837-5770, ext. 413
Fax: 512-837-6651
cw@gcc.bz

From: rjones1034@aol.com [mailto:rjones1034@aol.com]
Sent: Wednesday, August 12, 2009 11:47 AM
To: Carla White
Subject: (Pls send renewal to Travis Cty) Re: Travis County Justice of the Peace - Please advise if Renewal Bond is Required. Thank you. Policy TX597225 Expiration Date 10/06/2009 Coverage Surety Bonds

Please send renewal to Travis Conty . thank you

-----Original Message-----
From: Carla White <CW@gcc.bz>
To: rjones1034@aol.com
Cc: Margie.Solano@co.travis.tx.us
Sent: Wed, Aug 12, 2009 11:06 am
Subject: Travis County Justice of the Peace - Please advise if Renewal Bond is Required. Thank you. Policy TX597225 Expiration Date 10/06/2009 Coverage Surety Bonds

Good Morning Judge Jones. Your Public Official Bond for Justice of the Peace referenced above will expire 10/06/09.

We are in receipt of the renewal continuation certificate and need to know if renewal is desired.

Please advise if renewal is needed so that we may send invoice to the county for the renewal term.

Should you have any questions, please feel free to give me a call.

Thank you, we appreciate your business.....

Sincerely,

Carla White
Wormley Mitchell & Assocs.
P.O. Box 81606, Austin, TX 78708
11442 N IH 35, Austin, TX 78753
Direct: 512-628-8413
Phone: 512-837-5770, ext. 413
Fax: 512-837-6651
cw@gcc.bz

VS # 28

TRAVIS COUNTY COMMISSIONERS' COURT

AGENDA REQUEST

Please consider the following item for: September 8, 2009

VOTING SESSION X EXECUTIVE SESSION _____

I. A. Request made by Susan Spataro, Travis County Auditor SOS
Phone Number 854.9125

B. Requested Text:

A. Receive FY '08 audit reports for Emergency Services District (ESD) #1, #3, #4, #5, #6, #10, #11, #13, #14; FY '07 audit reports for ESDs #10, #13 and #14.

_____
County Judge or Commissioner

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). See attached memo.

B. Have the agencies affected by this request been invited to attend the Voting Session. Yes ____ No x

Please list those contacted and their phone numbers:

_____ _____
_____ _____
_____ _____
_____ _____
_____ _____

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III. PERSONNEL

_____ A change in your department's personnel

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

All agenda requests and backup materials must be submitted to County Judge's office by Mondays, 5:00 p.m. for next week's meeting.

TRAVIS COUNTY
AUDITOR'S OFFICE

SUSAN A. SPATARO, CPA, CMA
COUNTY AUDITOR

TRAVIS COUNTY
ADMINISTRATION BUILDING
P.O BOX 1748
AUSTIN, TX. 78767
(512) 854-9125
FAX: (512) 854-9164

To : Sam Biscoe, County Judge

From : Kimberly Walton, Financial Manager Kimberly Walton

Date : August 31, 2009

Re: Audit Reports from ESDs

The Texas Health and Safety Code Chapter 775.082 requires all Emergency Services Districts to submit an audit report to the Commissioners' Court by June 1 of each year. We have recently received the following audited ESD financial statements. A copy of the audited financial statements for the Commissioners' Court is attached. We have reviewed the audit reports and believe they are ready to be placed on the agenda for acceptance. We do not believe these have been placed on any previous Court agenda. Therefore, please place the reports on the agenda to record their receipt in the minutes.

ESD#	Fiscal Yrs.
#1	FY 2008
#3	FY 2008
#4	FY 2008
#5	FY 2008 **
#6	FY 2008
#10	FY 2007, FY 2008
#11	FY 2008
#13	FY 2007**, FY 2008
#14	FY 2007**, FY 2008

** Financial statements excluded budgetary comparison, see below.

** Please note, financial statements for ESD # 5 for the year ended December 31, 2008, does not include a budgetary comparison. A budgetary comparison is not a required part of the financial statements but is a supplementary information requirement. When contacted earlier this year, the ESD indicated that they were unaware of the requirement to adopt a budget and will do so in future years. This audit was underway at that time. There were no other issues brought to light with these financial statements. Also, the audited financial statements for ESD #13 and ESD#14 for FY 2007 do not include a budgetary comparison. However, these ESDs were contacted and have provided a budgetary comparison for that fiscal year, which is included in this package.

We have included an agenda request for the reports listed above. Please don't hesitate to contact me at 854-9125 if you have any questions.

28 a

TRAVIS COUNTY EMERGENCY SERVICES DISTRICT # 10
STATEMENT OF 2007 BUDGET TO ACTUAL COMPARISON
December 31, 2007

	Statement of Net Assets	2007 Budget	Over (Under)
REVENUES			
Property taxes	$ 1,068,050	$ 922,857	$ 145,193
Investment earnings	11,286	9,010	2,276
ESD #9 agreement	140,000		140,000
Grant income	54,000		54,000
Gain on sale of assets	585		585
Other income	1,742		1,742
Total revenues	$ 1,275,663	$ 931,867	$ 343,796
EXPENDITURES			
Contracting funding - CE-BAR VFD	$ 712,550	$ 712,550	-
Contingency - CE-BAR VFD	55,000	0	55,000
Equipment & Station Cost:			-
Depreciation	191,094		191,094
Interest	72,837		72,837
Station lease payment		109,876	(109,876)
Engine 2 lease payment		39,488	(39,488)
Engine 1 lease payment		41,199	(41,199)
New tanker lease payment		19,512	(19,512)
New brush truck lease payment		22,065	(22,065)
Total equipment & station costs	263,931	232,140	31,791
Appraisal district fees	4,293	3,800	493
Tax collection fees	3,409	3,409	-
Annual audit fee		500	(500)
Public notices	1,250	126	1,124
Dues & memberships		636	(636)
Miscellaneous expenses	193	223	(30)
Communication equipment	5,989		5,989
Total expenditures	$ 1,046,615	$ 953,384	$ 93,231
Excess of revenues over expenditures	$ 229,048	$ (21,517)	$ 250,565

Last Updated 09-03-09 at 4:52pm

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AUDITORS OFFICE

TRAVIS COUNTY

EMERGENCY SERVICES DISTRICT # 10

REPORT ON EXAMINATI0N

DECEMBER 31, 2007

TILSON LYNCH & COMPANY

3445 Executive Center Dr., Suite 250, Austin, Texas 78731
Phone 512.346.4499 • Fax 512.346.4554 • accountant@tilsonlynch.com

INDEPENDENT AUDITORS' REPORT

Commissioners
Travis County Emergency Services District # 10
Austin, Texas

We have audited the Statement of Net Assets and Governmental Fund Balance Sheet of Travis County Emergency Services District # 10 (TCESD # 10) as of December 31, 2007 and the Statement of Activities and Governmental Fund Revenues, Expenditures, and Changes in Net Assets for the year then ended. All information included in these financial statements is the responsibility of TCESD # 10's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of TCESD # 10 as of December 31, 2007, and the respective changes in financial position for the year then ended in conformity with accounting principles generally accepted in the United States of America.

The management's discussion and analysis on page three is not a required part of the basic financial statements but is supplementary information required by accounting principles generally accepted in the United States of America. We applied certain limited procedures, which consisted principally of inquires of management regarding the methods of measurement and representation of the required supplementary information. However we did not audit the information and express no opinion on it.

TCESD # 10 has not presented a budgetary comparison schedule that accounting principles generally accepted in the United States of America has determined is necessary to supplement, although not be a required part of, the basic financial statements. The absence of a budgetary comparison does not affect our conclusion on the fair presentation of the basic financial statements.

Tilson Lynch & Company LLP

February 4, 2009

TRAVIS COUNTY EMERGENCY SERVICES DISTRICT # 10

Management's Discussion and Analysis

Our discussion and analysis of TCESD # 10's financial performance provides an overview of the district's financial activities for the fiscal year ended December 31, 2007. Please review this discussion and analysis in conjunction with the district's basic financial statements which begin on page 4.

Property tax revenue in 2007 totaled approximately $1,068,000 an increase of $152,000, or 16.5% over 2006 property tax revenue of approximately $916,000. The tax rate was $.10 per $100 valuation in both 2007 and 2006. There was an increase in net taxable property from 2007 to 2006 of approximately 13%.

CE-BAR Volunteer Fire Department total expenses in 2007 funded by TCESD # 10 were $767,000 as compared to expenses funded in 2006 of $596,000 for an increase of 28%. A portion of the 2007 funding, or $55,000 was supplementary or contingency funding connected to funding a shortfall in 2006 payroll expenses ($25,000) incurred by the fire department. The balance of the contingency funding, $30,000, was a request for additional funding by the fire department that was funded in November 2007.

TCESD # 10's excess of revenues over expenditures for 2007 was $229,000 as compared to 2006 when revenues exceeded expenditures by $162,000. This resulted in an increase of $67,000 from 2006 to 2007.

TCESD # 10 acquired all of the fire apparatus owned by CE-BAR Volunteer Fire Department in June 2006. The net book value of the equipment when acquired was $1,230,550. The equipment financing was assumed by TCESD # 10. Please see the accompanying footnotes for more information on the equipment financing.

The unrestricted net assets of TCESD # 10 at December 31, 2007 totaled $1,646,700 as compared to $1,269,000 at December 31, 2006. This resulted in an increase in unrestricted net assets of $377,700 during 2007.

TRAVIS COUNTY EMERGENCY SERVICES DISTRICT #10
STATEMENT OF NET ASSETS and
GOVERNMENTAL FUNDS BALANCE SHEET
December 31, 2007

	General Fund	Total	Adjustments	Statement of Net Assets
ASSETS				
Current Assets				
Cash - Compass	$ 680,763	$ 680,763		$ 680,763
Property taxes receivable	503,769	503,769		503,769
Accounts receivable - truck	917	917		917
Capital assets - net of accumulated depreciation	-	-	1,980,027	1,980,027
Total Assets	$ 1,185,449	$ 1,185,449	$ 1,980,027	$ 3,165,476
LIABILITIES				
Lease payable - fire station	$ -	$ -	$ 951,671	$ 951,671
Lease payable - engine # 1	-	-	234,624	234,624
Lease payable - engine # 2	-	-	216,156	216,156
Lease payable - tanker	-	-	105,919	105,919
Lease payable - brush truck	-	-	111,452	111,452
Total Liabilities	$ -	$ -	$ 1,619,822	$ 1,619,822
NET ASSETS				
Unrestricted net assets	$ 1,185,449	$ 1,185,449		$ 1,185,449
Invested in capital assets, net of debt	-	-	360,205	360,205
Total Net Assets	$ 1,185,449	$ 1,185,449	$ 360,205	$ 1,545,654
Total Liabilities & Net Assets	$ 1,185,449	$ 1,185,449	$ 1,980,027	$ 3,165,476

The accompanying are an integral part of these financial statements

TRAVIS COUNTY EMERGENCY SERVICES DISTRICT # 10
STATEMENT OF ACTIVITIES AND GOVERNMENTAL FUND REVENUES, EXPENDITURES AND CHANGES IN NET ASSETS
December 31, 2007

	General Fund	Total	Adjustments	Statement of Net Assets
REVENUES				
Property taxes	$ 1,068,050	$ 1,068,050	$ -	$ 1,068,050
Investment earnings	11,286	11,286	-	11,286
ESD # 9 agreement	140,000	140,000	-	140,000
Grant income	54,000	54,000	-	54,000
Gain on sale of assets	585	585	-	585
Other income	1,742	1,742	-	1,742
Total revenues	$ 1,275,663	$ 1,275,663	$ -	$ 1,275,663
EXPENDITURES				
Contract funding - CE-BAR VFD	$ 712,550	$ 712,550	$ -	$ 712,550
Contingency - CE-BAR VFD	55,000	55,000	-	55,000
Depreciation	-	-	191,094	191,094
Interest	72,837	72,837	-	72,837
Appraisal district fees	4,293	4,293	-	4,293
Tax collection fees	3,409	3,409	-	3,409
Public notices	1,250	1,250	-	1,250
Miscellaneous expenses	193	193	-	193
Communications equipment	5,989	5,989		5,989
Total expenditures	$ 855,521	$ 855,521	$ 191,094	$ 1,046,615
Excess of revenues over expenditures	$ 420,142	$ 420,142	$ (191,094)	$ 229,048
Change in net assets				$ 229,048
NET ASSETS				
Beginning of year	$ 765,307	$ 765,307	$ -	$ 765,307
End of year	$ 1,185,449	$ 1,185,449	$ (191,094)	$ 994,355

The accompanying notes are an integral part of these financial statements

TRAVIS COUNTY EMERGENCY SERVICES DISTRICT # 10
NOTES TO FINANCIAL STATEMENTS

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Reporting Entity

Travis County Emergency Services District #8 (TCESD # 10) is a governmental unit that collects property taxes from the citizens of Travis County and disburses funds to CE-BAR Volunteer Fire Department (a non-profit corporation).

Creation and Purpose of TCESD # 10

TCESD # 10 was created to provide fire fighting services as well as emergency medical response services to a particular geographic portion of western Travis County. Funding for TCESD # 10 is through the collection of property taxes billed annually in October. Collected taxes are remitted to TCESD # 10 by Nelda Wells Spears, Travis County Tax Assessor Collector. The property tax rate for TCESD # 10 in 2007 was $.10 per $100 valuation of property.

Government-wide and Fund Financial Statements

The government-wide financial statements (i.e., the Statement of Net Assets and the Statement of Activities) report information on all of the non-fiduciary activities of the primary government.

The statement of activities demonstrates the degree to which the direct expenses of a given function are offset by revenues. Direct expenses are those that are clearly identifiable with a specific function. Revenues include tax distributions from the Travis County Appraisal District and interest earned on cash held in an account at Compass Bank. TCESD # 10 has one fund, the general fund, to account for the acquisition, use and balances of the government's expendable financial resources and the related current liabilities.

Measurement Focus, Basis of Accounting, and Financial Statement Presentation

The government-wide financial statements are using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the government considers

TRAVIS COUNTY EMERGENCY SERVICES DISTRICT # 10
NOTES TO FINANCIAL STATEMENTS
(continued)

revenues to be available if they are collected within sixty days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred under the accrual basis accounting.

Interest associated with the current fiscal period is considered susceptible to accrual and so has been recognized as revenues of the current fiscal period. All other revenue items are considered measurable and available only when the District receives cash.

Fund Accounting
TCESD # 10 only utilizes governmental funds to maintain its financial records during the year. A fund is defined as a fiscal and accounting entity with a self-balancing set of accounts.

Governmental Funds
Governmental funds are those through which most governmental functions typically are financed. Governmental funds reporting focuses on the sources, uses and balances of current financial resources. Expendable assets are assigned to various governmental funds according to the purpose for which they may or must be used. Current liabilities are assigned to the fund from which they will be paid. The difference between governmental fund assets and liabilities is reported as net assets.

The District reports the following major governmental funds:

> General Fund – The General Fund is used to account for all financial resources of TCESD # 10, all activities of the district and the balance is available to TCESD # 10 for any purpose provided it is expended or transferred according to the general laws of Texas and the bylaws of TCESD # 10. This fund accounts for all activities of the district.

Basis of Presentation
The accompanying financial statements have been prepared in conformity with generally accepted accounting principles (GAAP) as applied to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles.

Basis of Accounting
TCESD # 10 uses one fund type to account for its operations. The governmental fund is accounted for using the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recorded when susceptible to accrual (i.e., both measurable and available). The term available means that the revenues will be collected during the year or soon enough thereafter to pay liabilities arising from operations during the year just ended. Expenditures, if measurable, are generally recognized on the accrual basis of accounting when the related liability is incurred.

TRAVIS COUNTY EMERGENCY SERVICES DISTRICT # 10
NOTES TO FINANCIAL STATEMENTS
(continued)

Cash and Cash Equivalents
The District considers all highly liquid investments available for current use with an initial maturity of three months or less to be cash equivalents.

Allowance for Doubtful Accounts
No allowance for doubtful accounts is recorded because all property tax receivables will ultimately be collected. Based on taxpayer protests and appraisal district adjustments, the date of collection as well as the ultimate amount to be collected is indefinite.

Estimates
The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the amounts reported in the financial statements and accompanying notes. Actual results may differ from those estimates.

Income Taxes
According to Revenue Procedure 95-48, TCESD # 10 is not required to file annual information returns due to its governmental unit status that derives its support principally from the collection of property taxes.

2. TAX ASSESSMENT

Property taxes attach as an enforceable lien on property as of January 1. Taxes are levied on October 1 and are due and payable on or before January 31 of the following year. All unpaid taxes become delinquent February 1 of the following year. Property taxes are recognized as revenue when they are measurable and available. Taxes are billed by the Travis County Central Appraisal District and are collected by the Travis County Tax Office.

3. RELATED PARTIES

TCESD # 10 executed a Services Agreement with CE-BAR Volunteer Fire Department in July 2000. The agreement is effective for a period of ten years. TCESD # 10 agreed to fund the operations of CE-BAR Volunteer Fire Department quarterly, as funds are available, based on a budget for CE-BAR Volunteer Fire Department that is approved by TCESD # 10. In exchange for the funding provided by TCESD # 10, CE-BAR Volunteer Fire Department agreed to provide emergency services including fire fighting and first responder assistance to the geographic area served by TCESD # 10. TCESD # 10 funded CE-BAR Volunteer Fire Department $767,000 for the fiscal year ended December 31, 2007.

TRAVIS COUNTY EMERGENCY SERVICES DISTRICT # 10
NOTES TO FINANCIAL STATEMENTS
(continued)

4. FIXED ASSETS

Fixed assets are reported net of accumulated depreciation on the financial statements. These assets are reported at cost or fair market value at the date of acquisition and are depreciated using the straight line method of depreciation over the estimated useful lives of the assets. Assets reported on the financial statements at December 31, 2007 are as follows:

	December 31, 2007	Estimated Useful Lives
Land	$144,024	
Fire Station	1,215,400	40 years
Communications	55,169	7 years
Station Equipment	41,260	7 years
Firefighting Equipment	231,780	7 years
Furniture & Fixtures	60,167	7 years
Vehicles & Engines	1,456,949	10 years
Accumulated Depreciation	(1,224,722)	
	$1,980,027	

5. FIRE STATION LEASE

TCESD #10 entered into a lease-purchase agreement in the original amount of $1,344,024 with Government Capital Corporation to finance the construction of a fire station located on 3.3 acres of land at 353 Commons Ford Road in Austin, Texas. TCESD #10 refinanced the original lease in the first quarter of 2004. The new lease agreement carries an interest rate of approximately 4.90% and contains a purchase option. Title to the fire station passes to WCESD #10 upon the exercise of the purchase option and the district bears the risk of loss, theft, damage or destruction of any of the property under the lease.

TRAVIS COUNTY EMERGENCY SERVICES DISTRICT # 10
NOTES TO FINANCIAL STATEMENTS
(continued)

The following is a schedule of future minimum lease payments required under the lease-purchase agreement:

Year ended December 31, 2008	$ 64,694
Year ended December 31, 2009	67,921
Year ended December 31, 2010	71,312
Year ended December 31, 2011	74,875
Year ended December 31, 2012	78,611
Thereafter	594,258
	$ 951,671

6. ENGINE 1 LEASE

TCESD #10 acquired a new 1250 custom pumper from Ferrara Fire Apparatus, Inc. for $334,206 through the Houston Area Council Co-operative and financed the purchase price with a lease through Frost Bank. The lease agreement carries an interest rate of approximately 4.25% and contains a purchase option. Title to Engine 1 passes to WCESD #10 upon the exercise of the purchase option and the district bears the risk of loss, theft, damage or destruction of Engine 1.

The following is a schedule of future minimum lease payments required under the lease-purchase agreement for Engine 1:

Year ended December 31, 2008	$ 31,802
Year ended December 31, 2009	33,175
Year ended December 31, 2010	34,608
Year ended December 31, 2011	36,103
Year ended December 31, 2012	37,661
Thereafter	61,275
	$234,624

TRAVIS COUNTY EMERGENCY SERVICES DISTRICT # 10
NOTES TO FINANCIAL STATEMENTS
(continued)

7. ENGINE 2 LEASE

TCESD #10 refinanced Engine 2 (2001 Ferrara H-1001 truck) through Frost Bank during the first quarter of 2004. The lease agreement carries an interest rate of approximately 3.93% and contains a purchase option. Title to Engine 2 passes to WCESD #10 upon the exercise of the purchase option and the district bears the risk of loss, theft, damage or destruction of Engine 2.

The following is a schedule of future minimum lease payments required under the lease-purchase agreement for Engine 2:

Year ended December 31, 2008	$ 31,379
Year ended December 31, 2009	32,631
Year ended December 31, 2010	33,934
Year ended December 31, 2011	35,288
Year ended December 31, 2012	36,697
Thereafter	46,227
	$216,156

8. TANKER LEASE

TCESD #10 acquired a new tanker in January 2005 and financed the acquisition with a lease through Frost National Bank. The lease agreement carries an interest rate of approximately 3.93% and contains a purchase option. Title to the new tanker passes to WCESD #10 upon the exercise of the purchase option and the district bears the risk of loss, theft, damage or destruction of the tanker.

TRAVIS COUNTY EMERGENCY SERVICES DISTRICT # 10
NOTES TO FINANCIAL STATEMENTS
(continued)

The following is a schedule of future minimum lease payments required under the lease-purchase agreement for the new tanker:

Year ended December 31, 2008	$ 13,999
Year ended December 31, 2009	14,693
Year ended December 31, 2010	15,420
Year ended December 31, 2011	16,183
Year ended December 31, 2012	16,984
Thereafter	28,640
	$105,919

9. BRUSH TRUCK LEASE

TCESD #10 acquired a brush truck during 2007 at a total cost of $175,000. A portion of the costs of the brush truck, $54,000, was paid through a grant from the Texas Forest Service. The balance, $116,000 was financed through Frost Leasing. The lease agreement carries an interest rate of approximately 4.94% and contains a purchase option. Title to the brush truck passes to WCESD #10 upon the exercise of the purchase option and the district bears the risk of loss, theft, damage or destruction of the equipment financed under this lease.

The following is a schedule of future minimum lease payments required under the lease-purchase agreement for Engine 2:

Year ended December 31, 2008	$ 11,870
Year ended December 31, 2009	10,035
Year ended December 31, 2010	10,540
Year ended December 31, 2011	11,070
Year ended December 31, 2012	11,627
Thereafter	56,310
	$111,452

TRAVIS COUNTY EMERGENCY SERVICE DISTRICT #13

AMENDED BUDGET

TWELVE MONTHS

INCOME	
Estimated Tax Receipts	
Assessed Value	$ 32,716,171
Tax Rate	.10
Tax Receipts	32,716
Less: Travis County (735 parcels x $1.02)	750
Appraisal District (.5% of assessed value)	1,636
Net Receipts	$ 30,330
EXPENSES	
Office Expenses (postage, copying, filing, etc.)	1,200
Legal Fees	4,000
Accounting Services	2,000
Service Providers	12,300
Monthly Meetings	300
Annual Meeting and Commissioners Per Diem and Reimbursement	4,000
Contingency – 20% of Tax Receipts	6,530
Net Expenses	$ 30,330

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TRAVIS COUNTY

EMERGENCY SERVICES DISTRICT # 13

REPORT ON EXAMINATI0N

SEPTEMBER 30, 2007

TILSON LYNCH & COMPANY

3445 Executive Center Dr., Suite 250, Austin, Texas 78731
Phone 512.346.4499 • Fax 512.346.4554 • accountant@tilsonlynch.com

INDEPENDENT AUDITORS' REPORT

Commissioners
Travis County Emergency Services District # 13
Austin, Texas

We have audited the Statement of Net Assets and Governmental Fund Balance Sheet of Travis County Emergency Services District # 13 (TCESD # 13) as of September 30, 2007 and the Statement of Activities and Governmental Fund Revenues, Expenditures, and Changes in Net Assets for the year then ended. All information included in these financial statements is the responsibility of TCESD #13's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of TCESD # 13 as of September 30, 2007, and the respective changes in financial position for the year then ended in conformity with accounting principles generally accepted in the United States of America.

The management's discussion and analysis on page three is not a required part of the basic financial statements but is supplementary information required by accounting principles generally accepted in the United States of America. We applied certain limited procedures, which consisted principally of inquires of management regarding the methods of measurement and representation of the required supplementary information. However we did not audit the information and express no opinion on it.

TCESD # 13 has not presented a budgetary comparison schedule that accounting principles generally accepted in the United States of America has determined is necessary to supplement, although not be a required part of, the basic financial statements. The absence of a budgetary comparison does not affect our conclusion on the fair presentation of the basic financial statements.

TILSON LYNCH & COMPANY LLP

November 14, 2008

TRAVIS COUNTY EMERGENCY SERVICES DISTRICT # 13

Management's Discussion and Analysis

Our discussion and analysis of TCESD # 13's financial performance provides an overview of the district's financial activities for the fiscal year ended September 30, 2007. Please review this discussion and analysis in conjunction with the district's basic financial statements which begin on the next page.

TCESD # 13 was organized in July 2006 to serve the northeast portion of Travis County. TCESD # 13 did not collect any property tax receipts in 2006, however it did began to collect revenue and incur expenses in 2007. Originally TCESD # 13 had a December 31st year end but subsequently decided to change its year end to September 30th to more closely coincide with entities related to TCESD # 13. This transition became effective for the period ended September 30, 2007.

Assets for TCESD # 13 at September 30, 2007 totaled $15,830. TCESD # 13 had no capital assets as of September 30, 2007 as it had not acquired any fixed assets as of that date.

Liabilities of TCESD # 13 totaled $452 at September 30, 2007. 100% of the liabilities are current in nature.

Total unrestricted net assets at September 30, 2007 are $15,379. None of the net assets are invested in capital assets as of that date and there are no temporarily restricted net assets or permanently restricted net assets as of September 30, 2007.

TCESD # 13 had total revenue of $33,664 and total expenses of $18,286 at September 30, 2007. Therefore the excess of revenues over expenditures for the year ended September 30, 2007 was $15,379.

TCESD # 13 set its tax rate for 2007 at .10 cents per $100 valuation.

TRAVIS COUNTY EMERGENCY SERVICES DISTRICT # 13
STATEMENT OF NET ASSETS and
GOVERNMENTAL FUND BALANCE SHEET
September 30, 2007

	General Fund	Total	Adjustments	Statement of Net Assets
ASSETS				
Current Assets				
Cash - Wells Fargo	$ 13,273.98	$ 13,273.98	$ -	$ 13,273.98
Property taxes receivable	2,556.39	2,556.39	-	2,556.39
Total Assets	$ 15,830.37	$ 15,830.37	$ -	$ 15,830.37
LIABILITIES				
Accounts payable	$ 451.81	$ 451.81	$ -	$ 451.81
Total Liabilities	$ 451.81	$ 451.81	$ -	$ 451.81
NET ASSETS				
Unrestricted net assets	$ 15,378.56	$ 15,378.56	$ -	$ 15,378.56
Total Net Assets	15,378.56	15,378.56	-	15,378.56
Total Liabilities & Net Assets	$ 15,830.37	$ 15,830.37	$ -	$ 15,830.37

The accompanying are an integral part of these financial statements

TRAVIS COUNTY EMERGENCY SERVICES DISTRICT # 13
STATEMENT OF ACTIVITIES AND GOVERNMENTAL FUND REVENUES, EXPENDITURES AND CHANGES IN NET ASSETS
September 30, 2007

	General Fund	Total	Adjustments	Statement of Net Assets
REVENUES				
PROPERTY TAX - CURRENT YEAR	$ 33,038.46	$ 33,038.46	$ -	$ 33,038.46
PENALTIES & INTEREST	625.94	625.94	-	625.94
TOTAL REVENUES	$ 33,664.40	$ 33,664.40	$ -	$ 33,664.40
EXPENDITURES				
ADVERTISING	$ 44.00	$ 44.00	-	$ 44.00
OFFICE EXPENSE	365.32	365.32	-	365.32
LEGAL	3,511.57	3,511.57	-	3,511.57
BANK CHARGES	29.00	29.00	-	29.00
COLLECTION EXPENSE	895.95	895.95	-	895.95
MISC. ADMINISTRATIVE	140.00	140.00	-	140.00
MEETINGS - RENTAL FEE	300.00	300.00	-	300.00
ESD # 12 SERVICES	3,000.00	3,000.00	-	3,000.00
ELGIN VFD FUNDING	10,000.00	10,000.00	-	10,000.00
TOTAL EXPENDITURES	$ 18,285.84	$ 18,285.84	$ -	$ 18,285.84
EXCESS OF REVENUES OVER EXPENDITURE	$ 15,378.56	$ 15,378.56	$ -	$ 15,378.56
CHANGE IN NET ASSETS				$ 15,378.56
NET ASSETS				
Beginning of year	-	-	-	-
End of year	$ 15,378.56	$ 15,378.56	$ -	$ 15,378.56

The accompanying notes are an integral part of these financial statements

TRAVIS COUNTY EMERGENCY SERVICES DISTRICT #8
NOTES TO FINANCIAL STATEMENTS

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Reporting Entity

Travis County Emergency Services District #13 (TCESD #13) is a governmental unit that collects property taxes from the citizens of Travis County and uses the funds to provide Emergency Services.

Creation and Purpose of TCESD # 13

TCESD # 13 was created to provide fire fighting services as well as emergency medical response services to a particular geographic portion of Travis County. Texas. Funding for TCESD # 13 is provided through the collection of property taxes billed annually in October. Collected taxes are remitted to TCESD # 13 by Nelda Wells Spears, Travis County Tax Assessor Collector. Taxes are due January 31st of each year and are considered late after January 31st of each year. The property tax rate for TCESD # 13 in 2007 was $.10 per $100 valuation of property.

Government-wide and Fund Financial Statements

The government-wide financial statements (i.e., the Statement of Net Assets and the Statement of Activities) report information on all of the non-fiduciary activities of the primary government.

The statement of activities demonstrates the degree to which the direct expenses of a given function are offset by revenues. Direct expenses are those that are clearly identifiable with a specific function. Revenues include tax distributions from the Travis County Appraisal District and interest and penalties earned on delinquent payments. TCESD # 13 has one fund, the general fund, to account for the acquisition, use and balances of the government's expendable financial resources and the related current liabilities.

Measurement Focus, Basis of Accounting, and Financial Statement Presentation

The government-wide financial statements are using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the government considers

TRAVIS COUNTY EMERGENCY SERVICES DISTRICT #8
NOTES TO FINANCIAL STATEMENTS
(continued)

revenues to be available if they are collected within sixty days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred under the accrual basis accounting.

Fund Accounting
TCESD # 13 only utilizes governmental funds to maintain its financial records during the year. A fund is defined as a fiscal and accounting entity with a self-balancing set of accounts.

Governmental Funds
Governmental funds are those through which most governmental functions typically are financed. Governmental funds reporting focuses on the sources, uses and balances of current financial resources. Expendable assets are assigned to various governmental funds according to the purpose for which they may or must be used. Current liabilities are assigned to the fund from which they will be paid. The difference between governmental fund assets and liabilities is reported as net assets.

The District reports the following major governmental funds:

> General Fund – The General Fund is used to account for all financial resources of TCESD # 13, all activities of the district and the balance is available to TCESD # 13 for any purpose provided it is expended or transferred according to the general laws of Texas and the bylaws of TCESD # 13. This fund accounts for all activities of the district.

Basis of Presentation
The accompanying financial statements have been prepared in conformity with generally accepted accounting principles (GAAP) as applied to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles.

Basis of Accounting
TCESD # 13 uses one fund type to account for its operations. The governmental fund is accounted for using the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recorded when susceptible to accrual (i.e., both measurable and available). The term available means that the revenues will be collected during the year or soon enough thereafter to pay liabilities arising from operations during the year just ended. Expenditures, if measurable, are generally recognized on the accrual basis of accounting when the related liability is incurred.

TRAVIS COUNTY EMERGENCY SERVICES DISTRICT #8
NOTES TO FINANCIAL STATEMENTS
(continued)

Cash and Cash Equivalents
The District considers all highly liquid investments available for current use with an initial maturity of three months or less to be cash equivalents.

Allowance for Doubtful Accounts
No allowance for doubtful accounts is recorded because all property tax receivables will ultimately be collected. Based on taxpayer protests and appraisal district adjustments, the date of collection as well as the ultimate amount to be collected is indefinite.

Estimates
The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the amounts reported in the financial statements and accompanying notes. Actual results may differ from those estimates.

Income Taxes
According to Revenue Procedure 95-48, TCESD # 13 is not required to file annual information returns due to its governmental unit status that derives its support principally from the collection of property taxes.

2. TAX ASSESSMENT

Property taxes attach as an enforceable lien on property as of January 1. Taxes are levied on October 1 and are due and payable on or before January 31 of the following year. All unpaid taxes become delinquent February 1 of the following year. Property taxes are recognized as revenue when they are measurable and available. Taxes are billed by the Travis County Central Appraisal District and are collected by the Travis County Tax Office.

3. RELATED PARTIES

TCESD # 13 is in the process of negotiating their services agreement(s) as of September 30, 2007. TCESD # 13 paid both Travis County ESD # 12 and the Elgin Volunteer Fire Department for interim services provided to Travis County ESD # 13 by both of those organizations.

ESD 14 **2007 Budget To Actual**

Budget	**Budget**	**Actual**
Income		
TFS-Grant	$59,000	$59,000
Interest Income	$15,000	$22,042
Property Tax	$1,040,000	$1,051,490
Other	$0	$5,193
Total	**$1,114,000**	**$1,137,725**
Expenses		
VVFD	$457,900	$298,113
Cedar Park	$213,380	$206,782
Engine payment	$39,340	$39,340
Brush Truck	$111,950	$111,950
TC Appraisal Fees	$2,900	$3,831
Bank Fees	$300	$306
Legal	$4,375	$1,757
Annual Audit	$3,000	$4,239
Postings	$150	$504
Dues	$1,000	$0
Supplies	$250	$0
Misc	$1,250	$0
	$835,795	**$666,822**
Reserve	$278,205	$470,903
Allocation for Land		$300,000
Net Available Reserve		**$170,903**

TRAVIS COUNTY

EMERGENCY SERVICES DISTRICT # 14

REPORT ON EXAMINATI0N

DECEMBER 31, 2007

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AUDITORS OFFICE

TILSON LYNCH & COMPANY

3445 Executive Center Dr., Suite 250, Austin, Texas 78731
Phone 512.346.4499 • Fax 512.346.4554 • accountant@tilsonlynch.com

INDEPENDENT AUDITORS' REPORT

Commissioners
Travis County Emergency Services District # 14
Austin, Texas

We have audited the Statement of Net Assets and Governmental Fund Balance Sheet of Travis County Emergency Services District # 14 (TCESD # 14) as of December 31, 2007 and the Statement of Activities and Governmental Fund Revenues, Expenditures, and Changes in Net Assets for the year then ended. All information included in these financial statements is the responsibility of TCESD # 14's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of TCESD # 14 as of December 31, 2007, and the respective changes in financial position for the year then ended in conformity with accounting principles generally accepted in the United States of America.

The management's discussion and analysis that follows is not a required part of the basic financial statements but is supplementary information required by accounting principles generally accepted in the United States of America. We applied certain limited procedures, which consisted principally of inquires of management regarding the methods of measurement and representation of the required supplementary information. However we did not audit the information and express no opinion on it.

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TCESD # 14 has not presented a budgetary comparison schedule that accounting principles generally accepted in the United States of America has determined is necessary to supplement, although not be a required part of, the basic financial statements. The absence of a budgetary comparison does not affect our conclusion on the fair presentation of the basic financial statements.

TILSON LYNCH & COMPANY LLP

January 29, 2009

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TRAVIS COUNTY EMERGENCY SERVICES DISTRICT # 14

Management's Discussion and Analysis

Our discussion and analysis of TCESD # 14's financial performance provides an overview of the district's financial activities for the fiscal year ended December 31, 2007. Please review this discussion and analysis in conjunction with the district's basic financial statements.

Overview of the Financial Statements

The *statement of net assets* presents information on all of the District's assets and liabilities during the fiscal year. The difference between the two figures is reported as net assets. The change in net assets may be monitored over time to determine if the District's financial position is increasing or declining.

The *statement of activities* presents information showing the change in net assets for the District during the fiscal year. The accrual basis of accounting is used to calculate these figures. This method of accounting requires that a change in net assets to be reported as soon as the underlying event occurs, regardless of cash flows. This allows the statement to resemble a report generated for a private-sector company.

Financial Items

TCESD # 14 recognized property tax revenue of $1,051,490 during the 2007 fiscal year compared to $1,048,598 during 2006. Other revenue for 2007 amounted to $86,235 compared to $13,855 in 2006. The difference is due to a $59,000 grant awarded to TCESD #14 in 2007 from the Texas Forestry Service to help pay for the purchase of a new brush truck. The truck was purchased for $101,950 from Siddons Fire Apparatus.

Volente Volunteer Fire Department total expenses funded by TCESD # 14 for the period January 1, 2007 through December 31, 2007 were $298,113 as compared to expenses funded in the fiscal year ended December 31, 2007 of $275,100. Total expenditures for 2007 amounted to $561,713 and were $458,805 for the fiscal year of 2006.

TCESD # 14's excess of expenditures over revenues for the fiscal year ended December 31, 2007 was $576,012. The prior year ended December 31, 2006 reported an excess of $603,648. Net assets totaled $1,096,297 with $420,137 representing the investment in fixed assets net of accumulated depreciation. Total liabilities were $184,910 for 2007 $73,273 of which is a long term note payable.

TCESD # 14 decided to spread its cash balances across several accounts as FDIC insurance provides coverage of up to $100,000 on any individual account. Additionally, the Tex Pool investment accounts were closed to Capital One savings accounts that provide a higher annual interest yield. As of the end of 2007, TCESD # 14 has 3

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checking accounts, 4 savings accounts, and 2 CD investments with Bank of America, Chase Bank, and Capital One.

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TRAVIS COUNTY EMERGENCY SERVICES DISTRICT # 14
STATEMENT OF NET ASSETS and
GOVERNMENTAL FUND BALANCE SHEET
December 31, 2007

	General Fund	Total	Adjustments	Statement of Net Assets
ASSETS				
Current Assets				
Cash - Bank of America checking	$ 4,884	$ 4,884	$ -	$ 4,884
Cash - Chase checking	69,430	69,430	-	69,430
Cash - Capital One checking	10,000	10,000	-	10,000
Cash - Bank of America savings	27,572	27,572	-	27,572
Cash - Capital One savings	8,104	8,104	-	8,104
Cash - Capital One savings	308,720	308,720	-	308,720
Cash - Chase savings	10,563	10,563	-	10,563
Cash equivalent - Bank of America CD	107,926	107,926	-	107,926
Cash equivalent - Capital One CD	258,114	258,114	-	258,114
Property taxes receivable net of allowance	620,118	620,118	-	620,118
Interest receivable	158	158	-	158
Prepaid expenses	11,494	11,494	-	11,494
Noncurrent Assets				
Capital assets net of accumulated depreciation	-	-	420,136	420,136
Total Assets	$ 1,437,083	$ 1,437,083	$ 420,136	$ 1,857,219
LIABILITIES				
Current Assets				
Accounts payable	$ 77,537	$ 77,537	$ -	$ 77,537
Note payable - Old National Leasing	-		34,100	34,100
Noncurrent liabilities:				
Note payable - Old National Leasing	-		73,273	73,273
Total Liabilities	$ 77,537	$ 77,537	$ 107,373	$ 184,910
NET ASSETS				
Unrestricted net assets	$ 1,494,009	$ 1,494,009	$ -	$ 1,494,009
Investment in capital assets	-	-	312,763	312,763
Interfund transfers	(134,463)	(134,463)	-	-
Total Net Assets	1,359,546	1,359,546	312,763	1,806,772
Total Liabilities & Net Assets	$ 1,437,083	$ 1,437,083	$ 420,136	$ 1,857,219

The accompanying are an integral part of these financial statements

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TRAVIS COUNTY EMERGENCY SERVICES DISTRICT # 14
STATEMENT OF ACTIVITIES AND GOVERNMENTAL FUND REVENUES, EXPENDITURES AND CHANGES IN NET ASSETS
December 31, 2007

	General Fund	Total	Adjustments	Statement of Net Assets
REVENUES				
PROPERTY TAX REVENUE	$ 1,051,490	$ 1,051,490	$ -	$ 1,051,490
INTEREST INCOME	22,042	22,042	-	22,042
GRANT INCOME	59,000	59,000	-	59,000
MISCELLANEOUS INCOME	5,193	5,193	-	5,193
TOTAL REVENUES	$ 1,137,725	$ 1,137,725	$ -	$ 1,137,725
EXPENDITURES				
ACCOUNTING	$ 4,239	$ 4,239	$ -	$ 4,239
TCAD	540	540	-	540
ADVERTISING	504	504	-	504
LEGAL	1,757	1,757	-	1,757
BANK CHARGES	306	306	-	306
INSURANCE	3,429	3,429	-	3,429
FILING FEES	934	934	-	934
INTEREST	6,826	6,826	-	6,826
DEPRECIATION	-	-	38,282	38,282
CITY OF CEDAR PARK	206,782	206,782	-	206,782
VOLENTE VFD FUNDING	298,113	298,113	-	298,113
TOTAL EXPENDITURES	$ 523,431	$ 523,431	$ 38,282	$ 561,713
EXCESS OF REVENUES OVER EXPENDITURES	$ 614,294	$ 614,294	$ (38,282)	$ 576,012
CHANGE IN NET ASSETS				$ 576,012
NET ASSETS				
BEGINNING OF YEAR	879,715	879,715		879,715
END OF YEAR	$ 1,494,009	$ 1,494,009	$ (38,282)	$ 1,455,727

The accompanying notes are an integral part of these financial statements

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TRAVIS COUNTY EMERGENCY SERVICES DISTRICT # 14
NOTES TO FINANCIAL STATEMENTS

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Reporting Entity

Travis County Emergency Services District #14 (TCESD #14) is a governmental unit that collects property taxes from the citizens of Travis County and uses the funds to provide emergency services and fire suppression services.

Creation and Purpose of TCESD # 14

TCESD # 14 was created to provide fire fighting services as well as emergency medical response services to a particular geographic portion of Travis County. Texas. Funding for TCESD # 14 is provided through the collection of property taxes billed annually in October. Collected taxes are remitted to TCESD # 14 by Nelda Wells Spears, Travis County Tax Assessor Collector. Taxes are due January 31st of each year and are considered late after January 31st of each year. The property tax rate for TCESD # 14 in 2007 was $.10 per $100 valuation of property.

Government-wide and Fund Financial Statements

The government-wide financial statements (i.e., the Statement of Net Assets and the Statement of Activities) report information on all of the non-fiduciary activities of the primary government.

The statement of activities demonstrates the degree to which the direct expenses of a given function are offset by revenues. Direct expenses are those that are clearly identifiable with a specific function. Revenues include tax distributions from the Travis County Appraisal District and interest and penalties earned on delinquent payments. TCESD # 14 has one fund, the general fund, to account for the acquisition, use and balances of the government's expendable financial resources and the related current liabilities.

Measurement Focus, Basis of Accounting, and Financial Statement Presentation

The government-wide financial statements use the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the government considers

TRAVIS COUNTY EMERGENCY SERVICES DISTRICT # 14
NOTES TO FINANCIAL STATEMENTS
(continued)

revenues to be available if they are collected within sixty days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred under the accrual basis accounting.

Interest associated with the current fiscal period is considered susceptible to accrual and so has been recognized as revenues of the current fiscal period. All other revenue items are considered measurable and available only when the District receives cash.

Fund Accounting
TCESD # 14 only utilizes governmental funds to maintain its financial records during the year. A fund is defined as a fiscal and accounting entity with a self-balancing set of accounts.

Governmental Funds
Governmental funds are those through which most governmental functions typically are financed. Governmental funds reporting focuses on the sources, uses and balances of current financial resources. Expendable assets are assigned to various governmental funds according to the purpose for which they may or must be used. Current liabilities are assigned to the fund from which they will be paid. The difference between governmental fund assets and liabilities is reported as net assets.

The District reports the following major governmental funds:

> General Fund – The General Fund is used to account for all financial resources of TCESD # 14, all activities of the district and the balance is available to TCESD # 14 for any purpose provided it is expended or transferred according to the general laws of Texas and the bylaws of TCESD # 14. This fund accounts for all activities of the district.

Basis of Presentation
The accompanying financial statements have been prepared in conformity with generally accepted accounting principles (GAAP) as applied to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles.

Basis of Accounting
TCESD # 14 uses one fund type to account for its operations. The governmental fund is accounted for using the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recorded when susceptible to accrual (i.e., both measurable and available). The term available means that the revenues will be collected during the year or soon enough thereafter to pay liabilities arising from operations during the year just ended. Expenditures, if measurable, are generally recognized on the accrual basis of accounting when the related liability is incurred.

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TRAVIS COUNTY EMERGENCY SERVICES DISTRICT # 14
NOTES TO FINANCIAL STATEMENTS
(continued)

Cash and Cash Equivalents
The District considers all highly liquid investments available for current use with an initial maturity of three months or less to be cash equivalents.

Allowance for Doubtful Accounts
The District utilizes the allowance method to record bad debt expense. This allowance is calculated based on the prior years' uncollectible amounts. The current allowance exceeds receivables due from prior years so no additional allowance was accrued in 2007.

Estimates
The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the amounts reported in the financial statements and accompanying notes. Actual results may differ from those estimates.

Income Taxes
According to Revenue Procedure 95-48, TCESD # 14 is not required to file annual information returns due to its governmental unit status that derives its support principally from the collection of property taxes.

2. TAX ASSESSMENT

Property taxes attach as an enforceable lien on property as of January 1. Taxes are levied on October 1 and are due and payable on or before January 31 of the following year. All unpaid taxes become delinquent February 1 of the following year. Property taxes are recognized as revenue when they are measurable and available. Taxes are billed by the Travis County Central Appraisal District and are collected by the Travis County Tax Office.

3. RELATED PARTIES

TCESD # 14 executed a Services Agreement with The Volente Volunteer Fire Department that was effective January 1, 2007 for a period of one year. TCESD # 14 agreed to fund the operations of The Volente Volunteer Fire Department monthly, as funds are available, based on a budget for The Volente Volunteer Fire Department that is approved by TCESD # 14. In exchange for the funding provided by TCESD # 14, The Volente Volunteer Fire Department agreed to provide emergency services including fire fighting and first responder assistance to the geographic area served by TCESD # 14.

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TRAVIS COUNTY EMERGENCY SERVICES DISTRICT # 14
NOTES TO FINANCIAL STATEMENTS
(continued)

TCESD # 14 funded The Volente Volunteer Fire Department $298,113 for the fiscal year ended December 31, 2007.

TCESD # 14 entered into an agreement with the City of Cedar Park, Texas for fire protection and limited emergency medical services on December 31, 2004. This agreement has been extended annually each year since December 31, 2005. TCESD # 14 pays the City of Cedar Park based on a Service Rate for each occupied property within the boundaries of the Fire Service Area. For the period beginning January 1, 2007, and ending December 31, 2007, the Service Rate equals $12.85 and is paid quarterly. Payments totaling $206,782 were made during 2007 to the City of Cedar Park by TCESD # 14.

4. FIXED ASSETS

Fixed assets are reported net of accumulated depreciation on the financial statements. These assets are reported at cost or fair market value at the date of acquisition and are depreciated using the straight line method over the estimated useful lives of the assets. An asset is subject to capitalization if its value exceeds $5,000 and if it has an estimated useful life greater than 2 years. A brush truck was acquired during 2007 costing $101,950. Assets reported on the financial statements as of December 31, 2007 are as follows:

	December 31, 2007	Useful Life
Fire Trucks		
CAFS #1407	$ 58,420	10 years
CAFS #1408	18,330	10 years
PUMP #1403	240,844	20 years
Osco Truck	89,760	20 years
Brush Truck	101,950	10 years
Building	43,049	39.5 years
Equipment	25,896	10 years
Accumulated Depreciation	(158,112)	
	$420,137	

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TRAVIS COUNTY EMERGENCY SERVICES DISTRICT # 14
NOTES TO FINANCIAL STATEMENTS
(continued)

5. LONG TERM LIABILITY

The District acquired a long term note payable from Old National Bank in 2004 to acquire pumper truck #1403. The principal is $236,799 with a stated interest rate of 4.88%. The note matures in 2010. The following is a schedule of future minimum lease payments under the lease-purchase agreement:

Year ended December 31, 2008	$ 34,100
Year ended December 31, 2009	35,764
Year ended December 31, 2010	37,509
	$107,373

6. SUBSEQUENT EVENTS

The District intends to dispose of pumper truck #1403 in 2008 and acquire a new pumper truck. Truck #1403 will be sold for $60,450 and the new pumper truck's purchase price is $148,450.

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7. PRIOR PERIOD ADJUSTMENTS

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Under this method, revenue is to be recognized as soon as it is both measurable and available. Revenue is considered to be available when it is collectible within the current period or 60 days thereafter.

During 2006, revenue was recognized using the accrual basis of accounting where property tax revenue is recognized and earned in the period for which the tax was levied. As a result $304,903 in deferred revenue had to be attributed to 2006 increasing net assets by that amount.

Under the current financial resources measurement and the modified accrual basis of accounting, expenditures are recorded when a liability is incurred, regardless of the related cash flow. As of December 31, 2006 the District owed the Volente Volunteer Fire Department $37,124 for expenses incurred throughout December. This payable was not accrued in the 2006 financials causing net assets to be overstated by the amount.

The following schedule shows the adjustments made to the prior period:

Unrestricted Net Assets as of 12/31/2006	$317,044
Incorrectly deferred revenue	304,903
Payable incurred in 2006	(37,124)
Unrestricted Net Assets 2007 beginning balance	$584,823

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TRAVIS COUNTY EMERGENCY SERVICES DISTRICT #1

NORTH LAKE TRAVIS FIRE AND RESCUE

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Cleo Schneider, Vice President
Paul Smith, Treasurer
Greg Johnston, Asst. Treasurer
Lillian Aaron, Secretary
Raymond Tennison, Chief

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TRAVIS COUNTY EMERGENCY SERVICES
DISTRICT NO. 1
NORTH LAKE TRAVIS FIRE AND RESCUE

COMPREHENSIVE ANNUAL FINANCIAL REPORT

SEPTEMBER 30, 2008

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TRAVIS COUNTY EMERGENCY SERVICES DISTRICT NO. 1

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A Professional Corporation
Certified Public Accountants

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INDEPENDENT AUDITORS' REPORT

Board of Commissioners
Travis County Emergency Services District No. 1
North Lake Travis Fire and Rescue

We have audited the accompanying statement of net assets of the Travis County Emergency Services District No. 1, North Lake Travis Fire and Rescue as of September 30, 2008 and the related statement of activities for the period October 1, 2007 to September 30, 2008. These financial statements are the responsibility of the management of Travis County Emergency Services District No. 1, North Lake Travis Fire and Rescue. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principals used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe our audit provides a reasonable basis for our opinion.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Travis County Emergency Services District No. 1, North Lake Travis Fire and Rescue as of September 30, 2008, and the results of its operations and changes in net assets for the period October 1, 2007 to September 30, 2008, in conformity with accounting principals generally accepted in the United States of America.

The management's discussion and analysis and budgetary comparison information on pages 2 through 6 and page 19, are not a required part of the basic financial statements but are supplementary information required by accounting principles generally accepted in the United States of America. We have applied certain limited procedures, which consisted principally of inquiries of management regarding the methods of measurement and presentation of the required supplementary information. However, we did not audit the information and express no opinion on it.

Bounds Chatelain & Pharr, PC

Austin, Texas
December 29, 2008

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TRAVIS COUNTY EMERGENCY SERVICES DISTRICT NO. 1
NORTH LAKE TRAVIS FIRE AND RESCUE

MANAGEMENT DISCUSSION AND ANALYSIS

FOR THE PERIOD OCTOBER 1, 2007 TO SEPTEMBER 30, 2008

As the Board of Commissioners of Travis County Emergency Services District No. 1 (the District), we present the following narrative overview and analysis of the financial activities of the District for the period October 1, 2007 to September 30, 2008.

Financial Highlights

Significant current year transactions include the following:

General revenues from property taxes accounted for 93 percent of total revenues.

The Board initiated capital outlay projects totaling $119,969. These outlays were used for the following purchases: 18 air packs for $88,632, communication equipment and new firefighting equipment.

The District purchased the air packs with proceeds of $84,200 from the Federal Assistance to Firefighters Grant Program.

During the year, the District's total expenses were $65,830 greater than the $1,921,633 generated in tax revenues and fees.

Using this Annual Report

This annual report consists of a series of financial statements. The statement of net assets and the statement of activities provide information about the activities of the District as a whole and present a long-term view of the District's finances. Fund financial statements show how the emergency services were financed in the short-term as well as what remains for future spending. Fund financial statements also report the District's operations in more detail than the government-wide statements by providing information about the District's most financially significant funds.

This discussion and analysis is designed to (1) assist the reader in focusing on significant financial issues, (2) provide an overview of the District's financial activity, (3) identify any material deviations from the financial plan, and (4) identify changes in the District's financial position.

The District implemented Governmental Accounting Standards Board (GASB) Statement No. 34 in the year ended September 30, 2004. The District's basic financial statements now include adjustments to the statement of net assets and the statement of activities. The economic focus of these statements is similar to a private-sector business.

Government-Wide Financial Statements

The statement of net assets presents information on all of the District's assets and liabilities, with the difference between the two reported as net assets. The statement of activities shows all changes in net assets as soon as the underlying event giving rise to the change occurs, regardless of the timing of cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future periods. These statements include all assets and liabilities using the accrual basis of accounting, which is similar to accounting used by most private-sector companies. Accrual of the current year's revenues and expenses are taken into account regardless of when cash is received or paid.

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MANAGEMENT DISCUSSION AND ANALYSIS
(continued)

FOR THE PERIOD OCTOBER 1, 2007 TO SEPTEMBER 30, 2008

Fund Financial Statements

Traditional users of governmental financial statements will find the fund financial statements presentation more familiar. Due to the size of the District, the fund financial statements are presented on the face of the statement with adjustments to the respective government-wide statement.

Governmental Funds: The District's services are reported in the governmental funds, which focus on how money flows into and out of those funds and the balances left at year-end that are available for spending. These funds are reported using the accounting method called modified accrual accounting, which measures cash and all other financial assets that can readily be converted to cash. The governmental funds provide a detail short-term view of the District's operations and the services it provides. Governmental fund information helps you determine whether there are more or fewer financial resources that can be spent in the near future to finance the District's emergency services program. We describe the relationship between governmental activities and governmental funds in a the column titled "Adjustments" with narratives provided at Notes 9 and 10.

Notes to the financial statements: The note disclosures provide additional information that is essential to a full understanding of the data provided in the governmental-wide and fund financial statements.

Supplementary information: In addition to the basic financial statements and accompanying notes, this report also presents required supplementary information which can be found on page 19.

The District as a Whole

The District's total net assets changed from September 30, 2007, decreasing from $565,684 to $416,259. Our analysis below focuses on the net assets (Table 1) and changes in net assets (Table 2) of the District's governmental activities.

Table 1 - Net Assets

	September 30, 2007	September 30, 2008
Current and other assets	$ 653,850	$ 587,519
Capital assets - net	3,027,375	2,757,372
Total assets	3,681,225	3,344,891
Long-term obligations	2,908,098	2,721,690
Other liabilities	207,443	206,942
Total liabilities	3,115,541	2,928,632
Net assets		
Invested in capital assets, net of related debt	119,277	35,682
Restricted	19,331	17,141
Unrestricted	427,076	363,436
Total net assets	$ 565,684	$ 416,259

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TRAVIS COUNTY EMERGENCY SERVICES DISTRICT NO. 1
NORTH LAKE TRAVIS FIRE AND RESCUE

MANAGEMENT DISCUSSION AND ANALYSIS
(continued)

FOR THE PERIOD OCTOBER 1, 2007 TO SEPTEMBER 30, 2008

The District as a Whole (continued)

Net assets of the District's activities decreased by $149,426. Unrestricted net assets, the part of net assets that is used to finance day-to-day operations decreased by $63,640.

Table 2 - Change in Net Assets

	September 30, 2007	September 30, 2008
Revenues		
Property tax collections	$ 1,592,810	$ 1,797,752
Other revenue	133,646	123,881
Total revenues	1,726,456	1,921,633
Expenses		
Current fire service expenses	1,303,441	1,536,487
Depreciation	396,352	389,972
Interest	143,771	144,600
Total expenses	1,843,564	2,071,059
(Decrease) in net assets	$ (117,108)	$ (149,426)

The District's Funds

Table 3 presents the fund balances of the individual funds and an analysis of significant changes in fund balances.

Table 3 - Changes in Year End Fund Balances

	September 30, 2007	September 30, 2008	Net Change
General fund	$ 427,076	$ 363,436	$ (63,640)
Debt service fund	19,331	17,141	(2,190)
Total governmental fund balances	$ 446,407	$ 380,577	$ (65,830)

Table 4 presents the variances of the operating budget compared to the actual numbers for the year ended September 30, 2008. These variances were immaterial for the period ended September 30, 2008.

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MANAGEMENT DISCUSSION AND ANALYSIS
(continued)

FOR THE PERIOD OCTOBER 1, 2007 TO SEPTEMBER 30, 2008

Table 4 - Comparison of Budget to Actual Amounts
For the period October 1, 2007 to September 30, 2008

	Budget Amounts	Actual Amounts	Variance Over/(Under)
Revenues/Resources:			
Property tax collections	$ 1,543,343	$ 1,547,865	$ 4,522
Donations - cash	10,050	10,523	473
Grant funds	84,200	84,200	-
Other income	6,000	6,148	148
Interest income	25,000	21,580	(3,420)
Total revenues/resources	1,668,593	1,670,316	1,723
Expenditures/expenses:			
Current fire service costs	1,559,306	1,536,487	(22,819)
Capital outlay	121,272	119,969	(1,303)
Debt service:			
Interest	32,545	32,545	-
Principal	86,407	86,407	-
Total expenditures/expenses	1,799,530	1,775,408	(24,122)
Excess (deficiency) of revenues over expenditures	$ (130,937)	(105,092)	$ 25,845
Transfers in (out)		41,452	
Fund balances/net assets:			
Beginning of the year		427,076	
End of the year		$ 363,436	

Capital Assets and Debt Administration

Capital assets

As of September 30, 2008, the District held capital assets with a historical cost of $5,215,804. The net value of the capital assets at the end of the year was $2,757,372.

Debt administration

At year end, the District had $2,115,000 in general obligation bonds payable and $606,690 in capital lease commitments. See note 5 for information on the general obligation bonds and note 6 for the terms of the capital lease commitments.

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Request for Information

This financial report is designed to provide a general overview of the District's finances for those with an interest in the government's finances. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to the Travis County Emergency Services District No. 1, Board of Commissioners, 18300 Park Drive, Jonestown, Texas 78645.

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TRAVIS COUNTY EMERGENCY SERVICES DISTRICT NO. 1
NORTH LAKE TRAVIS FIRE AND RESCUE

GOVERNMENTAL FUNDS BALANCE SHEET/STATEMENT OF NET ASSETS

SEPTEMBER 30, 2008

	General Fund	Debt Service Fund	Totals	Adjustments (Note 9)	Statement of Net Assets
ASSETS					
Cash and cash equivalents (Note 2)	$ 418,272	$ 17,141	$ 435,413	$ -	$ 435,413
Property tax receivable (Note 3)	130,963	21,143	152,106	-	152,106
Capital assets, net of accumulated depreciation (Notes 1 and 4)	-	-	-	2,757,372	2,757,372
Total assets	$ 549,235	$ 38,284	$ 587,519	$ 2,757,372	$ 3,344,891
LIABILITIES					
Deferred revenue (Notes 1 and 3)	$ 130,963	$ 21,143	$ 152,106	$ -	$ 152,106
Payroll tax payable	14,486	-	14,486	-	14,486
Accrued compensated absences (Note 11)	40,350	-	40,350	-	40,350
Long-term liabilities					
Capital lease commitments (Note 6)					
Current	-	-	-	90,456	90,456
Long-term	-	-	-	516,234	516,234
General obligation bonds payable (Note 5)					
Current	-	-	-	110,000	110,000
Long-term	-	-	-	2,005,000	2,005,000
Total liabilities	185,799	21,143	206,942	2,721,690	2,928,632
FUND BALANCES/NET ASSETS					
Fund balances					
Unreserved	363,436	-	363,436	(363,436)	-
Reserved	-	17,141	17,141	(17,141)	-
Total fund balances	363,436	17,141	380,577	(380,577)	-
Total liabilities and fund balances	$ 549,235	$ 38,284	$ 587,519		
NET ASSETS					
Invested in capital assets, net of related debt				35,682	35,682
Restricted for debt service				17,141	17,141
Unrestricted				363,436	363,436
Total net assets				$ 416,259	$ 416,259

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The accompanying notes are an integral part of the financial statements.

TRAVIS COUNTY EMERGENCY SERVICES DISTRICT NO. 1
NORTH LAKE TRAVIS FIRE AND RESCUE

STATEMENT OF GOVERNMENTAL FUND REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES/STATEMENT OF ACTIVITIES

FOR THE PERIOD OCTOBER 1, 2007 TO SEPTEMBER 30, 2008

	General Fund	Debt Service Fund	Totals	Adjustments (Note 10)	Statement of Activities
Revenues/other sources					
Property tax collections (Note 3)	$ 1,547,865	$ 249,887	$ 1,797,752	$ -	$ 1,797,752
Donations - cash	10,523	-	10,523	-	10,523
Grant funds	84,200	-	84,200	-	84,200
Other income	6,148	-	6,148	-	6,148
Interest income	21,580	1,430	23,010	-	23,010
Total revenues/other sources	1,670,316	251,317	1,921,633	-	1,921,633
Expenditures/expenses					
Current					
Fire stations	40,608	-	40,608	-	40,608
Apparatus and equipment	168,669	-	168,669	-	168,669
Insurance	54,095	-	54,095	-	54,095
Training	7,151	-	7,151	-	7,151
Paid personnel	1,158,627	-	1,158,627	-	1,158,627
General and administrative	107,337	-	107,337	-	107,337
Depreciation	-	-	-	389,972	389,972
Capital outlay	119,969	-	119,969	(119,969)	-
Debt service					
Interest	32,545	112,055	144,600	-	144,600
Principal	86,407	100,000	186,407	(186,407)	-
Total expenditures/expenses	1,775,408	212,055	1,987,463	83,596	2,071,059

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The accompanying notes are an integral part of the financial statements.

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NORTH LAKE TRAVIS FIRE AND RESCUE

STATEMENT OF GOVERNMENTAL FUND REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES/STATEMENT OF ACTIVITIES
(continued)

FOR THE PERIOD OCTOBER 1, 2007 TO SEPTEMBER 30, 2008

	General Fund	Debt Service Fund	Totals	Adjustments (Note 10)	Statement of Activities
Excess (deficiency) of revenues over expenditures	$ (105,092)	$ 39,262	$ (65,830)	$ (83,596)	$ (149,426)
Other financing sources and (uses)					
Transfers in (out)	41,452	(41,452)	-	-	-
Excess (deficiency) of revenues over expenditures	(63,640)	(2,190)	(65,830)	(83,596)	(149,426)
Change in net assets	-	-	-	(234,844)	-
Fund balances/net assets					
Beginning of the year	427,076	19,331	446,407	119,277	565,684
End of the year	$ 363,436	$ 17,141	$ 380,577	$ 35,681	$ 416,258

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The accompanying notes are an integral part of the financial statements.

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TRAVIS COUNTY EMERGENCY SERVICES DISTRICT NO. 1
NORTH LAKE TRAVIS FIRE AND RESCUE

NOTES TO FINANCIAL STATEMENTS

SEPTEMBER 30, 2008

1. SUMMARY OF ACCOUNTING POLICIES

The accounting policies of the Travis County Emergency Services District No. 1, North Lake Travis Fire and Rescue (The District) conform to generally accepted accounting principals applicable to governments promulgated by the Governmental Accounting Standards Board (GASB) and the American Institute of Certified Public Accountants (AICPA). The following is a summary of significant policies:

Reporting Entity

Prior to May 9, 1989, the District operated as a rural fire prevention district (Travis County Rural Fire Prevention District No. 2) under Article III, Section 48-d of the Constitution of Texas. On May 6, 1989, the voters of the District approved the formation of an emergency services district under Article III, Section 48-e of the Texas Constitution. On May 9, 1989, the County Commissioners Court of Travis County, State of Texas approved the order to form the Travis County Emergency Services District No. 1. As of September 30, 1989, the District also changed its fiscal year-end to September 30. On November 8, 2005, as the result of a general election, Travis County Emergency Services District No. 1 combined with Travis County Emergency Services District No. 7 to form one entity (Travis County Emergency Services District No. 1, North Lake Travis Fire and Rescue). The new District began operations on November 18, 2005. The District operates under a Board of Commissioners appointed by the Commissioners Court of Travis County.

The accompanying financial statements comply with the provisions of GASB No. 14, "The Financial Reporting Entity", in that the financial statements include all organizations, activities and functions that comprise the District.

Government-wide and fund financial statements

The government-wide financial statements (the statement of net assets and statement of activities) report information on all the activities of the District.

The statement of activities demonstrates the degree to which the expenses of a given function are offset by program revenues. Other items not properly included among program revenues are reported instead as general revenues. Major individual governmental funds are reported as separate columns in the fund financial statements.

Measurement focus, basis of accounting and financial statement presentation

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting.

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NOTES TO FINANCIAL STATEMENTS
(continued)

SEPTEMBER 30, 2008

1. SUMMARY OF ACCOUNTING POLICIES (CONTINUED)

Measurement focus, basis of accounting and financial statement presentation - (continued)

Grants and entitlements and interest associated with the current fiscal period are reported on the accrual basis of accounting and so have been recognized as revenues of the current fiscal period. All other revenue items are considered measurable and available only when the District receives the cash.

Fund Accounting

The accounting system is organized and operated on the basis of funds. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its fund equity, revenues and expenditures.

Governmental Funds

Governmental funds are those through which most government functions typically are financed. Governmental funds reporting focuses on the sources, uses and balances of current financial resources. Expendable assets are assigned to the various governmental funds according to the purpose for which they may or must be used. Current liabilities are assigned to the fund from which they will be paid. The difference between governmental fund assets and liabilities is reported as fund balance.

The District reports the following governmental funds:

General fund - The general fund is used to account for all financial resources of the District except those required to be accounted for in another fund. The general fund balance is available to the District for any purpose provided it is expended or transferred according to the bylaws of the District.

Debt service fund - The debt service fund accounts for the servicing of general long-term debt.

Capital assets

Capital assets are recorded at historical cost or estimated historical cost and updated for additions and retirements during the year. The District maintains a capitalization threshold of $1,000. Capital assets are depreciated on the straight-line method of depreciation over the useful life of the asset. Improvements are capitalized. The cost of normal maintenance and repairs that do not add to the value of the asset's life are expensed as incurred.

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1. SUMMARY OF ACCOUNTING POLICIES (CONTINUED)

Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

Deferred revenue

The District reports unearned deferred revenue in the governmental fund balance sheet. Under the modified accrual basis of accounting, receivables may be measurable but not available, meaning collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. Deferred revenues are those revenues where asset recognition criteria have been met but not revenue recognition criteria.

Net assets

Net assets present the difference between assets and liabilities in the statement of net assets. Net assets invested in capital assets are reduced by the outstanding balances of any borrowing used for the acquisition, construction or improvement of those assets. Net assets are reported as restricted when there are legal limitations imposed on their use by District legislation or external restrictions by creditors, grantors, laws or regulations.

2. CASH AND CASH EQUIVALENTS

The District considers all highly liquid investments purchased with maturities of three months or less to be cash equivalents.

The District's pooled and non-pooled deposits are categorized to give an indication of the level of risk assumed by the District at September 30, 2008. The categories are described as follows:

Category 1 - Insured or collateralized securities held by the District or by its agent in the District's name.

Category 2 - Collateralized with securities held by the pledging financial institution's trust department or agent in the District's name.

Category 3 - Uncollateralized or collateralized with securities held by the pledging financial institution's trust department or agent not in the District's name.

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2. CASH AND CASH EQUIVALENTS (CONTINUED)

Deposits categorized by level of risk are:

	Bank Balance	Category 1	Category 2	Category 3	Carrying Amount
Pooled deposits	$ 257,670	$ -	$ -	$ 257,670	$ 257,670
Non-pooled deposits	177,743	177,743	-	-	177,743
Total deposits	$ 435,413	$ 177,743	$ -	$ 257,670	$ 435,413

3. PROPERTY TAXES

The District's property tax is levied each October 1 on the assessed value listed as of the prior January 1 for all real and taxable personal property located in the District. The assessed value for the tax rolls as of January 1, 2007, upon which the 2007 levy was based, was $1,781,360,116.

Taxes are due by January 31 following the October 1 levy date. The total levy on October 1, 2007, net of adjustments, was $1,780,988 and the tax rate was $.10 per $100 assessed valuation. As an Emergency Services District, the District is allowed to levy up to a maximum of $.10 per $100 assessed valuation. As of September 30, 2008, $1,759,508 has been collected for the year ended September 30, 2008 and the remaining $38,244 has been collected for prior years.

Property taxes not collected in the current period are not expected to be collected in time to pay liabilities of the current year. Such taxes are considered not to be available, and as such, are not accrued as revenue in the current year. The uncollected property taxes are offset by an equal amount of deferred revenue. As of September 30, 2008, property tax receivable and deferred revenue were $152,106.

4. CAPITAL ASSETS

Capital asset activity for the period ended September 30, 2008 was as follows:

	Beginning Balance	Additions	Retirements	Ending Balance
Governmental activities				
Non-depreciable assets				
Land	$ 35,000	$ -	$ -	$ 35,000
Depreciable assets				
Buildings	252,313	-	-	252,313
Equipment and vehicles	4,808,522	119,969	-	4,928,491
Totals at historical cost	5,095,835	119,969	-	5,215,804
Less: accumulated depreciation for				
Buildings	163,636	6,308	-	169,944
Equipment and vehicles	1,904,824	383,664	-	2,288,488
Total accumulated depreciation	2,068,460	389,972	-	2,458,432
Governmental activities capital assets, net	$ 3,027,375	$ (270,003)	$ -	$ 2,757,372

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4. CAPITAL ASSETS (CONTINUED)

Depreciation expense was charged to governmental functions as follows:

General administration		$ 6,308
Emergency services		383,664
	Total	$ 389,972

5. LONG-TERM OBLIGATIONS

The following is a summary of the long-term debt transactions of the District for the period October 1, 2007 to September 30, 2008:

	General Obligation Bonds
Balance at September 30, 2007	$ 2,215,000
Retirements of debt	(100,000)
Balance at September 30, 2008	$ 2,115,000

On November 6, 2001, the District was authorized to issue general obligation bonds of $5,000,000. As of September 30, 2008, $2,600,000 has been issued. The original bond issue of $2,000,000 in February 2002 is due serially through 2022 with principal and interest due annually each March. The interest rate on these bonds is a floating rate between 4.75% and 5.625%. The second bond issue of $600,000 in February 2004 is due serially through 2022 with principal and interest due annually each March. The interest rate on these bonds is 4.75%.

The annual requirements to amortize the bonds outstanding as of September 30, 2008 are as follows:

Year Ending September 30,	Principal	Interest	Totals
2009	$ 110,000	$ 106,874	$ 216,874
2010	115,000	101,430	216,430
2011	125,000	95,662	220,662
2012	135,000	89,301	224,301
2013	135,000	82,651	217,651
2014	150,000	75,589	225,589
2015	160,000	67,804	227,804
2016	170,000	59,402	229,402
2017	180,000	50,384	230,384
2018	185,000	40,856	225,856
2019	200,000	30,653	230,653
2020	140,000	21,375	161,375
2021	150,000	13,219	163,219
2022	160,000	4,500	164,500
Totals	$ 2,115,000	$ 839,700	$ 2,954,700

The total amount of interest expense for the bonds for the period ended September 30, 2008 was $112,055.

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6. CAPITAL LEASE COMMITMENTS

On February 23, 2006, the District entered into a capital lease arrangement with Wells Fargo Brokerage Services, L.L.C. to lease a 2006 Pierce Custom Contender fire truck for total consideration of $217,566, payable over 84 months, at 4.54% per annum. The District has the option to purchase the fire engine at the end of the lease term for $1.00.

Annual requirements on this lease obligation are as follows:

Year Ending September 30	Principal	Interest	Totals
2009	$ 29,614	$ 7,361	$ 36,975
2010	30,959	6,017	36,976
2011	32,364	4,611	36,975
2012	33,833	3,142	36,975
2013	35,370	1,606	36,976
Totals	$ 162,140	$ 22,737	$ 184,877

On January 15, 2007, the District entered into a capital lease purchase arrangement with Wells Fargo Brokerage Services, L.L.C. for band radios and walkie-talkies for total consideration of $152,186, payable over 5 years, at 4.75% per annum.

Annual requirements on this lease obligation are as follows:

Year Ending September 30	Principal	Interest	Totals
2009	$ 28,994	$ 5,914	$ 34,908
2010	30,372	4,537	34,909
2011	31,814	3,094	34,908
2012	33,326	1,583	34,909
Totals	$ 124,506	$ 15,128	$ 139,634

On March 25, 2005, the District entered into a capital lease arrangement with Kansas State Bank of Manhattan to lease a 2005 Rosenbauer 1250 GPM Pumper for total consideration of $105,257, payable over 10 years, at 4.85% per annum. The District will own the vehicle at the end of the lease term.

Annual requirements on this lease obligations are as follows:

Year Ending September 30,	Principal	Interest	Totals
2009	$ 9,714	$ 3,818	$ 13,532
2010	10,185	3,347	13,532
2011	10,679	2,853	13,532
2012	11,197	2,335	13,532
2013	11,740	1,792	13,532
Thereafter	25,215	1,849	27,064
Totals	$ 78,730	$ 15,994	$ 94,724

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6. CAPITAL LEASE COMMITMENTS (CONTINUED)

On February 23, 2007, the District entered into a capital lease arrangement with Wells Fargo Brokerage Services, L.L.C. to lease a 2007 Pierce fire truck for total consideration of $262,450, payable over 10 years, at 4.725% per annum.

Annual requirements on this lease obligations are as follows:

Year Ending September 30,	Principal	Interest	Totals
2009	$ 22,134	$ 11,402	$ 33,536
2010	23,180	10,356	33,536
2011	24,275	9,261	33,536
2012	25,422	8,114	33,536
2013	26,623	6,913	33,536
Thereafter	119,680	14,463	134,143
Totals	$ 241,314	$ 60,509	$ 301,823

The total amount of interest expense for the leases for the year ended September 30, 2008 was $32,545.

7. OPERATING LEASES

The District has a fire station in the Point Venture Subdivision which is leased for 99 years at $1 per year. Under this lease, the premises may be used only for storage and housing of fire fighting equipment and personnel.

8. QUALIFIED RETIREMENT PLAN

On November 15, 2004 the District approved participation in the Texas County and District Retirement System (TCDRS) which is a qualified retirement plan under Section 401(a) of the Internal Revenue Code. The effective date of the plan is January 1, 2005. All persons who are employees of the District on the effective date are eligible to participate. Any new employee of the District subsequent to the effective date will become eligible on the date of employment. A participant will have the right to retire and receive a service retirement annuity when the years of service equals or exceeds twenty (20). Each payroll period the participant shall make a mandatory contribution to TCDRS equal to four percent (4%) of compensation for which the participant is immediately vested. The District makes employer contributions actuarially determined by TCDRS. Allocated prior service credits granted to any participant by the District will be computed at ten percent (10%) of the maximum prior service credit each participant affected.

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NOTES TO FINANCIAL STATEMENTS
(continued)

SEPTEMBER 30, 2008

9. RECONCILIATION OF GOVERNMENTAL FUNDS BALANCE SHEET TO THE STATEMENT OF NET ASSETS

Fund balances - total governmental funds		$ 380,577
Amounts reported for governmental activities in the statement of net assets are different because:		
Capital assets used in governmental activities are not financial resources and therefore are not reported in the governmental funds.		
Governmental capital assets	$ 5,215,804	
Less: accumulated depreciation	(2,458,432)	2,757,372
Long-term liabilities that are not reported in the governmental funds.		
General obligation bonds		(2,115,000)
Capital lease commitments		(606,690)
Net assets of governmental activities		$ 416,259

10. RECONCILIATION OF THE STATEMENT OF GOVERNMENTAL FUND REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES TO THE STATEMENT OF ACTIVITIES

Net change in fund balances - total governmental funds		$ (65,830)
Amounts reported for governmental activities in the statement of activities are different because:		
Governmental funds report capital outlays as expenditures. However, in the statement of activities, the cost of those assets is depreciated over their estimated useful lives.		
Expenditures for capital assets	119,969	
Less: current year depreciation	(389,972)	(270,003)
Repayment of principal on long-term liabilities is an expenditure in the government funds, but the repayment reduces long-term liabilities in the statement of net assets.		
Transfers out		-
Repayment of principal		186,407
Change in net assets of governmental activities		$ (149,426)

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11. COMPENSATED ABSENCES

In December 2005 the Board of Commissioners unanimously approved paying terminated employees for up to 288 hours of accrued vacation time. The balance for this compensated absences liability as of September 30, 2008 is $40,350.

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SUPPLEMENTAL INFORMATION

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TRAVIS COUNTY EMERGENCY SERVICES DISTRICT NO. 1
NORTH LAKE TRAVIS FIRE AND RESCUE

BUDGETARY COMPARISON SCHEDULE
GENERAL FUND

FOR THE PERIOD OCTOBER 1, 2007 TO SEPTEMBER 30, 2008

	Budget Amounts	Actual Amounts	Variance Over/(Under)
Revenues/resources:			
Property tax collections	$ 1,543,343	$ 1,547,865	$ 4,522
Donations - cash	10,050	10,523	473
Grant funds	84,200	84,200	-
Other income	6,000	6,148	148
Interest income	25,000	21,580	(3,420)
Total revenues	1,668,593	1,670,316	1,723
Expenditures/expenses:			
Current			
Fire stations	45,000	40,608	(4,392)
Apparatus and equipment	179,000	168,669	(10,331)
Insurance	53,500	54,095	595
Training	9,800	7,151	(2,649)
Paid personnel	1,164,809	1,158,627	(6,182)
General and administrative	107,197	107,337	140
Capital outlay	121,272	119,969	(1,303)
Debt service:			
Interest	32,545	32,545	-
Principal	86,407	86,407	-
Total expenditures/expenses	1,799,530	1,775,408	(24,122)
Excess of revenues over expenditures	$ (130,937)	(105,092)	$ 25,845
Other financing sources:			
Transfers in (out)		41,452	
Fund balance beginning of the year		427,076	
Fund balance end of the year		$ 363,436	

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TRAVIS COUNTY EMERGENCY SERVICES DISTRICT NO. 3

ANNUAL FINANCIAL REPORT

FOR THE YEAR ENDED
SEPTEMBER 30, 2008

TRAVIS COUNTY EMERGENCY SERVICES DISTRICT NO. 3

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BLAKESLEE, MONZINGO & CO.
CERTIFIED PUBLIC ACCOUNTANTS

P.O. BOX 1130
PFLUGERVILLE, TX 78691-1130
PH (512) 251-5611
FAX (512) 990-5391

INDEPENDENT AUDITOR'S REPORT

To the Travis County Commissioners
Travis County Emergency Service District No. 3
4111 Barton Creek Boulevard
Austin, Texas 78735

We have audited the accompanying basic financial statements of the governmental activities, the aggregate discretely presented component units, and each major fund of Travis County Emergency Services District No. 3 as of and for the year ended, September 30, 2008, which collectively comprise the District's basic financial statements as listed in the table of contents. These financial statements are the responsibility of Travis County Emergency Services District No. 3's management. Our responsibility is to express an opinion on these basic financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinions.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the aggregate discretely presented component units, and each major fund of Travis County Emergency Services District No. 3 as of September 30, 2008, and the results of its operations for the year then ended, in conformity with accounting principles generally accepted in the United States of America.

The management's discussion and analysis and budgetary comparison information on pages 2 through 6 and 12 are not a required part of the basic financial statements but are supplementary information required by accounting principles generally accepted in the United States of America. We have applied certain limited procedures, which consisted principally of inquiries of management regarding the methods of measurement and presentation of supplementary information. However, we did not audit the information and express no opinion on it.

Blakeslee, Monzingo & Co.
Pflugerville, Texas
March 16, 2009

TRAVIS COUNTY EMERGENCY SERVICES DISTRICT NO. 3

Management's Discussion and Analysis

September 30, 2008

As management of Travis County Emergency Services District No. 3 (the "District"), we offer readers of the District's financial statements this narrative overview and analysis of the financial activities of the District for the fiscal year ended September 30, 2008.

Financial Highlights

- The assets of the District exceeded its liabilities at the close of the most recent fiscal year by $4,940,482 (net assets).
- The District's total net assets (government-wide) increased by $339,366. This is due in part to the increase in property tax collection and the prior period adjustment to repay sales tax income.
- As of the close of the current fiscal year, the District's governmental funds reported combined ending fund balances of $2,130,632 a decrease of $684,397 in comparison with the prior year. This decrease resulted partially from the increase in firefighting expenses.

Overview of the Financial Statements

This discussion and analysis is intended to serve as an introduction to the District's basic financial statements which have three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the financial statements. This report also contains other supplementary information in addition to these basic financial statements.

Government-wide financial statements. The *government-wide financial statements* are designed to provide readers with a broad overview of the District's finances, in a manner similar to a private-sector business.

The *statement of net assets* presents information on all of the District's assets and liabilities, with the difference between the two reported as net assets. Over time, increases or decreases in net assets may serve as a useful indicator of whether the financial position of the District is improving or declining.

The *statement of activities* presents information showing how the District's net assets changed during the most recent fiscal year. All changes in net assets are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, the accrual basis of accounting is used, which is similar to the accounting used by most private-sector companies.

The government-wide financial statements are on pages 7-8 of this report.

Reporting the District's Most Significant Fund

The fund financial statements begin on page 9 and provide detailed information about the most significant funds. A fund is a grouping of related accounts that are used to maintain control over resources that have been segregated for specific activities or objectives. The District, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. All of the funds of the District are included in one category: governmental funds.

- **Governmental funds** – Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on how money flows into and out of those funds and the balances left at year-end that are available for spending. These funds are reported using an accounting method called modified accrual accounting, which requires the recognition of revenue when earned, only so long as the funds are collectible within the period or soon enough afterwards to be used to pay liabilities of the current period.

The governmental fund financial statements provide a detailed short-term view of the District's general government operations and the basic services it provides. Governmental fund information helps you determine the amount of financial resources that can be spent in the near future to finance the District's programs. We describe the relationship (or differences) between governmental activities (reported in the Statement of Net Assets and the Statement of Activities) and governmental funds in a reconciliation at the end of the fund financial statements on page 11.

Each year the District adopts a budget for its Governmental funds. A budgetary comparison schedule has been provided for the Governmental funds to demonstrate compliance with this budget.

Notes to the financial statements. The notes provide additional information that is essential for a full understanding of the data provided in the government-wide and fund financial statements. The notes to the financial statements can be found on pages 13-22 of this report.

Government-wide Financial Analysis

As noted earlier, net assets may serve over time as a useful indicator of a district's financial position. The Districts' assets exceeded liabilities by $4,940,482 at the close of the most recent fiscal year.

The largest portion of the District's assets (78%) represents the investment in capital assets (e.g. fire trucks, equipment and land).

The remaining balance of the District's assets (22%) represents its unrestricted financial resources available for future operations.

Travis County Emergency Services District No. 3
Summary Statement of Net Assets

	2008	2007
Assets:		
Current and Other Assets	$ 2,268,071	$ 2,867,141
Intangible Assets	74,272	78,914
Capital Assets	8,146,795	7,358,978
Total Assets	$ 10,489,138	$ 10,305,033
Liabilities:		
Current and other Liabilities	556,873	$ 449,971
Long-term Debt Outstanding	4,991,783	5,253,946
Total Liabilities	$ 5,548,656	$ 5,703,917
Net Assets:		
Restricted	$ 34,932	$ 395,883
Unrestricted	4,905,550	4,205,233
Total Net Assets	4,940,482	4,601,116
Total Net Assets & Liabilities	$ 10,489,138	$ 10,305,033

Governmental Activities

Revenues for the District's governmental activities were $3,595,906 and program revenues were $124,877 while total expenses were $3,346,431. The change in net assets was an increase of $374,352.

Travis County Emergency Services District No. 3
Summary Statement of Changes in Net Assets

	2008	2007
Program Revenue	$ 124,877	$ 512,165
General Revenue		
Property Taxes	1,820,119	1,615,455
Sales Taxes	1,583,412	1,330,401
Other Income	192,375	205,728
Total General Revenues	3,595,906	3,151,584
Total Revenues	3,720,783	3,663,749
Expenses		
Fire Fighting	3,346,431	3,246,893
Total Expenses	3,346,431	3,246,893
Increase in Net Assets	374,352	416,856
Net Assets - Beginning		
As previously reported	4,601,116	3,730,486
Prior period adjustment	(34,986)	453,774
Balance at beginning of year, restated	4,566,130	4,184,260
Net Assets - Ending	$ 4,940,482	$ 4,601,116

Financial Analysis of the District's Funds

As noted earlier, the District uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

Governmental funds: The focus of the District's governmental funds is to provide information on near-term inflows, outflows, and balances of resources available for spending. Such information is useful is assessing the District's financing requirements. In particular, unreserved fund balance may serve as a useful measure of the District's net resources available for spending at the end of the fiscal year.

The General Fund is the chief operating fund of the District. At the end of the current fiscal year, unreserved fund balance of the General Fund was $2,049,680. As a measure of the General Fund's liquidity, it may be useful to compare unreserved fund balance to total fund expenditures. Unreserved fund balance represents 64% of total General Fund expenditures.

An Analysis of Significant Balances:

- Property tax revenue increased by $203,264 and sales tax increased by $253,445.
- Expenditures for fire fighting services increased by $99,538 due to the increased scope by the District.

General Fund Budgetary Highlights

Significant differences between the original budget and the final budget were relatively few and can be briefly described as follows:

- The District's property and sales tax revenue was larger than budgeted due to increase in sales tax and property tax receipts during the year.
- The District's interest income was higher than budgeted due to investing the note payable money.
- The District's public safety actual expenditures decreased by $9,087 from the budgeted amount.
- The District's capital outlays were higher than budgeted due to the new construction of training facilities and the completion of construction on a new station.
- The District's expenditures for grants were $500 over budgeted amounts.

Capital Assets and Debt Administration

Capital Assets. The Districts' investment in capital assets for its governmental activities as of September 30, 2008 is $8,146,795 (net of accumulated depreciation). This investment in capital assets includes fire trucks, building improvements, equipment and land. The total increase in the District's investment in capital assets for the current fiscal year was $787,817.

Major capital asset additions during the current fiscal year included the following:

- The purchase of a vehicle.
- The completed construction of a new training facility at Mackey Field.

Travis County Emergency Services District No. 3
Capital Assets

	BALANCE 9/30/2007	ADDITIONS	DELETIONS	BALANCE 9/30/2008
Land	$ 1,350,661	$ -	$ -	$ 1,350,661
Fire Trucks & Vehicles	2,087,687	48,614	-	2,136,301
Buildings	4,594,610	1,078,241	-	5,672,851
Equipment	259,921	9,500	-	269,421
Construction in Progress	40,213	1,038,028	(1,078,241)	-
	8,333,092	2,174,383	(1,078,241)	9,429,234
Less accumulated depreciation	974,114	308,325	-	1,282,439
	$ 7,358,978	$ 1,866,058	$ (1,078,241)	$ 8,146,795

Long-term debt. At the end of the current fiscal year, the District had capital leases payable of $505,470, general obligation bonds of $3,975,000, and notes payable of $511,313.

Intangible Assets. Travis County Emergency Services District No. 3 has intangible assets for its governmental activities as of September 30, 2008 of $74,272 (net of accumulated amortization). This is a result of bond issuance costs for the 2005 bond. Due to GASB 34 reporting requirements this issuance costs must be reported as an intangible assets and amortized over the life of the bond only for GASB 34 reporting.

Travis County Emergency Services District No. 3
Intangible Assets

	BALANCE 9/30/2007	ADDITIONS	DELETIONS	BALANCE 9/30/2008
Bond issuance costs	$ 92,840	$ -	$ -	$ 92,840
	92,840	-	-	92,840
Less accumulated amortization	13,926	4,642	-	18,568
	$ 83,556	$ (4,642)	$ -	$ 74,272

Economic Factors and Next Year's Budgets and Rates

The District's commissioners approved a resolution for approval of the ad valorem tax rate to $.10 per $100.00 valuation of the appraised property within the boundaries of the District for the next year. This tax will be split $.0717 per 100.00 valuation of the appraised property for maintenance and operations of the District and $.0283 per $100.00 valuation of the appraised property for interest and sinking (debt) fund.

Request for Information

This financial report is designed to provide a general overview of the District's finances and accountability for the money it receives. If you have any questions about this report or need additional financial information, contact TCESD #3, Attn: Treasurer, 4111 Barton Creek Boulevard, Austin, TX 78735.

TRAVIS COUNTY EMERGENCY SERVICES DISTRICT NO. 3

STATEMENT OF NET ASSETS

SEPTEMBER 30, 2008

	Governmental Activities	Component Units
ASSETS		
Current assets		
Cash and cash equivalents	$ 277,187	$ 8,170
Investments	1,967,008	-
Receivables -		
Property Taxes (net of uncollectible taxes)	22,047	-
Receivables - Other	1,829	-
Total current assets	2,268,071	8,170
Noncurrent assets		
Capital assets (net of accumulated depreciation)	6,796,134	-
Land	1,350,661	-
Intangible assets (net of accumulated depreciation)	74,272	-
Total noncurrent assets	8,221,067	-
TOTAL ASSETS	$ 10,489,138	$ 8,170
LIABILITIES		
Current liabilites		
Accounts payable	$ 60,508	$ -
Salaries payable	41,592	
Payroll taxes payable	13,293	
Compensated absences payable	117,772	-
Leases payable	90,983	-
Notes payable	27,725	-
Bonds payable	205,000	-
Total current liabilities	556,873	-
Noncurrent liabilities		
Leases payable	505,470	-
Notes payable	511,313	-
Bonds payable	3,975,000	-
Total noncurrent liabilities	4,991,783	-
TOTAL LIABILITIES	5,548,656	-
NET ASSETS		
Temporarily Restricted	34,932	-
Unrestricted	4,905,550	8,170
TOTAL NET ASSETS	4,940,482	8,170
TOTAL LIABILITIES AND NET ASSETS	$ 10,489,138	$ 8,170

See accompanying notes and independent auditor's report

STATEMENT OF ACTIVITIES

FOR THE YEAR ENDED SEPTEMBER 30, 2008

	Expenses			Program Revenues			Net(Expenses) Revenue and Changes in Net Assets	
Functions/Programs	Expenses	Administration Allocation	Expenses after Allocation of Administration	Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	Governmental Activities	Component Units
Governmental Activities								
Fire Fighting	$ 3,328,163	$ 18,268	$ 3,346,431	$ 84,877	$ 15,500	$ 24,500	$ (3,221,554)	$ -
Administration	18,268	(18,268)	-	-	-	-	-	-
Total Governmental Activities	$ 3,346,431	$ -	$ 3,346,431	$ 84,877	$ 15,500	$ 24,500	(3,221,554)	-
Response Training Foundation	$ 14	$ -	$ 14	$ -	$ 1,375	$ -	$ -	$ 1,361
General Revenue								
Property taxes							$ 1,820,119	$ -
Sales taxes							1,583,412	-
Interest income							100,091	1
Other income							92,284	-
Total General Revenue							3,595,906	1
Change in net assets							374,352	1,362
Net Assets - Beginning							4,601,116	6,808
Prior period adjustment (Note 11)							(34,986)	-
Net Assets - Ending							$ 4,940,482	$ 8,170

See accompanying notes and independent auditor's report

Last Updated 09-03-09 at 4:52pm

TRAVIS COUNTY EMERGENCY SERVICES DISTRICT NO. 3

BALANCE SHEET
GOVERNMENTAL FUNDS

SEPTEMBER 30, 2008

ASSETS	GENERAL	SPECIAL REVENUE	DEBT SERVICE	(Memorandum) TOTAL
Cash and Cash equivalents	$ 196,236	$ 34,932	$ 46,020	$ 277,188
Investments	1,967,008	-	-	1,967,008
Receivables -				
Property Taxes (net of uncollectible taxes)	22,047	-	-	22,047
Receivables - Other	1,829	-	-	1,829
TOTAL ASSETS	$ 2,187,120	$ 34,932	$ 46,020	$ 2,268,072
LIABILITIES				
Accounts Payable	$ 51,392	$ -	$ -	$ 51,392
Accrued Liabilities	64,001	-	-	64,001
Deferred Revenue	22,047	-	-	22,047
TOTAL LIABILITIES	137,440	-	-	137,440
FUND BALANCES				
Temporarily Restricted	-	34,932	-	34,932
Unrestricted	2,049,680	-	46,020	2,095,700
TOTAL FUND BALANCES	2,049,680	34,932	46,020	2,130,632
TOTAL LIABILITIES AND FUND BALANCES	$ 2,187,120	$ 34,932	$ 46,020	$ 2,268,072

Total governmental fund balance	$ 2,130,632
Amounts reported for governmental activities in the statement of net assets are different because:	
Capital and intangible assets used in governmental activities are not financial resources and therefore are not reported in the governmental funds.	8,221,067
Capital leases and bonds are not due and payable in the current period and therefore are not reported in the governmental funds.	(5,433,264)
Revenues in the statement of activities that do not provide current financial resources are not reported as revenues in the funds.	22,047
Net Assets of Governmental Activities	$ 4,940,482

See accompanying notes and independent auditor's report

TRAVIS COUNTY EMERGENCY SERVICES DISTRICT NO. 3

STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE
GOVERNMENTAL FUNDS

FOR THE YEAR ENDED SEPTEMBER 30, 2008

REVENUES	GENERAL	SPECIAL REVENUE	DEBT SERVICE	CAPITAL PROJECTS	(Memorandum) TOTAL
Property taxes, including penalties and interest	$ 1,808,945	$ -	$ -	$ -	$ 1,808,945
Sales tax	1,583,412	-	-	-	1,583,412
Grants	15,500	24,500	-	-	40,000
Miscellaneous income	177,161	-	-	-	177,161
Interest income	84,075	-	4,990	11,026	100,091
TOTAL REVENUES	$ 3,669,093	$ 24,500	$ 4,990	$ 11,026	$ 3,709,609
EXPENDITURES					
Current					
General and administrative	$ 71,838	$ 59	$ 15	$ -	$ 71,912
Public safety	2,712,316	-	-	-	2,712,316
Non-current Liabilities					
Principal retirement	85,386	-	195,000	-	280,386
Interest and fees	56,045	-	177,205	-	233,250
Capital outlay	58,114	-	-	1,038,028	1,096,142
TOTAL EXPENDITURES	$ 2,983,699	$ 59	$ 372,220	$ 1,038,028	$ 4,394,006
EXCESS (DEFICIENCY) OF REVENUES OVER (UNDER) EXPENDITURES	$ 685,394	$ 24,441	$ (367,230)	$ (1,027,002)	$ (684,397)
OTHER FINANCING SOURCES(USES)					
Transfers in	-	10,491	375,022	131,119	516,632
Transfers out	(516,632)	-	-	-	(516,632)
TOTAL OTHER FINANCING SOURCES (USES)	(516,632)	10,491	375,022	131,119	-
NET CHANGE IN FUND BALANCE	168,762	34,932	7,792	(895,883)	(684,397)
FUND BALANCE, BEGINNING OF YEAR	1,880,918	-	38,228	895,883	2,815,029
FUND BALANCE, END OF YEAR	$ 2,049,680	$ 34,932	$ 46,020	$ -	$ 2,130,632

See accompanying notes and independent auditor's report

TRAVIS COUNTY EMERGENCY SERVICES DISTRICT NO. 3

RECONCILIATION OF STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE OF GOVERNMENTAL FUNDS TO THE STATEMENT OF ACTIVITIES

FOR THE YEAR ENDED SEPTEMBER 30, 2008

Net Change in Fund Balances - Total Governmental Funds	$ (684,397)
Amounts reported for governmental activities in the Statement of Activities are different because	
Governmental funds report capital outlays as expenditures. However, in the statement of activities, the cost of those assets is allocated over their estimated useful lives as depreciation expense. This is the amount by which capital outlay exceeded depreciation in the current period.	787,817
Governmental funds report bond issuance as expenditures. However, in the statement of activities, the cost of those assets is allocated over their estimated useful lives as amortization expense. This is the amount by which bond issuance was reduced by amortization expense in the current period.	(4,642)
Repayment of capital lease payable is an expenditure in the governmental funds, but the repayment reduces the capital lease payable in the statement of net assets.	280,386
Revenues in the statement of activities that do not provide currer financial resources are not reported as revenues in the funds.	11,174
Some expenses reported in the statement of activities do not require the use of current financial resources and therefore are not reported as expenditure in the governmental funds.	(15,986)
Change in Net Assets of Governmental Activities	$ 374,352

See accompanying notes and independent auditor's report

TRAVIS COUNTY EMERGENCY SERVICES DISTRICT NO. 3

STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE BUDGET AND ACTUAL-GOVERNMENTAL FUNDS

FOR THE YEAR ENDED SEPTEMBER 30, 2008

	Original	Final	Actual	Variance With Final Budget Favorable (Unfavorable)
REVENUES				
Property and Sales Taxes	$ 3,175,619	$ 3,390,884	$ 3,392,357	$ 1,473
Grants	18,500	40,000	40,000	-
Miscellaneous income	141,310	175,615	177,161	1,546
Interest Income	96,721	95,302	100,091	4,789
TOTAL REVENUES	3,432,150	3,701,801	3,709,609	7,808
EXPENDITURES				
Public Safety	3,005,458	2,721,403	2,712,316	9,087
General and administrative	49,850	72,200	71,912	288
Non-current liabilities	513,636	513,636	513,636	-
Capital outlays	815,014	1,077,860	1,096,142	(18,282)
TOTAL EXPENDITURES	4,383,958	4,385,099	4,394,006	(8,907)
Excess (deficiency) of revenues over (under) expenditures and other sources (uses)	(951,808)	(683,298)	(684,397)	(1,099)
FUND BALANCE, beginning of year	2,815,029	2,815,029	2,815,029	-
FUND BALANCE, end of year	$ 1,863,221	$ 2,131,731	$ 2,130,632	$ (1,099)

See accompanying notes and independent auditor's report

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

This summary of significant accounting policies of the Travis County Emergency Services District No. 3 (hereafter referred to as the "District") is presented to assist in understanding the District's general purpose financial statements. The general purpose financial statements and notes are representations of the District's management who is responsible for their integrity and objectivity. These accounting policies conform to generally accepted accounting principles applicable to governments promulgated by the Governmental Accounting Standards Board (GASB) and the American Institute of Certified Public Accountants (AICPA).

A. Reporting Entity

Prior to October 1, 1992, the District operated as a rural fire prevention district (Travis County Rural Fire Prevention District No. 6) under Article III, Section 48-d of the Constitution of Texas. On January 18, 1992, the voters of the District approved the formation of an emergency services district under Article III, Section 48-e of the Texas Constitution. On January 18, 1992, the County Commissioners Court of Travis County, State of Texas approved the order to form the Travis County Emergency Services District No. 3. The District was formed on October 1, 1992, and operates under a Board of Directors appointed by the Commissioners Court of Travis County. The District is exempt from federal income taxes.

B. Government-Wide and Fund Financial Statements

The government-wide financial statements include the statement of net assets and the statement of activities. These statements report financial information for the District as a whole. The primary government unit is presented separately within the financial statements with the focus on the primary government. Individual funds are not displayed but the statements distinguish governmental activities, generally supported by taxes, from business-type activities, generally financed in whole or in part with fees charged to external customers.

The statement of activities reports the expenses of a given function offset by program revenues directly connected with the functional program. A function is an assembly of similar activities and may include portions of a fund or summarize more than one fund to capture the expenses and program revenues associated with a distinct functional activity. Taxes and other revenue sources not properly included with program revenues are reported as general revenues.

C. Measurement Focus, Basis of Accounting and Financial Statement Presentation

The Government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenue is recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenue is recognized as soon as it is both measurable and available. Revenue is considered to be available when it is collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the District considers revenue to be available when it is collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting.

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

The District reports the following major governmental fund:

> The General Fund is the District's primary operating fund. It accounts for all financial resources of the general government, except those otherwise required to be accounted for in a separate fund.

Private-sector standards of accounting and financial reporting issued prior to November 30, 1989, generally are followed in both the government-wide fund financial statements to the extent that those standards do not conflict with or contradict guidance of the Governmental Accounting Standards Board.

Major revenue sources subject to accrual include property taxes and sales tax. In general, other revenues are recognized when cash is received.

When both restricted and unrestricted resources are available for use, it is the District's policy to use restricted resources first, and then unrestricted resources as they are needed.

D. Budget

The budget as adopted by the Board is presented in the accompanying financial statements on the same basis of accounting as actual amounts. The budget is not legally binding.

No supplemental appropriations were made during the year. Appropriations lapse at the end of the year. The District exceeded budgeted expenditures on general and administrative expenses. The capital outlays appear over budget due to the expensing of construction-in-progress.

E. Property Taxes

Ad valorem taxes, penalties and interest are reported as revenue in the fiscal year in which they become available to finance expenditures of the District.

F. Capital Assets

Capital assets, which include property, plant and equipment, are reported in the governmental activities columns in the government-wide financial statements. Capital assets are defined by the District as assets with an initial, individual cost of more than $5,000 and an estimated useful life in excess of two years. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed.

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend assets lives are not capitalized. Property, plant, and equipment of the primary government is depreciated using the straight line method over the following estimated useful lives:

Assets	Years
New Fire Trucks	20
Equipment/Used Fire Trucks	10
Building Improvements	40

NOTE 2 - CASH AND INVESTMENTS

Deposits

The District maintains cash in financial institutions that are insured by the FDIC (Federal Depository Insurance Corporation) for balances up to $250,000 as of October 3, 2008. Amounts held at financial institutions exceeding $250,000 are collateralized with securities held by the pledging financial institution's agent in the District's name. The amount of deposits collateralized as of September 30, 2008 was approximately $842,139.

Custodial credit risk-deposits

Custodial credit risk is the risk that in the event of a bank failure, the District's deposits may not be returned to it. The government's investment policy requires that the District's deposits be fully insured by FDIC insurance or collateralized with Obligations of the United States or its agencies and instrumentalities.

As of September 30, 2008, the District's total bank investment deposits of $1,967,008 were covered by federal depository insurance or by collateral held by the District's agent in the District's name.

Investments

The District has investments in the Texas Local Government Investment Pool (TexPool). TexPool is a public funds investment pool created by the Treasurer of the State of Texas pursuant to the Interlocal Cooperation Act of the State of Texas. The District has delegated the authority to hold legal title to TexPool as custodian and to make investment purchases with the District's funds. The District owns specific, identifiable investment securities of the pool; consequently, no disclosure of categories of credit risk is made. The market value is determined by the number of pool shares owned on that day. Each share is valued at $1.00. The market value of the TexPool investments at September 30, 2008 is $1,967,008.

NOTE 3 - PROPERTY TAXES

The District's property tax is levied each October 1, on the assessed value of property listed as of the prior January 1, for all real and taxable personal property located in the District. The assessed value of the property rolls as of January 1, 2007, upon which the 2008 levy was based, was in the amount of $1,967,318,383.

Taxes are due by January 31, following the September 24th, levy date, and the tax rate was $.10, respectively split $.0717 for maintenance and operations and $.0283 for debt service, per $100 assessed valuation. As an emergency services district, State law allows the District to levy up to a maximum of $.10 per $100 assessed valuation.

Property taxes not collected in the current period are not expected to be collected in time to pay liabilities of the current year. Such taxes are considered not to be available, and as such, are not accrued as revenue in the current year. The uncollected property taxes are offset by an equal amount of deferred revenue. The property taxes receivable, net of allowance for doubtful accounts, is $22,047.

TRAVIS COUNTY EMERGENCY SERVICES DISTRICT NO. 3

NOTES TO FINANCIAL STATEMENTS

SEPTEMBER 30, 2008

NOTE 4 - CAPITAL ASSETS

Capital asset activity for the year ended September 30, 2008, was as follows:

	BALANCE 9/30/2007	ADDITIONS	DELETIONS	BALANCE 9/30/2008
Land	$ 1,350,661	$ -	$ -	$ 1,350,661
Fire Trucks & Vehicles	2,087,687	48,614	-	2,136,301
Buildings	4,594,610	1,078,241	-	5,672,851
Equipment	259,921	9,500	-	269,421
Construction in Progress	40,213	1,038,028	(1,078,241)	-
	8,333,092	2,174,383	(1,078,241)	9,429,234
Less accumulated depreciation	974,114	308,325	-	1,282,439
	$ 7,358,978	$ 1,866,058	$ (1,078,241)	$ 8,146,795

A total of $308,325 was charged to general government activities for depreciation expense in the government wide financial statements.

NOTE 5 - COMMITMENTS UNDER NOTES PAYABLE

During the year, the District entered into a loan agreement with Wells Fargo Brokerage Services, LLC. The note payable is for the construction of an emergency services training facility by the District. The note payable is secured by a ground lease agreement between the District and Wells Fargo Brokerage Services, LLC. The ground lease commenced July 17, 2007 and is for the term of 30 years ending July 17, 2037. Wells Fargo Brokerage Services, LLC agrees to pay the District $1 per year due on the date of commencement for the use and occupancy of the real property.

Long-term debt at September 30, 2008 consisted of the following:

Notes payable to Wells Fargo Brokerage Services, LLC 5.1% secured by a ground lease agreement relative to a 1.00 (more or less) acre parcel of real property, due in annual installments through July 2027	$ 485,038
	485,038
Less current portion	15,725
	$ 469,313

NOTE 6 - LONG-TERM DEBT

The district received an overpayment of sales tax revenue in the year ended September 30, 2008 from the Texas State Comptroller's office. In order to reimburse the Comptroller's office the District makes payments of $1,000 per month until the amount has been paid in full. There is no interest involved in the prepayment plan.

Year Ending September 30,	Amount
2009	$ 12,000
2010	12,000
2011	12,000
2012	12,000
Thereafter	6,000
Amount to be paid	$ 54,000

NOTE 7 - COMMITMENTS UNDER CAPITAL LEASES

The District entered into a capital lease agreement on March 2, 2006 for additional equipment and is now obligated under this lease agreement to make annual payments. Capital lease obligations totaled $596,453 at September 30, 2008.

The following is a schedule of future minimum lease payments under capital leases, together with the net present value of the minimum lease payments as of September 30:

Year ending September 30,	Amount
2009	$ 90,983
2010	90,983
2011	90,983
2012	90,983
2013	90,983
Thereafter	303,494
Minimum capital lease payments	758,409
Less: Interest	161,956
Present value of minimum lease payments	$ 596,453

NOTE 8 - GENERAL OBILIGATION BONDS

Future payments are as follows for the 2003 Bond:

Year Ended September 30,	Principal	September Interest	Total
2009	$ 150,000	$ 115,688	$ 265,688
2010	145,000	110,363	255,363
2011	155,000	105,215	260,215
2012	160,000	99,712	259,712
2013	165,000	94,032	259,032
2014	170,000	88,010	258,010
2015	180,000	81,720	261,720
2016	185,000	74,790	259,790
2017	190,000	67,390	257,390
2018	200,000	59,505	259,505
2019	210,000	51,005	261,005
2020	220,000	41,870	261,870
2021	225,000	32,080	257,080
2022	235,000	22,067	257,067
2023	250,000	11,375	261,375
	$ 2,840,000	$ 1,054,822	$ 3,894,822

NOTE 8 - GENERAL OBILIGATION BONDS (continued)

Future payments are as follows for the 2005 Bond:

Year Ended September 30,	Principal	September Interest	Total
2009	$ 55,000	$ 54,898	$ 109,898
2010	60,000	53,247	113,247
2011	60,000	51,448	111,448
2012	65,000	45,047	110,047
2013	65,000	46,448	111,448
2014	70,000	43,848	113,848
2015	70,000	41,047	111,047
2016	75,000	38,248	113,248
2017	75,000	35,060	110,060
2018	80,000	31,873	111,873
2019	85,000	28,472	113,472
2020	85,000	24,860	109,860
2021	90,000	21,248	111,248
2022	95,000	17,422	112,422
2023	100,000	13,385	113,385
2024	105,000	9,135	114,135
2025	105,000	4,561	109,561
	$ 1,340,000	$ 560,247	$ 1,900,247

NOTE 9 - INTANGIBLE ASSETS

A summary of the intangible assets is listed below:

	BALANCE 9/30/2007	ADDITIONS	DELETIONS	BALANCE 9/30/2008
Bond issuance costs	$ 92,840	$ -	$ -	$ 92,840
	92,840	-	-	92,840
Less accumulated amortization	13,926	4,642	-	18,568
	$ 78,914	$ (4,642)	$ -	$ 74,272

NOTE 10 - PENSION PLAN

The District provides a 457 Deferred Compensation Plan to its employees in which they match up to 6% of employee contributions. On August 27, 2007, the District approved an amendment in which the District will match up to 8% of each participant's deferral, up to 8% of compensation to be effective October 1, 2007.

NOTE 11 - PRIOR PERIOD ADJUSTMENT

The prior period adjustment is to adjust the government-wide financial statements for sales tax revenues that were previously recognized as income resulting from a sales tax audit performed by the Texas State Comptroller's office.

Sales Tax Revenue	$ (34,986)
Total	$ (34,986)

NOTE 12 - RESTRICTED FUND BALANCE

The restricted fund balance is due to the receipt of contributions and grants which are restricted for the use in the Mackey Field training facility construction.

NOTE 13 - COMPONENT UNIT

Oak Hill Regional Emergency Response Training Foundation (the Foundation) is a component unit of the District. The Foundation is a non profit corporation dedicated to providing emergency service training. During the year, the Foundation received and donated to the District $24,500 worth of assets including cash, and property which are to be used exclusively for the Mackey Field training facility construction.

NOTE 13 - COMPONENT UNIT (continued)

The Foundation is a legally separate entity determined to be a component unit of the District due to the District's voting majority in the governing body of the Foundation. The Foundation is reported on the accrual basis of accounting following accounting principles generally accepted in the United States.

Travis County Emergency Services District No. 4
Financial Statements
December 31, 2008

James E. Medack, P.C.
CERTIFIED PUBLIC ACCOUNTANT

Travis County Emergency Services District No. 4
For the year ending December 31, 2008

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James E. Medack, P.C.
CERTIFIED PUBLIC ACCOUNTANT

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MEMBER
AMERICAN INSTITUTE OF
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TEXAS SOCIETY OF
CERTIFIED PUBLIC ACCOUNTANTS

Independent Auditor's Report

Board of Commissioners
Travis County Emergency Services District Four
11800 N. Lamar #4B
Austin, TX 78753

We have audited the accompanying financial statements of the governmental activities of Travis County Emergency Services District No. Four as of and for the year ended December 31, 2008, which comprise the District's basic financial statements as listed in the table of contents. These financial statements are the responsibility of the District's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall basic financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities of Travis County Emergency Services District No. Four as of December 31, 2008, in conformity with accounting principles generally accepted in the United States of America.

The management's discussion and analysis and budgetary comparison information on pages 2 through 10 and page 25, are not a required part of the basic financial statements but are supplementary information required by accounting principles generally accepted in the United States of America. We have applied certain limited procedures, which consisted principally of inquiries of management regarding the methods of measurement and presentation of the required supplementary information. However, we did not audit the information and express no opinion on it.

James E Medack PC

James E. Medack, P.C.
March 27, 2009

CPA

Travis County Emergency Services District #4
Management's Discussion and Analysis

Travis County ESD #4's discussion and analysis is designed to (a) assist the reader in focusing on significant financial issues, (b) provide an overview of the districts financial activity, (c) identify changes in the districts financial position (it's ability to address the next and subsequent year challenges), (d) identify any material deviations from the financial plan (the approved budget), and (e) identify any general fund issues or concerns for the fiscal year ended December 31, 2008.

Since the Management's Discussion and Analysis (MD&A) is designed to focus on the current year's activities, resulting changes and currently known facts, please read it in conjunction with the district's financial statements, which follow this section.

Financial Highlights

Travis County ESD 4 (as of December 31, 2008)

- Total Net Assets equaled $6,777,358.
  - Invested in Capital Assets, Net of related debt equaled $ 1,010,066
  - Unrestricted Net Assets equaled $ 5,767,292
- The General Fund Actual Expenditures were $ 694,590 less than final budgeted amounts.
  1. Revenue was $ 232,186 greater than expected due to Property & Sales Tax.
  2. Overall Expenditures were $ 194,590 less than Plan after adjustments and the decision to delay a capital expenditure of $ 500,000 for a new District Office.
- On a government-wide basis for government activities, the District had expenses net of General revenue of $ 2,966,568 resulting in an increase of net assets of $ 324,125.

Entity Wide

It should be noted, the District continues to struggle with the complexities of providing services throughout Travis County while experiencing a shrinking tax base due to annexations of some but not all of the district's service area. The situation is further complicated by decreased sales tax and property tax revenues as a result of the current downturn in our overall economy. The financial challenges of the future will likely involve very difficult decisions of balancing the districts assets against area wide emergency service requirements. Response time and locations of stations along with adequate staffing will likely be subjects of intense consideration along with probable strategic changes in operations.

Travis County ESD 4
Management's Discussion and Analysis

Overview of the Financial Statements

This discussion and analysis is intended to serve as an introduction to the District's basic financial statements. The District's basic financial statements are comprised of three components: 1) Government-wide financial statements; 2) Fund financial statements and 3) notes to the financial statements. This report also contains other supplementary information in addition to the basic financial statements themselves.

Government-Wide Financial Statements

The government-wide financial statements report information about the District as a whole, using accounting methods similar to those used by private-sector companies. The statement of net assets includes all the government's assets and liabilities, reported using the full accrual basis of accounting. The statement of activities accounts for all of the current year's revenues and expenses, regardless of when cash is received or paid.

Fund Financial Statements

The fund financial statements provide more detailed information about the District's general fund. Travis County ESD 4 has only one fund, the general fund.

Using this Annual Report

As mentioned previously, this annual report consists of a series of financial statements. GASB Statement No. 34 provides that for governments engaged in a single government program, the fund financial statements and the government-wide statements may be combined.

The District presents the governmental funds in the first column. The next column is an adjustment column which reconciles the amounts reported in the first column to indicate how each line item would change when reported on the full-accrual basis of accounting. The last column of these combination statements shows the amounts that normally would appear in the government-wide statements. For governmental activities, this last column tells us how these services were financed in the short term as well as what remains for future spending.

Reporting the District as a Whole

The District and a simple financial question, "is the District better off or worse of as a result of the year's activities"?

The 1) Statement of Net Assets and 2) Statement of Activities present information about the District as a whole and its activities in a way that helps to answer this question. These statements (as reported in the last column of each of the statements) include all of the District's assets and liabilities, utilizing the accrual basis of accounting.

The two Combined Fund and Government-wide statements report the District's net assets and how they have changed. Net assets; the difference between the District's assets and liabilities, is one way to measure the financial health of the District. Over time, increases or decreases in the District's net assets are an indicator of whether its financial health is improving or deteriorating. To assess the overall heath of the District, one needs to consider other non-financial factors such as changes in the District's property tax base, sales tax base and condition of facilities and equipment.

The statement of activities presents information showing how the District's net assets changed during the most recent twelve-month period. All changes in net assets are reported as soon as the change occurs, regardless of the timing of related cash flows. Thus revenues and expenses are reported in this statement for some items that will result in cash flows in future fiscal periods.

Both of these reports identify functions of the District that are principally supported by grants and government revenues. The principal government activities of Travis County ESD 4 are:

- Fire Suppression and Rescue activities
- Emergency Medical Services
- Code Enforcement and Public Education
- Fire Academy – Training and Certification of future first responders

The District currently has no business-type activities.

Reporting the District's Governmental Funds

A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The District (ESD #4), like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

The District only has one fund, the general fund.

Governmental Funds

Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund statements focus on near-term inflows and outflows of spend-able resources available at the end of the fiscal year. Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare that information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements.

All of the District's basic services are reported in governmental funds which focus on how money flows into and out of those funds and the balances left at year end that are available for spending. These funds are reported using an accounting method called Modified Accrual Accounting which measures cash and all other financial assets that can be readily converted to cash. The governmental fund statements provide a detailed short term view of the District's general government operations and the basic services it provides. Governmental fund information helps determine whether there are more or fewer financial resources that can be spent in the near future to finance the District's programs. The relationship (or differences) between governmental activities (reported in the Statement of Net Assets and the Statement of Activities) and governmental funds is described in the adjustments column of the financial statements and in Note 12 of the financial statements.

Notes to the Financial Statements

The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements.

The District as a Whole

Governmental activities increased the District's net assets by $ 324,125. Our analysis below focuses on the net assets (Table 1) and the changes in net assets (Table 2) of the District's governmental activities:

Table 1
Governamental Activities
Net Assets

	12/31/2007	12/31/2008
Assets		
Current Assets	5,393,210	5,935,414
Other Assets	250	250
Capital Assets	1,275,471	1,130,179
Total Assets	6,668,931	7,065,843
Liabilities		
Current Liabilities	95,584	206,484
Long-Term Liablilites	120,113	82,001
Total Liabilities	$ 215,697	$ 288,485
Net Assets		
Invested in capital assets, net of related debt	1,119,050	1,010,066
Restricted		
Unrestricted	5,334,183	5,767,292
Total Net Assets	$ 6,453,233	$ 6,777,358

Overall this represents a year to year percentage increase of 5.02% of Net Assets.

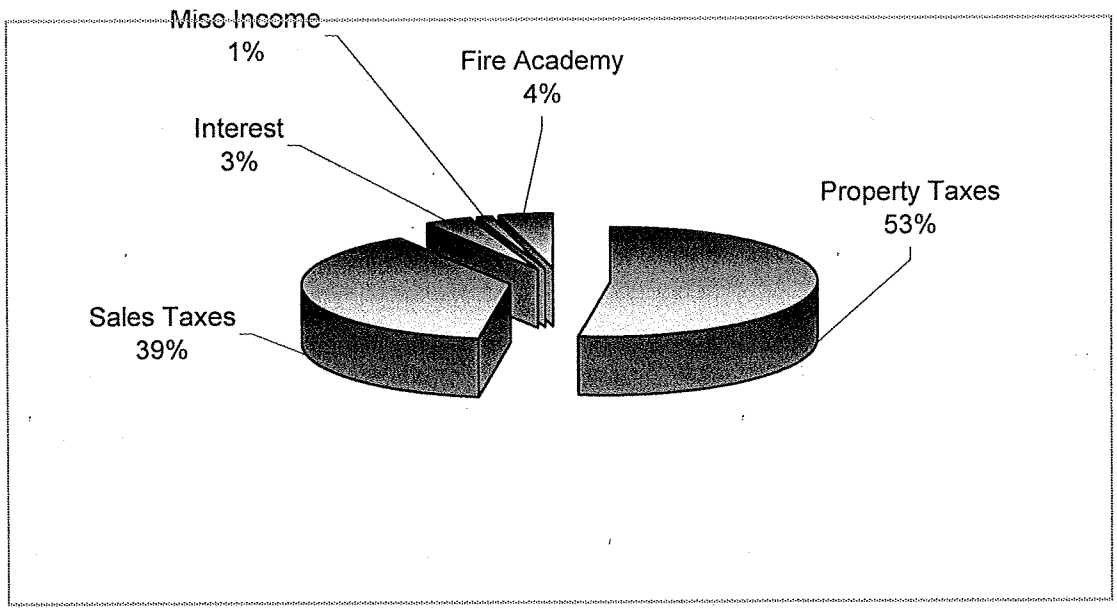
Table 2				
Changes in Net Assets				
Expenditures	**Year end 2007**		**Year end 2008**	
Apparatus	78,620		87,911	
Equipment	70,639		89,587	
Communications	50,688		55,999	
EMS	23,795		24,848	
Insurance	179,807		195,588	
Training	28,028		32,098	
Stations	104,111		109,216	
District Office	21,822		29,605	
Personnel	1,777,707		1,903,634	
Administrative	104,549		89,622	
Awards Banquet	6,869		8,402	
Depreciation Expense	142,770		138,212	
Debt Service Interest	8,490		6,721	
Total Expenditures	$ 2,597,895		$ 2,771,443	
Program Revenues				
Fire Academy	129,629		129,000	
Insurance Claims Processing				
Sub Total	$ 129,629		$ 129,000	
Net Program expense (Income)	$ 2,468,266		$ 2,642,443	
General Revenues				
Property Taxes	1,540,929		1,616,864	
Sales Taxes	1,359,440		1,191,427	
Interest	190,036		104,087	
Miscellaneous Income	78,982		37,507	
Gain from Sale of Assets	-		16,683	
Grant US Government FEMA	-		-	
Total General Revenues	$ 3,169,387		$ 2,966,568	
Change in Net Assets	$ 701,121		$ 324,125	
Fund Balance/Net Assets Beginning of year	5,752,112		6,453,233	
Fund Balance/Net Assets End of year	6,453,233		6,777,358	
	Change in $		**Change in %**	
Expenses Year to Year	$ 173,548		6.68%	
Program Revenue Year to Year	$ (629)		-0.48%	
General Revenue Year to Year	$ (202,819)		-6.39%	
Note: General Revenue decrease due to lower than expected Sales Tax and Interest Income.				

Financial Analysis of the Government's Funds

As noted earlier the District uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. For the year ending 12/31/2008, the District's total combined fund balance was $ 6,777,358 which reflects a net combined increase of $ 324,125.

As the graph illustrates, approximately 92% of the District's FY 2008 income is derived from ad valorem property taxes and sales taxes, while the remainder is primarily grants from Travis County, the City of Austin and Others for the Fire Academy. Interest rates and Sales Tax revenue were down year to year for a combined decrease of $253,962. This decrease in revenue is a matter of great concern for ESD4 management and the Board of Commissioners.

Actual Revenue	2008	% of Rev	+/- Yr-Yr	2007
Property Taxes	1,616,864	53%	93,951	1,522,913
Sales Taxes	1,191,427	39%	(168,013)	1,359,440
Interest	104,087	3%	(85,949)	190,036
Misc Income	37,507	1.2%	(49,515)	87,022
Fire Academy	129,000	4%	(629)	129,629
Total	$ 3,078,885	100%		3,289,040



For year ending 2008, the ESD 4 Board of Commissioners and the District Fire Chief purposely decided to plan for lower Sales Tax and Interest revenue. This approach has proven to be wise and the income from Sales Tax and Interest continues to be lower and continues to be closely monitored. Without these funds, we would likely be forced to cut back on badly needed Personnel and Equipment. We continue to closely monitor not only these items, but all income to ensure the services we provide are adequately funded.

Budgetary Highlights

The District's annual budget process includes a very thorough estimate of projected annual revenues (income) and expenditures (expenses). The Board of Commissioners, Fire Chief and Officers of the District conduct meetings in the month of August, to prepare the annual budget. The following items are reviewed and published only after very careful consideration of the estimated projections:

- Estimates of Ad Valorem tax (property taxes) income are provided by the Travis County Tax Appraiser's office. That estimate, combined with an estimate of historical collection rates for the District is used with the proposed tax rate to estimate the amount of revenue that can be realistically collected and used for the District's operations.

- Estimates of Sales Tax income are provided by the State of Texas Comptrollers office. That estimate combined with a historical collection rate for the District is used to realistically determine an amount that can be collected and fund the District's operations.

- Grant income, provided by Travis County, City of Austin and others to fund the Travis County ESD 4 Fire Academy are based on proposed commitments by these donors and are planned accordingly.

- Interest income from available unrestricted cash reserves are estimated based on input from banking representatives from Merrill Lynch on the amount of interest that can be reasonably expected through the District's investment policy.

- The liquidation (sale) of used assets such as vehicles or other higher value assets may or may not be noted as part of the annual income. This depends in large part on the value of the asset and the amount of income that can be reasonably expected based on the market value of the asset at the time of sale. Historically, the District has not relied on this item as a reliable source of income for budgetary planning.

In each budget process, the District's proposed expenses and revenues are projected by line item. Critical to this estimate is the growth or loss in assessed valuation of the District's service area, and the resulting growth or loss of revenue from Ad Valorem property and Sales Tax. The estimates of the growth or loss of revenue producing property in the District's service area has historically been very accurate due to the hard work and diligence of the District's Fire Chief and the Board of Commissioners.

Personnel costs (wages, taxes and insurance) represent approximately 70% of overall expenditures and constitute the single greatest management challenge to the District considering the legislative cap on the tax rate an Emergency Services District can levy (10 cents on the $100 dollar valuation). The need for expanded services, equipment or desire to pay competitive wages must be tempered by the tax cap in the current and future budget planning periods.

Throughout the year the District's Board of Commissioners vote on and approve minor changes to the planned budget through budget amendments. Historically, the District's board does not make numerous line item changes to the planned budget, instead they monitor the expenditures very closely and make budgetary amendment decisions based on overall impact to the budget plan and amend only as necessary. Overall, this approach results in a more stable annual budget to actual expenditures picture. Budget to actual expenditures, both income and expense are reviewed monthly in planned public meetings.

The District's 2008 Planned Budget

- Revenue = $2,928,878
- Expenditures = $3,412,420

The District's 2008 budget resulted in <u>actual</u> revenue of $3,161,064

The District's 2008 budget resulted in <u>actual</u> expenditures of $2,717,830.

Total District Excess (Deficiency) of Revenues over Expenditures was $443,234.

Capital Asset and Debt Administration

Capital Assets:

At the end of the fiscal year 12/31/2008, capital assets are as follows:

Table 3
Capital Assets at Year-End

	12/31/2007	12/31/2008
Capital Assets - *Please see Note 5*		
Governmental Activities:		
Capital assets not being depreciated:		
Land	$ 84,611	$ 118,064
Total capital assets not being depreciated:	84,611	118,064
Capital assets being depreciated:		
Vehicles	1,502,404	1,358,386
Equipment	147,077	147,077
Buildings and Structures	542,594	542,594
Total Capital Assets being depreciated:	2,192,075	2,048,057
Less accumulated depreciation for:		
Vehicles	767,927	768,667
Equipment	64,376	82,193
Buidings and Structures	168,913	185,082
Total accumulated depreciation	1,001,216	1,035,942
Total capital assets, being depreciated, net	1,190,859	1,012,115
Government activities capital assets, net	1,275,470	1,130,179
Depreciation was charged to the general fund	$ 142,770	$ 138,212

Long-Term Debt - *Please see Note 6*	**2007**	**2008**
Governmental Activities	Due within 1 yr	Due within 1 yr
Capital Lease Obligations	$ 36,308	$ 38,112
Total Governmental Activities	$ 36,308	$ 38,112

Capital Lease Obligations		
Minimum Lease Payments Years = 2009 to 2011	$ 176,328	$ 132,246
Less amount representing Interest	(19,906)	(12133)
Present value of net minimum Capital lease pmnts	$ 156,422	$ 120,113

Economic Factors and Next Year's Budgets and Rates

Travis County taxing agencies are projecting new property values to drop substantially in FY 2010 and a further drop in FY 2011. These projected decreases are important because they represent 60% of the Districts total revenue and any changes or fluctuations will impact the budget process and the Districts ability to provide a consistent level of service.

Annexation of the District's property tax base by the City of Austin continues to be an issue concerning funding for the District. Historically, the city has annexed the major revenue producing properties while leaving parcels or islands of low value to be serviced by the District. This results in the District having to service these non-revenue producing areas with little or no viable level of funding. The District Fire Chief and Board of Commissioners continue to work with the city to alleviate this problem. The operations of the District has a calculated rate or fixed cost per call and without adequate funding the District has to expend precious resources of other revenue producing areas to cover these costs.

The City of Austin continues to NOT look at Emergency Services to these areas and the negative impact annexations have on the remaining areas not annexed. Because of this disregard for Emergency Services, the District has had to continue providing Emergency Services in the un-annexed pockets, (ISLANDS) even though there are not enough tax revenues remaining to support the cost of Emergency Services.

During 2008, there were several annexations that have had a large impact on the District's tax revenues. This includes both Property and Sales Tax. The 2008 annexations took areas south of Braker Ln and east of IH35, and also the area off Anderson Mill Rd and FM 620. With the 2008 City of Austin annexations, ESD 4 will see a drop in property tax and sales tax revenues representing approximately 20% of the total property tax revenue.

With the current down turn in the economy, sales tax revenues have dropped by about 26% in February 2009. This unexpected drop has caused the District to begin looking at short and long range plans to continue services to the community. The 2009 approved budget took $470,000 from the reserve funds for the M&O operating budget in order to retain all services to the community. However, with the current down turn in the economy and the unexpected drop in sales tax revenues, the $470,000 could grow to $800,000. This unexpected drop has caused management to look at how the District can provide the current level of service as revenues continue to grow smaller.

Prior to the current unexpected drop in the economy, the District had reserve funds to maintain the current level of services for 4 years before depleting the reserve fund. With the unexpected down turn, that time has been cut in half.

The District has begun talks with other ESD's and the City of Austin to ensure employment for District employees and maintain quality service to the citizens of the District. It will become imperative that we make changes in the level of services provided by the District.

Regardless of the outcome of merger talks, future annexations, or loss of sales tax revenues, ESD 4 will continue to meet the challenges of protecting the lives and property of people living or traveling within the District against fire, medical emergencies, and accidental exposure to hazardous materials, in an efficient, professional, and timely manner to the fullest extent possible with our limited resources.

Requests for Information

This financial report is designed to provide a general overview of the District's finances for all those with an interest in the government's finances. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to:

Travis County Emergency Services District # 4
Attn: Fire Chief – Don A. Smith
11800 N. Lamar Blvd. – Suite #4B
Austin, TX 78753
Phone: ESD #4 District Office 512-836-7566
E-mail: ESD #4 District Office tcfcesd4@austinrr.com

TRAVIS COUNTY EMERGENCY SERVICES DISTRICT FOUR
GOVERNMENTAL FUNDS BALANCE SHEET AND STATEMENT OF NET ASSETS
YEAR ENDED DECEMBER 31, 2008

	General Fund	Adjustments (Note 12)	Statement of Net Assets
ASSETS			
Cash	$ 96,721	$ -	$ 96,721
Investments	4,517,629	-	4,517,629
Property Taxes Receivable	909,886	-	909,886
Accounts Receivable-ICP	11,140	-	11,140
Due from Other Governments	310,265	-	310,265
Prepaid Expenses	89,773	-	89,773
Security Deposits	250	-	250
Capital Assets (net of accumulated depreciation)	-	1,130,179	1,130,179
TOTAL ASSETS	$ 5,935,664	$ 1,130,179	$ 7,065,843
LIABILITIES			
Payroll Liabilities Payable	$ 67,452	$ -	$ 67,452
Accounts Payable	29,306	-	29,306
Accrued Interest Payable	-	3,482	3,482
Deferred Revenues	119,711	(119,711)	-
Deferred Revenues	68,132	-	68,132
Long-term liabilities			-
Due within one year	-	38,112	38,112
Due after one year	-	82,001	82,001
TOTAL LIABILITIES	284,601	3,884	288,485
FUND BALANCES/NET ASSETS			
Fund balances:			
Unreserved	5,651,063	(5,207,829)	-
Total fund balances	5,651,063	(5,207,829)	-
Total liabilities and fund balances	$ 5,935,664	$	
Net assets:			
Invested in capital assets, net of related debt		1,010,066	1,010,066
Restricted		-	-
Unrestricted		5,767,292	5,767,292
Total net assets		6,777,358	$ 6,777,358

See Accompanying Notes to the Financial Statements

TRAVIS COUNTY EMERGENCY SERVICES DISTRICT FOUR
GOVERNMENTAL FUND REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES AND STATEMENT OF ACTIVITIES
YEAR ENDED DECEMBER 31, 2008

	General Fund	Adjustments (Note 12)	Statement of Activities
EXPENDITURES/EXPENSES			
Apparatus	$ 87,911	$ -	$ 87,911
Equipment	89,587	-	89,587
Communications	55,999	-	55,999
EMS	24,848	-	24,848
Insurance	195,588	-	195,588
Training	32,098	-	32,098
Stations	109,216	-	109,216
District Office	29,605	-	29,605
Personnel	1,903,634	-	1,903,634
Administrative	89,622	-	89,622
Awards Banquet	8,402	-	8,402
Capital Outlay	47,238	(47,238)	-
Depreciation Expense	-	138,212	138,212
Debt Service:			
Principal	36,308	(36,308)	-
Interest	7,774	(1,053)	6,721
Total expenditures/expenses	2,717,830	53,613	2,771,443
PROGRAM REVENUES			
Charges for services:			
Fire Academy	129,000	-	129,000
Net program expense (income)			2,642,443
GENERAL REVENUES			
Property Taxes	1,628,043	(11,179)	1,616,864
Sales Taxes	1,191,427	-	1,191,427
Interest	104,087	-	104,087
Miscellaneous Income	37,507	-	37,507
Proceeds from/sale of assets	71,000	(71,000)	-
Gain on sale of assets	-	16,683	16,683
Total general revenues	3,032,064	(65,496)	2,966,568
Excess (Deficiency) of revenues over expenditures	443,234	(443,234)	-
Change in net assets	-	324,125	324,125
Fund Balance/Net Assets Beginning of the year	5,207,829	1,245,404	6,453,233
End of the year	$ 5,651,063	$ 1,126,295	$ 6,777,358

See Accompanying Notes to the Financial Statements

TRAVIS COUNTY EMERGENCY SERVICES DISTRICT FOUR
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2008

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements for the District have been prepared in accordance with generally accepted accounting principles (GAAP) as applied to governmental units. The Governmental Accounting Standards Board (GASB) is the standard-setting body for governmental accounting and financial reporting. The GASB periodically updates its codification of the existing Governmental Accounting and Financial Reporting Standards which, along with subsequent GASB pronouncements (Statements and Interpretations), constitutes GAAP for governmental units. More significant of these accounting policies are described below.

REPORTING ENTITY

The Travis County Emergency Services District No. 4 (the District) was created by Article III, Section 48-d of the Constitution of Texas to protect life and property from fire and to conserve natural and human resources.

In evaluating how to define the government, for financial reporting purposes, management has considered all potential component units. The decision to include a potential component unit in the reporting entity was made by applying the criteria set forth in GAAP. The basic - but not the only - criterion for including a potential component unit with the reporting entity is the governing body's ability to exercise oversight responsibility. The most significant manifestation of this ability is financial interdependency. Other manifestations of the ability to exercise oversight responsibility include, but are not limited to, the selection of governing authority, the designation of management, the ability to significantly influence operations, and accountability for fiscal matters. A second criterion used in evaluating potential component units is the scope of public service. Application of this criterion involves considering whether the activity benefits the government and/or its citizens, or whether the activity is conducted within the geographic boundaries of the government and is generally available to its citizens. A third criterion used to evaluate potential component units for inclusion or exclusion from the reporting entity is the existence of special financing relationships, regardless of whether the government is able to exercise oversight responsibilities. Based upon the application of these criteria, no potential component units appear to exist.

BASIS OF PRESENTATION

Basic Financial Statements

The issuance of GASB Statement 34, "Basic Financial Statements and Management Discussion and Analysis for State and Local Governments" sets forth minimum criteria for the determination of major funds based on a percentage of the assets, liabilities, revenues or expenditures/expenses or either fund category or governmental and enterprise combined. Due to the fund structure of the District, all funds have been classified as major funds. As a part of this Statement, there is a new reporting requirement regarding the local government's infrastructure (road, bridges, etc.). The District does not own any infrastructure assets and therefore is unaffected by this requirement.

TRAVIS COUNTY EMERGENCY SERVICES DISTRICT FOUR
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2008

The basic financial statements include both government-wide (based on the District as a whole) and fund financial statements. The new reporting model focus is on either the District as a whole or major individual funds (within the fund financial statements). In the government-wide Statement of New Assets, both the governmental and business-type activities columns are presented on a consolidated basis by column, and are reflected on a full accrual, economic resources basis, which incorporated long-term assets and receivables as well as long-term debt and obligations. The District does not have any business-type activities.

The government-wide Statement of Activities reflects both the gross and net cost per functional category which are otherwise being supported by general government revenues. The Statement of Activities reduces gross expenses (including depreciation) by related program revenues, operating and capital grants. The program revenues must be directly associated with the function.

The net cost by function is normally covered by general revenues (intergovernmental revenues, interest income, etc). Historically, the previous model did not summarize or present net cost by function or activity. The District does not currently employ indirect cost allocation systems.

The government-wide focus is more on the sustainability of the District as an entity and the change in aggregate financial position resulting from the activities of the fiscal period. The fund financial statements are similar to the financial statements presented in the previous accounting model.

The governmental fund statements are presented on a current financial resource and modified accrual basis of accounting. This presentation is deemed appropriate to (a) demonstrate legal compliance, (b) demonstrate the source and use of liquid resources, and (c) demonstrate how the District's actual experience conforms to the budget or fiscal plan.

GASB Statement No. 34 provides that for governments engaged in a single governmental program, the fund financial statements and the government-wide statements may be combined. The District presents the general fund in the first column. The next column is an adjustments column. It reconciles the amounts reported in the governmental funds to show how each would change when reported on the full-accrual basis of accounting. The last column of these combination statements shows the amounts that normally would appear in the government-wide statements.

TRAVIS COUNTY EMERGENCY SERVICES DISTRICT FOUR
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2008

BASIS OF ACCOUNTING

Basis of accounting refers to the point at which revenues or expenditures/expenses are recognized in the accounts and reported in the financial statements. It relates to the timing of the measurements made, regardless of the measurement focus applied.

The government-wide financial statements are presented on an accrual basis of accounting. Under the accrual basis of accounting, revenues are recognized when earned and expenses are recorded when the liability is incurred or economic asset used. Revenues, expenses, gains, losses, assets, and liabilities resulting from exchange and exchange-like transactions are recognized when the exchange takes place.

Governmental fund financial statements are reported using the current financial resources measurement focus and are accounted for using the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual; i.e., when they become both measurable and available. "Measurable" means the amount of the transaction can be determined and "available" means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. The District considers all revenues as available if they are collected within 60 days after year-end. Expenditures are recorded when the related fund liability is incurred.

In applying the "susceptible to accrual" concept to intergovernmental revenues pursuant to GASB Statement #33, the provider should recognize liabilities and expenses and the recipient should recognize receivables and revenues when the applicable eligibility requirements including time requirements, are met. Resources transmitted before the eligibility requirements are met, under most circumstances, should be reported as advances by the provider and deferred revenue by the recipient.

BUDGETS

The District follows these procedures in establishing the budget reflected in the financial statements:

1. Prior to the beginning of each fiscal year, the District prepares a budget. The operating budget includes proposed expenditures and the means of financing those expenditures and is prepared in accordance with the basis of accounting utilized by that fund.

2. Public meetings are conducted at which all interested persons' comments concerning the budget are heard. After such meetings, the Board of Commissioners formally adopts the budget through passage of an ordinance.

TRAVIS COUNTY EMERGENCY SERVICES DISTRICT FOUR
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2008

3. The District amends the budget throughout the year approving such additional expenses. The amended budget is used in presenting the Statement of Revenues, Expenditures and Changes in Fund Balance - Budget and Actual.

4. During the current year, it was noted that some funds had expenditures in excess of revenues. These differences were compensated for with an accumulation of prior years' surpluses.

5. All annual appropriations lapse at fiscal year end.

CAPITAL ASSETS

The accounting treatment over property, plant, and equipment (capital assets) depends on whether the assets are reported in the government-wide or fund financial statements.

Government-wide Statements

In the government-wide financial statements, fixed assets are accounted for as capital assets. Property, plant and equipment purchased or acquired is carried at historical cost or estimated historical cost. Contributed assets are recorded at the fair market value as of the date received. Additions, improvements and other capital outlays that significantly extend the useful life of an asset are capitalized. Other costs incurred for repairs and maintenance are expensed as incurred. The capitalization policy, i.e. the dollar value above which asset acquisitions are added to the capital accounts, is $ 5,000.

Depreciation of all exhaustible capital assets is recorded as an allocated expense in the Statement of Activities, with accumulated depreciation reflected in the Statement of Net Assets. Depreciation on all assets is provided on the straight-line basis over the estimated useful lives with no salvage value. The range of estimated useful lives by type of asset is as follows:

Buildings and Structures	40 years
Vehicles	7-20 years
Other Equipment	10-20 years

The Department does not own any infrastructure assets.

Fund Financial Statements

In the fund financial statements, capital assets are accounted for as capital outlay expenditures of the governmental fund upon acquisitions.

TRAVIS COUNTY EMERGENCY SERVICES DISTRICT FOUR
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2008

EQUITY CLASSIFICATIONS

Government-wide Statements

Equity is classified as net assets and displayed in three components:

a. Invested in capital assets, net of related debt – Consists of capital assets including restricted capital assets, net of accumulated depreciation and reduced by the outstanding balances of any bonds, mortgages, notes, or other borrowings that are attributable to the acquisition, construction, or improvement of those assets.

b. Restricted net assets – Consists of net assets with constraints placed on the use either by (1) external groups such as creditors, grantors, contributors, or laws or regulation of other government; or (2) law through constitutional provisions or enabling legislation.

c. Unrestricted net assets – All other net assets that do not meet the definition of "restricted" or "invested in capital assets, net of related debt."

Fund Statements

Governmental fund equity is classified as fund balance. Fund balance is further classified as reserved and unreserved, with unreserved further split between designated and undesignated.

COMPENSATED ABSENCES

The District's policies regarding vacation time permit employees to accumulate earned but unused vacation leave. As of the year end, there was no liability for accrued vacation since all vacation leave must be used by year-end.

RISK MANAGEMENT

The District is exposed to various risks of losses related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The District purchases its insurance from regular commercial companies. As of December 31, 2008, no claims or losses have been incurred that were not covered by insurance. There is no liability due to any claim or suit having ever been filed.

PROGRAM REVENUES

The District considers program revenues as revenues that (1) originate from the program or from parties other than the government's taxpayers or citizens as a whole and (2) reduce the expenses of the function that has to be financed by general revenues. Revenues of this type can originate

from a governmental source, but the proceeds are a charge for services or products produced by a government agency, where that agency is considered a vendor within the market place. Additionally, program revenues are fees charged by the government agency that are used to support a specific operation of that governmental unit. The District reports revenues from its fire academy as program revenues.

USE OF ESTIMATES

The preparation of financial statements requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities as of the date of the financial statements and the reported amounts of income and expenses during the period. Operating results in the future could vary from the amounts derived from management's estimates.

NOTE 2: CASH

Deposits for the District are being held by Wells Fargo Bank and Merrill Lynch in interest-bearing accounts. As of year end, deposits with Wells Fargo were fully insured by FDIC coverage (Category 1). At December 31, 2008, the carrying amount of the District's deposits was $104,133, and the bank balance was $96,721.

The collateral pledged is represented by specific identifiable investment securities and classified as to credit risk by the three categories described below:

Category 1 -Insured or collateralized with securities held by the District or its agent in the District's name.
Category 2 -Collateralized with securities held by the pledging financial institution's trust department or agent in the District's name.
Category 3 -Uncollateralized, including any bank balance that is collateralized or by its trust department or agent but not in the District's name.

In addition, the District also has an account at Merrill Lynch consisting of a money market account and a Governmental Securities Fund. These are reported as investments on the balance sheet and statement of net assets at cost, with the market value being approximately the same. These securities are not collateralized. At December 31, 2008, the carrying amount and the fair market value of these funds was $4,540,099.

TRAVIS COUNTY EMERGENCY SERVICES DISTRICT FOUR
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2008

NOTE 3: ACCOUNTS RECEIVABLE

The District has contracted with Revenue Rescue as a collection agency for its billing of medical and emergency services rendered to parties who do not reside within District boundaries. Amounts reported as accounts receivable as of December 31, 2008, consist of:

Governmental Activities:	
Revenue Rescue	$ 11,140
Business-type Activities	$ -0-

NOTE 4: DUE FROM OTHER GOVERNMENTS/ENTITIES

This consists of ad valorem taxes collected by Travis County but not yet remitted to the district, fees owed for November and December fire academy, and for sales tax collected but not yet remitted.

Travis County – Taxes	$ 165,500
Travis County – Fire Academy	41,143
State Comptroller – Sales Tax	92,622
City of Austin – Fire Academy	11,000
Total	$ 310,265

TRAVIS COUNTY EMERGENCY SERVICES DISTRICT FOUR
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2008

NOTE 5: CAPITAL ASSETS

Capital asset activity for the year ended December 31, 2008, was as follows:

	Balance 1/1/2008	Additions/ Completions	Retirements/ Adjustments	Balance 12/31/2008
Governmental Activities:				
Capital assets not being depreciated:				
Land	84,607	33,457	-	118,064
Total capital assets not being depreciated	84,607	33,457	-	118,064
Capital assets, being depreciated				
Vehicles	1,502,404	13,781	(157,799)	1,358,386
Equipment	147,077	-	-	147,077
Buildings and Structures	542,594	-	-	542,594
Total capital assets being depreciated	2,192,075	13,781	(157,799)	2,048,057
Less accumulated depreciation for:				
Vehicles	767,927	104,226	(103,486)	768,667
Equipment	64,376	17,817	-	82,193
Buildings and Structures	168,913	16,169	-	185,082
Total accumulated depreciation	1,001,216	138,212	(103,486)	1,035,942
Total capital assets, being depreciated, net	1,190,859	(124,431)	(54,313)	1,012,115
Governmental activities capital assets, net	1,275,466	(90,974)	(54,313)	1,130,179

Depreciation was charged to the governmental activities of $ 138,212.

NOTE 6: LONG-TERM DEBT

Transactions for the year ended December 31, 2008, are summarized as follows:

	Balance January 1	Additions	Reductions	Balance December 31	Due within one year
Governmental Activities					
Capital Lease Obligations	$ 156,421		$ 34,588	$ 120,113	$ 38,112
Total Governmental Activities	$ 156,421		$ 34,588	$ 120,113	$ 38,112

TRAVIS COUNTY EMERGENCY SERVICES DISTRICT FOUR
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2008

Capital Lease Obligations –

The District has entered into a lease agreement to finance the acquisition of a fire engine at a total cost of $235,091. The future minimum lease payments are as follows:

Year ending	
2009	$ 44,082
2010	44,082
2011	44,082
Minimum Lease Payments	$ 132,246
Less amount representing interest	$ 12,133
Present value of net minimum capital lease payments	$ 120,113

NOTE 7: PROPERTY TAXES

The District has contracted with the Travis County Tax Assessor Collector to bill and collect its property tax. The District's property tax is levied each October 1 on the assessed value listed as of the prior January 1 for all real and business personal property located in the District. The assessed value of the roll as of January 1, 2007, upon which the 2008 levy was based, was $1,641,602,890 as certified by the Travis Central Appraisal District.

Taxes are due by January 31 following the October 1 levy date. On February 1 of each year, a tax lien attaches to the property. The total 2008 levy was $ 1,618,620 and the tax rate was $ 0.0986 per $100 assessed valuation.

NOTE 8: OPERATING LEASES

In addition to the capital lease, the District also has entered into certain operating lease agreements. Such lease agreements are for storage of fire fighting equipment, stations, and tower rentals. These leases are generally fixed and are not subject to increase without renegotiating agreements. The amount expended for these leases for 2008 was $43,807.

TRAVIS COUNTY EMERGENCY SERVICES DISTRICT FOUR
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2008

NOTE 9: COMMITMENTS

The District has entered into an agreement with the City of Austin for its dispatching services with the fee structure based upon projected calls. For the year ending December 31, 2008, the District's fee for these services was $ 36,072.

The District has also entered into a contract with the City of Austin and Travis County to train and improve fire response by increasing the number of trained volunteers. It is also designed to create a career path opportunity for individuals, particularly low income and minorities. Terms of these contracts are:

City of Austin	October 16, 2008 through April 27, 2009	$ 33,000
Travis County	October 1, 2008 through September 30, 2009	$ 96,000

NOTE 10: ANNEXATION OF DISTRICT LAND BY THE CITY OF AUSTIN

The City of Austin has the right to annex property within the District which could in the future result in a reduction of the total value of property within the district and therefore a reduction in the total tax revenue to be collected. For the year ending December 31, 2008, no significant annexation of property occurred. However, the District feels that major annexation will occur in 2009, the anticipated loss in tax revenue is estimated to be $300,000.

NOTE 11: FEMA GRANT

The District submitted a regional application for Interoperable Communications serving three major non-contiguous area in North, East, and Western Travis County, is hosting this application on behalf of the 15 Capital Area Fire Chiefs Association (CAFCA) member departments requesting grant funding. This grant was awarded through the Department of Homeland Security, the total amount awarded was $823,990, which included the member department matching share (20%) of $164,798. As of December 31, 2008, no equipment purchases had been made but $68,132 of member matching contributions were received and reported as deferred revenue.

TRAVIS COUNTY EMERGENCY SERVICES DISTRICT FOUR
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2008

NOTE 12: EXPLANATION OF DIFFERENCES BETWEEN GOVERNMENTAL FUND AND GOVERNMENT-WIDE STATEMENTS

Differences between the Governmental Fund Balance Sheet and the Statement of Net Assets:

The differences (as reflected in the adjustments column) primarily result from the long-term economic resources focus of the statement of net assets versus the current financial resources focus of the governmental fund balance sheet.

When capital assets (land, buildings, equipment) that are to be used in governmental activities are purchased or constructed, the costs of those assets are reported as expenditures in governmental funds. However, the statement of net assets includes those capital assets among the assets of the District as a whole.

Cost of capital assets	$ 2,166,121
Accumulated Depreciation	(1,035,942)
	$ 1,130,179

Interest on long-term debt is not accrued in governmental funds, but rather is recognized as an expenditure when due. Accrued interest payable $ 3,482

Taxes receivable are offset by deferred revenues in the governmental funds and thus are not included in fund balance. Deferred revenue $ (119,711)

Long-term liabilities applicable to the district's governmental activities are not due and payable in the current period and accordingly are not reported as fund liabilities. All liabilities – both current and long-term—are reported in the statement of net assets.

Due within one year	$ 38,112
Due after one year	82,001

Differences between the Governmental Fund Operating Statement and the Statement of Net Activities:

The differences (as reflected in the adjustments column) arise primarily from the long-term economic resources focus of the statement of activities versus the current financial resources focus of the governmental funds.

When capital assets that are to be used in governmental activities are purchased or constructed, the resources expended for those assets are reported as expenditures in governmental funds. However, in the statement of activities the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense.

Capital outlay	$ (47,238)
Depreciation Expense	138,212

TRAVIS COUNTY EMERGENCY SERVICES DISTRICT FOUR
NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2008

Repayment of capital lease obligations is reported as an expenditure in governmental funds. For the district as a whole, however, the principal payments reduce the liabilities in the statement of net assets and do not result in an expense in the statement of activities.

Payment of Principal	$	(36,308)

Interest expense in the statement of activities differs from the amount reported in governmental funds because additional accrued interest was calculated for capital lease obligations.

Accrued Interest	$	(1,053)

Because some property taxes will not be collected for several months after the district's year end, they are not considered as "available" revenues in the governmental funds.

Adjustment for property taxes collected after year-end	$	(11,179)

In the statement of activities, only the gain and/or loss on the sale of equipment are reported, whereas in the governmental funds, the proceeds from the sale increase financial resources. Thus, the change in net assets differs from the change in fund balance by the cost of the equipment less any accumulated depreciation and the proceeds from the sale.

Book value of asset	54,317		
Proceeds from sale (reported as income on Fund Statement)	(71,000)	$	16,683

Required Supplemental Information

TRAVIS COUNTY EMERGENCY SERVICES DISTRICT FOUR
GENERAL FUND
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
BUDGET AND ACTUAL
FOR THE YEAR ENDED DECEMBER 31, 2008

	BUDGETED AMOUNTS			
	ORIGINAL	FINAL	ACTUAL AMOUNTS	VARIANCE WITH FINAL BUDGET FAVORABLE (UNFAVORABLE)
REVENUES:				
Property Taxes	$ 1,524,528	$ 1,524,528	$ 1,628,043	103,515
Sales Taxes	1,128,000	1,128,000	1,191,427	63,427
Interest	107,000	107,000	104,087	(2,913)
Miscellaneous Income	40,350	40,350	108,507	68,157
Fire Academy	129,000	129,000	129,000	-
TOTAL REVENUES	$ 2,928,878	$ 2,928,878	$ 3,161,064	232,186
EXPENDITURES:				
Apparatus	$ 99,500	$ 99,500	$ 87,911	11,589
Equipment	99,644	99,644	89,587	10,057
Communications	61,350	61,350	55,999	5,351
EMS	50,000	50,000	24,848	25,152
Insurance	205,820	205,820	195,588	10,232
Training	39,325	39,325	32,098	7,227
Stations	157,350	157,350	109,216	48,134
District Office	23,900	23,900	29,605	(5,705)
Personnel	1,961,197	1,984,997	1,903,634	81,363
Administrative	136,953	136,953	89,622	47,331
Awards Banquet	6,500	6,500	8,402	(1,902)
Contract Labor	3,000	3,000	-	3,000
Capital Outlay	500,000	500,000	47,238	452,762
Debt Service:				-
Principal	36,307	36,307	36,308	(1)
Interest	7,774	7,774	7,774	-
TOTAL EXPENDITURES	$ 3,388,620	$ 3,412,420	$ 2,717,830	694,590
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	$ (459,742)	$ (483,542)	$ 443,234	926,776
FUND BALANCE:				
Beginning of year			5,207,829	
End of year			$ 5,651,063	

Audited Financial Statements
Prepared for:

Travis County Emergency Services District #5
For the Year Ended
December 31, 2008

10616 Manchaca Rd.
512-282-2301

TRAVIS COUNTY EMERGENCY SERVICES DISTRICT #5

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RUPERT & ASSOCIATES
CERTIFIED PUBLIC ACCOUNTANTS

Independent Auditor's Report

Travis County Emergency Services District #5
Board of Directors

We have audited the accompanying financial statements of the general fund of Travis County Emergency Services District #5 as of and for the year ended December 31, 2008, as listed in the table of contents. These financial statements are the responsibility of Travis County Emergency Services District #5's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the general fund of the Travis County Emergency Services District #5 as of December 31, 2008, and the respective changes in financial position for the year then ended in conformity with accounting principles generally accepted in the United States of America.

The management's discussion and analysis on page 3, is not a required part of the basic financial statements but is supplementary information required by accounting principles generally accepted in the United States of America. We have applied certain limited procedures, which consisted principally of inquiries of management regarding the methods of measurement and presentation of the required supplementary information. However, we did not audit the information and express no opinion on it.

10616 Manchaca Rd.
Austin, Texas 78748

web site: http://www.dercpa.com

(512) 282-2301
(FAX) 280-6626

Travis County Emergency Services District #5 has not presented a budgetary comparison schedule that accounting principles generally accepted in the United States has determined is necessary to supplement, although not required to be part of, the basic financial statements.

Rupert & Associates, P.C.

Austin, TX
May 27, 2009

TRAVIS COUNTY EMERGENCY SERVICES DISTRICT #5

Management's Discussion and Analysis

Discussion and analysis of the financial performance for Emergency Service District #5 provides an overview of the ESD financial activities for year ended December 31, 2008.

FINANCIAL HIGHLIGHTS

Tax allocation for 2008 was $907,414. This figure represents an increase of $119,686 over the prior year, or approximately 15 percent.

As a result of an election, collection of sales tax in the ESD #5 jurisdiction was approved, and became effective in July 2008. For the period of July 1 through December 31, 2008, a total of $80,445 was received.

Expenses for Manchaca Volunteer Fire and Rescue increased from $500,000 to $545,000. This figure represents an increase of 9 percent. In addition, $17,743 was expended for MVF&R equipment. Also, a down payment of $204,722 was expended for the purchase of a new rescue truck. This equipment is scheduled for delivery in August 2009.

As a result of the purchase of a new Ferrara Wild Land Interface Engine in 2006 for $230,000, the second payment of the loan was made in August 2008. The amount was $64,847.

The ESD continued to invest in CDs, but due to lower interest rates than in previous years, interest received was less. Interest received for 2008 was $15,294, down from $34,275 in 2007.

Travis County Emergency Services District #5
Statement of Net Assets and Governmental Funds Balance Sheet
December 31, 2008

	General Fund	Total	Adjustments	Statement of Net Assets
ASSETS				
Current Assets				
Cash and Cash Equivalents	$ 393,766.17	$ 393,766.17	$ -	$ 393,766.17
Investments	531,003.37	531,003.37	-	531,003.37
Property Tax Receivable	488,782.52	488,782.52	-	488,782.52
Prepaid Expenses	4,410.76	4,410.76	-	4,410.76
Deposit on Future Asset			204,722.00	204,722.00
Other capital assets, net of accumulated depreciation			154,432.95	154,432.95
Total Assets	$ 1,417,962.82	$ 1,417,962.82	359,154.95	1,777,117.77
LIABILITIES				
Long-term liabilities:				
Due within one year			64,847.65	64,847.65
Due after one year			58,411.05	58,411.05
Total Liabilities	-	-	123,258.70	123,258.70
FUND BALANCES / NET ASSETS				
Fund balances:				
Unreserved	1,417,962.82	1,417,962.82	(1,417,962.82)	-
Total fund balance	1,417,962.82	1,417,962.82	(1,417,962.82)	-
Total liabilities and fund balances	$ 1,417,962.82	$ 1,417,962.82		
Net Assets:				
Invested in capital assets, net of related debt			31,174.25	31,174.25
Unrestricted			1,417,962.82	1,622,684.82
Total net assets			$ 1,449,137.07	$ 1,653,859.07

The accompanying notes are an integral part of these financial statements.

Travis County Emergency Services District #5
Statement of Activities and Governmental Fund Revenues, Expenditures, and Changes in Fund Balances
For the Year Ended December 31, 2008

	General Fund	Total	Adjustments	Statement of Net Assets
Revenues:				
Property taxes	$ 836,676.13	$ 836,676.13	-	$ 836,676.13
Sales Tax	$ 80,445.87	80,445.87		80,445.87
Investment earnings	31,297.42	31,297.42		31,297.42
Miscellaneous income	331.64	331.64	5,346.00	5,677.64
Total revenues	948,751.06	948,751.06	5,346.00	954,097.06
Expenditures/expenses:				
Current:				
ESD Operations	20,459.55	20,459.55		20,459.55
Manchaca Volunteer Fire Department	562,743.68	562,743.68		562,743.68
Debt Service:				
Principal	258,092.65	258,092.65	(258,092.65)	-
Interest	11,477.00	11,477.00		11,477.00
Depreciation	-	-	52,124.00	52,124.00
Total expenditures/expenses	852,772.88	852,772.88	(205,968.65)	646,804.23
Excess of revenues over expenditures	95,978.18	95,978.18	211,314.65	
Change in net assets				307,292.83
Fund balance / net assets:				
Beginning of the year	1,324,195.37	1,324,195.37	(72,323.99)	1,348,776.97
Prior Period Adjustment	(2,210.73)	(2,210.73)		(2,210.73)
Adjusted beginning balance	1,321,984.64	1,321,984.64	(72,323.99)	1,346,566.24
End of the year	$ 1,417,962.82	$ 1,417,962.82	$ 138,990.66	$ 1,653,859.07

The accompanying notes are an integral part of these financial statements.

TRAVIS COUNTY EMERGENCY SERVICES DISTRICT #5
Notes to the Financial Statements

Note 1 - Summary of Significant Accounting Principles

Reporting Entity

The Travis County Emergency Services District #5 was organized in the State of Texas under Article III, Section 48-e of the Texas Constitution for the protection of human life and health as provided by this Act.

Creation and Purpose of Travis County Emergency Services District #5

The county judge was presented with a petition signed by at least one hundred qualified voters of Travis County who own taxable real property within the proposed district. The petition requested the formation of an emergency services district.

The specific purpose of the Travis County Emergency Services District #5 is to provide medical and ambulance and fire fighting services within the boundaries of Travis County.

Government-wide and fund financial statements

The government-wide financial statements (i.e., the statement of net assets and the statement of changes in net assets) report information on all of the nonfiduciary activities of the primary government.

The statement of activities demonstrates the degree to which the direct expenses of a given function are offset by revenues. *Direct expenses* are those that are clearly identifiable with a specific function. *Revenues* include tax distributions from the Travis County Appraisal District and interest earned on cash held in interest-bearing accounts and a fixed term CD. Travis County Emergency Services District #5 has one fund, the general fund, to account for the acquisition, use, and balances of the government's expendable financial resources and the related current liabilities.

Measurement focus, basis of accounting, and financial statement presentation

The government-wide financial statements are reported using the *economic resources measurement focus* and the *accrual basis of accounting.* Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows.

Governmental fund financial statements are reported using the *current financial resources measurement focus* and the *modified accrual basis of accounting.* Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the government considers revenues to be available if they are collected within sixty days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting.

Interest associated with the current fiscal period is considered susceptible to accrual and so has been recognized as revenues of the current fiscal period. All other revenue items are considered measurable and available only when the District receives cash.

Fund Accounting

The District uses funds to maintain its financial records during the year. A fund is defined as a fiscal and accounting entity with a self-balancing set of accounts. The District only uses governmental funds.

Governmental Funds

Governmental funds are those through which most governmental functions typically are financed. Governmental funds reporting focuses on the sources, uses and balances of current financial resources. Expendable assets are assigned to various governmental funds according to the purpose for which they may or must be used. Current liabilities are assigned to the fund from which they will be paid. The difference between governmental fund assets and liabilities is reported as fund balance.

The District reports the following major governmental fund:

General Fund - The General Fund is used to account for all financial resources of the District. The general fund balance is available to the District for any purpose provided it is expended or transferred according to the general laws of Texas and the bylaws of the District. This fund accounts for all activities of the district.

Basis of Presentation

The accompanying financial statements have been prepared in conformity with generally accepted accounting principles (GAAP) as applied to government units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles.

Basis of Accounting

The District uses one fund type to account for its operations. The governmental fund is accounted for using the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recorded when susceptible to accrual (i.e., both measurable and available). The term available means that the revenues will be collected during the year or soon enough thereafter to pay liabilities arising from operations during the year just ended. Expenditures, if measurable, are generally recognized on the modified accrual basis of accounting when the related liability is incurred.

TRAVIS COUNTY EMERGENCY SERVICES DISTRICT #5
Notes to the Financial Statements

Cash and Cash Equivalents

The District considers all highly liquid investments available for current use with an initial maturity of three months or less to be cash equivalents.

Allowance for Doubtful Accounts

No allowance for doubtful accounts is recorded because all property tax receivables will ultimately be collected. However, the time of collection as well as the ultimate amount to be collected is indefinite, based on taxpayer protests and appraisal district adjustments.

Note 2 - Tax Assessment

Property taxes attach as an enforceable lien on property as of January 1. Taxes are levied on October 1 and are due and payable on or before January 31 of the following year. All unpaid taxes become delinquent February 1 of the following year. Property taxes are recognized as revenue when they are measurable and available. Taxes are billed and collected by the Travis Central Appraisal District and the Travis County Tax Office.

Note 3 – Cash Deposits

The Board of Commissioners has the authority to designate one or more banks to serve as depositories for the funds of the district. To the extent that the funds in a depository bank are not insured by the Federal Deposit Insurance Corporation, the funds are secured in the manner provided by law for the security of county funds. Bank balances of TCESD#5 that exceed FDIC limits are entirely collateralized with securities held by Bank of America in the name of TCESD#5. Securities pledged by the Bank on behalf of TCESD#5 had a market value of $914,104.00 at year end.

Minimal cash balances are maintained in the District's checking account. The majority of the District's funds are maintained in the savings account. The District's carrying amount of cash in checking and savings at December 31, 2008, is presented below.

Bank of America, Savings	$ 371,932.37
Bank of America, Checking	21,833.80
Total Cash & Equivalents	393,766.17
Fixed Term CD #1629	291,003.37
Fixed Term CD #5691	240,000.00
Total Investments	531,003.37
Total Cash & Investments	$ 924,769.54

TRAVIS COUNTY EMERGENCY SERVICES DISTRICT #5
Notes to the Financial Statements

Note 4 – Revenues and Receivables

Property tax revenues collected during the year ended December 31, 2008, and receivables at year-end are made up of the sum of the following:

	Collected	*Receivable*	*Current Revenue*
2007	$ 347,364.13	6,895.41	
2008	455,991.64	376,781.33	832,772.97
Deposits in Transit	(90,684.00)	90,684.00	
Prior Years	3,492.43	14,421.78	
Penalties & Interest	3,903.16		3,903.16
	$ 720,067.36	$ 488,782.52	$ 836,676.13

Note 5 – Fixed Assets

Fixed assets are reported net of accumulated depreciation on the financial statements. These assets are reported at cost or estimated fair market value at the date of donation and are depreciated using the straight line method over the estimated useful life of the asset. Transferred assets are shown net of depreciation at date of transfer as follows:

1985 Ford Tanker	0.00
1995 Spartan Fire Truck	0.00
1997 Ford Fire Truck	0.00
1997 Rescue Vehicle	65,000.00
1998 Spartan Fire Truck	0.00
1999 Ford Pickup	0.00
2001 International Fire Truck	0.00
2003 International Fire Truck	0.00
2004 Ford Pickup	2,673.00
2004 Ford Pickup	2,673.00
2006 Wildland Engine	230,000.00
2006 Command Pickup	31,905.59
Accumulated Depreciation	(177,818.64)
	$ 154,432.95

When capital assets that are to be used in governmental activities are purchased the resources expended for those assets are reported as expenditures in governmental funds. However, in the statement of activities, the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense. As a result, fund balance decreases by the amount of financial resources expended, whereas net assets decrease by the amount of depreciation expense charged for the year.

TRAVIS COUNTY EMERGENCY SERVICES DISTRICT #5
Notes to the Financial Statements

Note 6 – Capital Leases

A governmental lease-purchase agreement was entered into on August 22, 2006, with Wells Fargo Brokerage Services for the purchase of a 2006 Ferrara Wild Land Interface Engine. The financed amount was $230,000 with an interest rate of 4.99% for a term of 48 months. Four equal annual payments of $65,847.65, beginning August 22, 2007, will satisfy the principal and interest due on the lease with a final purchase option price of $1.00. Future minimum lease payments are as follows:

2009	64,847.65
2010	64,847.65
	$ 129,695.30

Note 7 – Prepaid Expenses

Prepaid expenses on the balance sheet reports expense items for future periods that were paid for in the current period. These expenses will be recognized in the coming year, in the period to which they apply, and include the following:

TCAD, 2009 Service Fees	$ 4,410.76
	$ 4,410.76

Note 8 – Related Parties

Nature of Relationship

A commissioner of Travis County Emergency Services District #5 is also a board member of the Manchaca Volunteer Fire Department, a major contractual expenditure of the Travis County Emergency Services District #5.

Transaction Description

Expenditures of the Manchaca Volunteer Fire Department are presented to the Travis County Emergency Services District #5 Board to be approved for payment on a monthly basis. Payments are made out of the current year's tax collections. Transaction dollar amounts for fiscal year 2008 were:

Manchaca Volunteer Fire Department - $562,743.68

Note 9 – Prior Period Adjustments

A prior period adjustment was made to adjust year-end receivables due to the district to the amount reported by Travis County Tax Office at year-end. Receivable balances are subject to change due to adjustments made by the Travis County Appraisal District or the Travis County Tax Office.

TRAVIS COUNTY EMERGENCY SERVICES DISTRICT #5
Notes to the Financial Statements

Note 10 – Non Cash Contributions

An adjustment was made to miscellaneous income to record the contribution of assets from Manchaca Volunteer Fire Department. Assets were recorded at basis which was calculated as cost less accumulated depreciation. This is an estimate of market value as no official appraisal was done.

Note 11 – Deposit on Future Assets

Travis County Emergency Services District #5 made a down payment in 2008 for a 2009 Crimson Fire Pumper to be received in 2009. As of December 31, 2008 no loan was taken for the purchase of this asset.

Lake Travis Fire Rescue

Travis County Emergency Services District No. 6

RECEIVED
TRAVIS COUNTY
AUDITORS OFFICE

May 13, 2009

Garry Brown
Chief of Staff, Commissioner Karen Huber
PO Box 1748
Austin, TX 78767

RE: ESD Financial Audit Reports for ESD #6

Dear Mr. Brown:

Please find enclosed the Travis County Emergency Services District No. 6 Audited Financial Statements and Report for Fiscal Year 2008 for submission to the Travis County Commissioners Court, as required by the Texas Health and Safety Code Chapter 775.082.

Please do not hesitate to contact me should you have any questions.

Sincerely,

Jim De Witt
Chief Financial Officer

Enclosure (1)

jm

Confidential

cc: Suzanne Louzau
314 W. 11th Street, Suite 200
Austin, TX 78701

RECEIVED
2009 MAY 18 AM 11:42
TRAVIS COUNTY
AUDITORS OFFICE

TRAVIS COUNTY EMERGENCY SERVICES DISTRICT NO. 6

Financial Statements for the Year Ended September 30, 2008 and Independent Auditors' Report

MAXWELL & LOCKE RITTER

TRAVIS COUNTY EMERGENCY SERVICES DISTRICT NO. 6

RECEIVED
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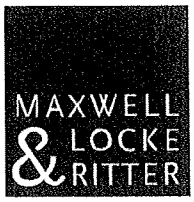

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TRAVIS COUNTY
AUDITORS OFFICE

INDEPENDENT AUDITORS' REPORT

To the Board of Commissioners of
Travis County Emergency Services District No. 6:

We have audited the accompanying financial statements of the governmental activities and each major fund of Travis County Emergency Services District No. 6 (the "District") as of and for the year ended September 30, 2008, which collectively comprise the District's basic financial statements as listed in the table of contents. These financial statements are the responsibility of the management of the District. Our responsibility is to express opinions on these basic financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinions.

In our opinion the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and each major fund of the District as of September 30, 2008, and the respective changes in financial position and the respective budgetary comparison for the General Fund for the year then ended in conformity with accounting principles generally accepted in the United States of America.

The management's discussion and analysis on pages 3 through 8 and required supplementary information on page 22 are not a required part of the basic financial statements, but are supplementary information required by accounting principles generally accepted in the United States of America. We have applied certain limited procedures, which consisted principally of inquiries of management regarding the methods of measurement and presentation of the required supplementary information. However, we did not audit the information and express no opinion on it.

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Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the District's basic financial statements. The budgetary comparison schedule for the Debt Service Fund is presented for purposes of additional analysis and is not a required part of the basic financial statements. The budgetary comparison schedule for the Debt Service Fund has been subjected to the auditing procedures applied in the audit of the basic financial statements and, in our opinion, is fairly stated in all material respects in relation to the basic financial statements taken as a whole.

Maxwell Locke + Ritter LLP
March 25, 2009

Travis County Emergency Services District No. 6
Management's Discussion & Analysis
September 30, 2008

Travis County Emergency Services District No. 6 (the "District") is a political subdivision of the State of Texas, created under the Texas Health and Safety Code, Chapter 775. This code empowers the District Commissioners to provide emergency services to the geographical area within the District. Chapter 775 also provides the District with the authority to levy an ad valorem tax not to exceed $0.10 per $100 assessed valuation. The District provides fire suppression, emergency medical and rescue first response, hazardous materials incident response, marine incident response and other emergency incident response that may arise within its boundaries. The District is also responsible for fire prevention and the enforcement of fire codes.

History

The District was originally created in 1985 as Travis County Rural Fire Prevention District No. 5. A Board of Commissioners operated the Rural Fire Prevention District and provided emergency services through an interlocal agreement with the Hudson Bend Volunteer Fire Department.

In August 1995, the Rural Fire Prevention District No. 5 was converted to an ESD; Travis County Emergency Services District No. 6, governed by a Board of five Commissioners. Beginning in September of 1995, paid career firefighters were hired to begin working at two of the fire stations. The volunteers met the apparatus at the scene during the day and responded to the fire stations after the career staff finished their shifts during the week and entirely on weekends. By the end of December 1995, the number of paid career firefighters had grown enough to begin 24-hour shift rotations at two fire stations.

By February of 1996, the District had grown to 8 paid career firefighters and 35 volunteer personnel providing emergency services coverage for 135 square miles with an estimated population of 19,000.

In 1997, the District established staffing for four fire stations with two personnel per fire station. During this period, part-time personnel were utilized to work Fire Stations #3 and #4, with the full-time staff operating Fire Stations #1 and #2. This allowed the District some flexibility to purchase new apparatus and still maintain coverage. The District experienced rapid growth and development after 1997, which led the District to ask the voters to approve a limited tax bond package. During this same period, the District purchased two new engines, a used ladder truck and additional administrative vehicles. The District also adopted a District Fire Code and established the office of District Fire Marshal.

In September 2002, the voters approved $10,000,000 of bonded indebtedness, and the District sold its first $3,500,000 bond package in May 2003, obtaining a Moody's Aaa rating. These bond funds provided the District the ability to construct Fire Station #5, to purchase a new Sutphen 110' Aerial/ Platform ladder truck and two new Sutphen 1250 gpm engines. The District Commissioners approved funding to provide for the additional personnel needed to staff Fire Station #5 upon its completion in January 5, 2005. With the annexation of approximately 65 square miles of land from Travis County Emergency Services District No. 8 on January 1, 2005, the District's coverage area increased to approximately 200 square miles.

In May 2006, the District voters approved collective bargaining rights for the firefighters employed by the District and the District Commissioners accepted Professional Firefighters Local # 4117 as the firefighter's sole bargaining agent.

Also during 2006, the District Commissioners employed an outside consultant, Management Advisory Group, Inc., to conduct a Management and Operational Evaluation of the entire District. The overall purpose of the evaluation was to evaluate the efficiency and effectiveness of the District's administrative and operational functions. As a result, a Financial and Administrative Manager was added to the staff, functioning as the Chief Financial Officer, and a new Fire Chief functioning as the Chief Executive Officer beginning October 1, 2006.

The District has had a long and proud history of providing emergency services to the community. The District has evolved from an all-volunteer organization, the Hudson Bend Volunteer Fire Department in the late 60's, to the present-day Emergency Services District with five fire stations operating 24/7, 365 days a year. The District's current staffing level includes 73 career staff, 15 volunteers and support services personnel. The District's current vehicle fleet includes one ladder truck, four first line engines, two reserve engines, two tankers, five brush trucks, one support services unit, one fire boat, three trailers (communications and fire safety house) and ten administrative vehicles. The District efficiently serves an estimated population of over 73,000 people.

Throughout its history, the District has maintained prudent and conservative financial management, and has been able to set aside financial reserves, which are judged sufficient to meet any unexpected deterioration of economic conditions in the near future. The District Commissioners continue to promote the best possible service and to maintain a balanced budget within the limits of the District's tax revenue. As you can see, the District Commissioners have been very successful.

Mission Statement

- The District's mission is to provide safe, efficient and effective service through professional response to fire, rescue, medical and hazardous material emergencies.
- The District is dedicated to minimizing loss of life and property through education, code enforcement, investigation and community involvement.

Financial Performance

Management's discussion and analysis of the District's financial performance provides an overview of the District's financial activities for fiscal year ended September 30, 2008. Please read the management's discussion and analysis in conjunction with the District's basic financial statements beginning on page 9.

Using this Annual Report

This annual report consists of a series of financial statements. Government Accounting Standards Board ("GASB") Statement No. 34 provides that for governments engaged in a single governmental program, the fund financial statements and the government-wide statements may be combined. The District presents the governmental funds in the first three columns and a total in the fourth column. The next column is an adjustments column, reconciling the amounts reported in the governmental funds to show how each would change when reported on the full-accrual basis of accounting. The last column of these combination statements shows the amounts that normally would appear in the government-wide statements. For governmental activities, this last column tells how these services were financed in the short term as well as what remains for future spending. Fund financial statements report the District's operations in more detail than the government-wide statements by providing information about the District's most significant funds.

Reporting the District as a Whole

The Statement of Net Assets and the Statement of Activities report information about the District as a whole and about its activities that include all assets and liabilities using the accrual basis of accounting, which is similar to the accounting used by most private-sector companies. All of the current year's revenues and expenses are taken into account regardless of when cash is received or paid.

These two statements report the District's net assets and changes in them. The District's net assets - the difference between assets and liabilities - is one way to measure the District's financial health, or financial position. Over time, increases or decreases in the District's net assets are an indicator of whether its financial health is improving or deteriorating. Other non-financial factors should be considered, however, to assess the overall health of the District such as changes in the District's property tax base and the condition of the District's capitalized items.

In the Statement of Net Assets and the Statement of Activities, District activities are considered governmental activities. These activities include fire suppression (structural, grass / wildland urban interface and aircraft), advanced life support Emergency Medical Services ("EMS") care, land and water rescue, hazardous material responses in the District and part of a Travis County response team, fire/ medical special event standby services, adopted District and municipal fire code enforcement and prevention, fire and EMS public education and training and general administration. The District and its staff are involved with legislative issues affecting emergency services districts through the State Association of Fire and Emergency Services Districts ("SAFE-D"), Capital Area Fire Chief's Association ("CAFCA"), Counter-Terrorism Task Force, Travis County Combined Clinical Council, Travis County Fire Chief's Liaison Committee and the Precinct Three Commissioners Liaison Committee, to name a few. The District and its staff work closely with the general administrations of the City of Bee Cave, City of Lakeway, Village of the Hills, City of Austin and Travis County. These activities are financed primarily by property taxes.

Reporting the District's Governmental Funds

The columns reporting the fund activity (as explained in more detail in the first section of this report) provide detailed information about the significant funds, not the District as a whole. Some funds are required to be established by State law and by bond covenants. However, the District's Board of Commissioners may establish other funds to help it control and manage money for particular purposes (for example, the purchase of additional apparatus and the construction of new fire stations) or to show that it is meeting legal responsibilities for using certain taxes, grants, and other money (i.e. a grant received form the U.S. Department of Homeland Security, Federal Emergency Management Agency, Fire Act Grant).

Government Funds

The District's services are reported in government funds, which focus on how money flows into and out of those funds and the balances left at year-end that are available for spending. These funds are reported using an accounting method called modified accrual accounting, which measures cash and all other financial assets that can readily be converted to cash. The governmental fund statements provide a detailed short-term view of the District's general government operations and the basic services it provides. Governmental fund information helps you determine whether there are more or fewer financial resources that can be spent in the near future to finance the District's programs. We describe the relationship (or differences) between governmental activities (reported in the Statement of Net Assets and the Statement of Activities) and governmental funds in the adjustments column of the basic financial statements and in the Notes to Basic Financial Statements.

The District as a Whole

The District's combined net assets for the years ending September 30, 2008 and 2007 are shown in Table 1. The changes in net assets for those respective years are also shown in Table 2. Our analysis below focuses on the net assets and changes in the net assets of the District's governmental activities as reported in the accrual basis of accounting.

Table 1
STATEMENT OF NET ASSETS

	9/30/2008	9/30/2007
Assets		
Current and other assets	$ 8,007,128	$ 3,231,565
Capital assets (net of accumulated depreciation)	5,927,702	6,272,758
TOTAL ASSETS	**$ 13,934,830**	**$ 9,504,323**
Liabilities		
Current liabilities	$ 661,676	$ 600,888
Long-term liabilities	6,370,000	2,870,000
TOTAL LIABILITIES	**7,031,676**	**3,470,888**
Net Assets		
Invested in capital assets, net of related debt	3,076,036	3,263,019
Restricted	42,553	37,481
Unrestricted	3,784,565	2,732,935
TOTAL NET ASSETS	**$ 6,903,154**	**$ 6,033,435**

Table 2
STATEMENT OF ACTIVITIES

	9/30/2008	9/30/2007
Expenses		
Service operations	$ 6,292,287	$ 5,761,704
Depreciation	453,719	449,575
Debt service	130,284	116,195
TOTAL EXPENSES	**6,876,290**	**6,327,474**
Revenues		
Program revenues	182,168	202,474
General revenues	7,506,530	6,343,630
Gain on sale of capital assets	57,311	-
TOTAL REVENUES	**7,746,009**	**6,546,104**
Change in net assets	**$ 869,719**	**$ 218,630**

In the fiscal year ended September 30, 2008, the District experienced an increase in general revenues of approximately $1,163,000 due to increased property appraisals, additional homes and new commercial development. The cost for governmental activities this year increased by approximately $549,000 due to an increase in personnel costs, consulting and legal fees.

The District Governmental Funds

At the end of the fiscal year September 30, 2008, the District's governmental funds reported a combined fund balance of $7,474,265, which is an increase of $4,710,115 from last year (170% increase), the majority of which is due to the issuance of $3,740,000 of bonds.

General Fund Budgetary Highlights

Over the course of the fiscal year, the District revised its General Fund budget several times. These budget amendments include supplemental appropriations throughout the fiscal year to prevent budget line item overruns. Total budgeted expenditures in the final amended General Fund budget were $111,600 greater than the original budget. The increased appropriations were made primarily to cover capital outlay, additional personnel costs and consulting and legal fees.

With these budget adjustments, the actual expenditures in the General Fund were $625,715 below the final budget amounts. Resources available for appropriation were $45,989 above the final budgeted amount. The primary reason for the increase is due to the collection of property taxes, which were more than originally forecasted.

Capital Asset and Debt Administration

Capital Assets

At the end of the fiscal year September 30, 2008, the District had five fire stations in operation.

Table 3
CAPITAL ASSETS AT YEAR-END

	9/30/2008	9/30/2007
Land	$ 890,134	$ 890,134
Vehicles	3,436,622	3,690,232
Equipment	846,983	804,164
Buildings	3,432,464	3,432,464
TOTAL CAPITAL ASSETS	**8,606,203**	**8,816,994**
Accumulated depreciation	(2,678,501)	(2,544,236)
TOTAL NET CAPITAL ASSETS	**$ 5,927,702**	**$ 6,272,758**

For the year ended September 30, 2008, the District's capital outlay totaled $178,721, consisting of vehicle purchases of approximately $136,000 and seventeen portable radios of approximately $43,000. More detailed information about the District's capital assets is presented in the *Notes to Basic Financial Statements.*

Tax Revenue Bonds

In 2002, the voters of the District voted to authorize the issuance of $10,000,000 in limited tax bonds. Of the $10,000,000 of bonds authorized, $3,500,000 were sold in May 2003. Proceeds were used to purchase new fire apparatus and the construction of Fire Station # 5. In July 2008, the District issued $3,740,000 in unlimited tax bonds. The proceeds will be used to for capital purchases.

Compensated Absences

As of September 30, 2008, the District had $183,181 of compensated absences outstanding, which represent the estimated liability for employees' accrued vacation for which employees are entitled to be paid upon termination.

Economic Factors, Next Year's Budgets and Rates

The District Commissioners considered various factors when setting the fiscal year budget and the ad valorem tax rate that will be charged for the governmental activities. Considerations included the economy of the area within the District boundaries. In recent years, the District has experienced extensive new construction growth.

To a large extent, the District is unable to influence potential future revenue streams. Tax revenues are currently limited by the mandatory $0.10 per $100 of assessed valuation cap, and inspection revenue is dependent on the continued growth of new construction projects within the District.

Besides the current economic, the District's anticipated ad valorem tax revenue is dependent upon how various public entities (i.e. Travis County, City of the Bee Cave, the Hills and the City of Lakeway) respond to requests for new development within their own jurisdictions. A strong pro growth attitude would directly impact the District with potentially higher increases of revenue in future years, whereas a strong no growth attitude would have the opposite effect. While growth has slowed from past years, the City of Bee Cave, the City of Lakeway and unincorporated areas within the District are continuing to expand.

In the November 2008 election, the District's voters granted the District authority to begin a one percent sales tax within all areas of the District with the exception of the Cities of Bee Cave and Lakeway. The District will begin receiving these revenues in June 2009. These additional revenues will allow the District to obtain two new fire engines and an additional ladder truck in order to help provide our residents faster response times.

Contacting the District's Financial Management

This financial report is designed to provide our citizens, taxpayers, customers, investors and creditors with a general overview of the District's finances and to show the District's accountability for the money it receives. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to: Travis County Emergency Services District No. 6, Jim DeWitt, 15516 General Williamson Drive, Austin, Texas 78734, Office: 512-266-2533, Fax: 512-266-7065.

TRAVIS COUNTY EMERGENCY SERVICES DISTRICT NO. 6

STATEMENT OF NET ASSETS AND GOVERNMENTAL FUNDS BALANCE SHEET SEPTEMBER 30, 2008

	GENERAL FUND	DEBT SERVICE FUND	CAPITAL PROJECTS FUND	TOTAL GOVERNMENTAL FUNDS	ADJUSTMENTS (NOTE 2)	STATEMENT OF NET ASSETS
ASSETS						
Cash	$ 144,914	60	140	145,114	-	145,114
Investments	3,860,472	32,200	3,647,555	7,540,227	-	7,540,227
Taxes receivable	202,509	7,704	-	210,213	-	210,213
Accounts receivable	935	-	-	935	-	935
Due from other funds	-	2,589	-	2,589	(2,589)	-
Bond issuance costs, net	-	-	-	-	110,639	110,639
Capital assets (net of accumulated depreciation):						
Land	-	-	-	-	890,134	890,134
Vehicles	-	-	-	-	1,713,558	1,713,558
Equipment	-	-	-	-	494,075	494,075
Buildings	-	-	-	-	2,829,935	2,829,935
Total assets	$ 4,208,830	42,553	3,647,695	7,899,078	6,035,752	13,934,830
LIABILITIES						
Accounts payable	$ 137,141	-	-	137,141	-	137,141
Payroll liabilities payable	74,870	-	-	74,870	-	74,870
Deferred revenue	202,509	7,704	-	210,213	(210,213)	-
Due to other funds	2,589	-	-	2,589	(2,589)	-
Bond interest payable	-	-	-	-	26,484	26,484
Long-term liabilities:						
Due within one year	-	-	-	-	423,181	423,181
Due after one year	-	-	-	-	6,370,000	6,370,000
Total liabilities	417,109	7,704	-	424,813	6,606,863	7,031,676
FUND BALANCE/NET ASSETS						
Fund balances:						
Reserved for:						
Capital acquisitions	1,114,457	-	-	1,114,457	(1,114,457)	-
Debt service	-	34,849	-	34,849	(34,849)	-
Capital projects	-	-	3,647,695	3,647,695	(3,647,695)	-
Unreserved, undesignated	2,677,264	-	-	2,677,264	(2,677,264)	-
Total fund balance	3,791,721	34,849	3,647,695	7,474,265	(7,474,265)	-
Total liabilities and fund balances	$ 4,208,830	42,553	3,647,695	7,899,078		
Net assets:						
Investment in capital assets, net of related debt					$ 3,076,036	3,076,036
Restricted for debt service					42,553	42,553
Unrestricted					3,784,565	3,784,565
Total net assets					$ 6,903,154	6,903,154

The notes to basic financial statements are an integral part of this statement.

TRAVIS COUNTY EMERGENCY SERVICES DISTRICT NO. 6

STATEMENT OF ACTIVITIES AND GOVERNMENTAL FUNDS REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES YEAR ENDED SEPTEMBER 30, 2008

	GENERAL FUND	DEBT SERVICE FUND	CAPITAL PROJECTS FUND	TOTAL GOVERNMENTAL FUNDS	ADJUSTMENTS (NOTE 2)	STATEMENT OF ACTIVITIES
EXPENDITURES/EXPENSES:						
Service operations:						
Human resources	$ 5,034,981	-	-	5,034,981	28,908	5,063,889
ESD management	421,948	-	15	421,963	-	421,963
Fleet	393,643	-	-	393,643	(135,902)	257,741
Operations	305,050	-	-	305,050	-	305,050
Communication	196,259	-	-	196,259	(42,819)	153,440
Technology	41,290	-	-	41,290	-	41,290
Administration	27,529	-	-	27,529	-	27,529
Prevention and education	21,385	-	-	21,385	-	21,385
Depreciation	-	-	-	-	453,719	453,719
Debt service:						
Principal payments	-	140,000	-	140,000	(140,000)	-
Interest payments	-	111,915	-	111,915	18,369	130,284
Issuance costs	-	-	112,040	112,040	(112,040)	-
Total expenditures/expenses	6,442,085	251,915	112,055	6,806,055	70,235	6,876,290
REVENUES:						
Program revenues:						
Inspections	160,731	-	-	160,731	-	160,731
Other	21,437	-	-	21,437	-	21,437
Total program revenues	182,168	-	-	182,168	-	182,168
Net program expense						(6,694,122)
General revenues:						
Property taxes	6,960,224	252,714	-	7,212,938	39,897	7,252,835
Penalties and interest on taxes	54,431	1,994	-	56,425	-	56,425
Interest	150,275	1,107	19,597	170,979	-	170,979
Miscellaneous	23,704	-	-	23,704	-	23,704
Contributions	2,587	-	-	2,587	-	2,587
Total general revenues	7,191,221	255,815	19,597	7,466,633	39,897	7,506,530
Other sources (uses):						
Transfers	-	108	(108)	-	-	-
Proceeds from sale of capital assets	127,369	-	-	127,369	(70,058)	57,311
Proceeds from issuance of bonds	-	-	3,740,000	3,740,000	(3,740,000)	-
Total revenues and other sources	7,500,758	255,923	3,759,489	11,516,170	(3,770,161)	7,746,009
EXCESS OF REVENUES OVER EXPENDITURES	1,058,673	4,008	3,647,434	4,710,115	(4,710,115)	-
Change in net assets					869,719	869,719
FUND BALANCES/NET ASSETS:						
Beginning of year	2,733,048	30,841	261	2,764,150	3,269,285	6,033,435
End of year	$ 3,791,721	34,849	3,647,695	7,474,265	(571,111)	6,903,154

The notes to financial statements are an integral part of this statement.

TRAVIS COUNTY EMERGENCY SERVICES DISTRICT NO. 6

STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE - BUDGET AND ACTUAL - GENERAL FUND
YEAR ENDED SEPTEMBER 30, 2008

	BUDGET			
	ORIGINAL	FINAL	ACTUAL	VARIANCE
REVENUES:				
Property taxes	$ 6,831,600	6,831,600	6,960,224	128,624
Penalties and interest on taxes	49,000	49,000	54,431	5,431
Inspections	196,000	196,000	160,731	(35,269)
Interest	213,800	213,800	150,275	(63,525)
Miscellaneous	10,000	10,000	23,704	13,704
Other program revenue	25,000	25,000	21,437	(3,563)
Contributions	2,000	2,000	2,587	587
Total revenues	7,327,400	7,327,400	7,373,389	45,989
EXPENDITURES:				
Service operations:				
Human resources	5,286,100	5,286,100	5,034,981	251,119
ESD management	428,544	536,661	421,948	114,713
Fleet	515,356	543,900	393,643	150,257
Operations	351,300	351,300	305,050	46,250
Communication	214,100	189,039	196,259	(7,220)
Technology	62,000	62,000	41,290	20,710
Administration	59,000	59,000	27,529	31,471
Prevention and education	39,800	39,800	21,385	18,415
Total expenditures	6,956,200	7,067,800	6,442,085	625,715
EXCESS OF REVENUES OVER EXPENDITURES	371,200	259,600	931,304	671,704
OTHER SOURCES -				
Proceeds from sale of capital assets	-	-	127,369	127,369
CHANGE IN FUND BALANCE	371,200	259,600	1,058,673	799,073
FUND BALANCES:				
Beginning of year	2,733,048	2,733,048	2,733,048	-
End of year	$ 3,104,248	2,992,648	3,791,721	799,073

The notes to financial statements are an integral part of this statement.

TRAVIS COUNTY EMERGENCY SERVICES DISTRICT NO. 6

NOTES TO BASIC FINANCIAL STATEMENTS
YEAR ENDED SEPTEMBER 30, 2008

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Travis County Emergency Services District No. 6 (the "District") was created under the Texas Health and Safety Code, Chapter 775. The District provides fire suppression, emergency medical and rescue first response, hazardous materials incident response, marine incident response and other emergency incident response that may arise within its boundaries. The District is also responsible for fire prevention and the enforcement of fire codes.

The reporting entity of the District encompasses those activities and functions over which the District's elected officials exercise significant oversight or control. The District is governed by a five member Board of Commissioners which has been elected by District residents or appointed by the Board of Commissioners. The District is not included in any other governmental "reporting entity" as defined by the Governmental Accounting Standards Board ("GASB") Statement No. 14 since Board members are elected by the public and have decision making authority, the power to designate management, the responsibility to significantly influence operations and primary accountability for fiscal matters.

Government-Wide and Fund Financial Statements - For purposes of GASB Statement No. 34, the District is considered a special purpose government. This allows the District to present the required fund and government-wide statements in a single schedule. The requirement for fund financial statements that are prepared on the modified accrual basis of accounting is met with the "Governmental Funds Total" column. An adjustment column includes those entries needed to convert to the full accrual basis government-wide statements. Government-wide statements are comprised of the statement of net assets and the statement of activities.

The government-wide financial statements report information on all of the activities of the District. The effect of interfund activity has been removed from these statements.

The statement of activities demonstrates the degree to which the expenses are offset by program revenues. Program revenues include charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by the District. Taxes and other items not properly included among program revenues are reported instead as general revenues.

Major individual governmental funds are reported as separate columns in the fund financial statements.

Measurement Focus, Basis of Accounting, and Financial Statement Presentation

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Amounts reported as program revenues include charges to customers or applicants for goods, services, or privileges provided. Internally dedicated resources are reported as general revenues rather than as program revenues. Likewise, general revenues include all taxes. As a general rule, the effect of interfund activity has been eliminated from the government-wide financial statements.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the District considers revenues to be available if they are collected within sixty days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures are recorded only when payment is due.

Major revenue sources considered susceptible to accrual include inspection fees, insurance claims processing and interest income. No accrual for property taxes collected within sixty days of year-end has been made as such amounts are deemed immaterial; delinquent property taxes at year end are reported as deferred revenue.

The District reports the following major governmental funds:

The General Fund includes financial resources used for general operations. It is a budgeted fund, and any fund balances are considered resources available for current operations.

The Debt Service Fund includes debt service taxes and other revenues collected to retire bond principal and to pay interest due.

The Capital Projects Fund is used to account for financial resources designated to be used for authorized construction and other capital asset acquisitions.

Budgets and Budgetary Accounting

Formal budgetary integration is employed as a management control device for the General Fund and Debt Service Fund. Prior to the beginning of each fiscal year, the District prepares a budget. The operating budget includes proposed expenditures and the means of financing those expenditures and is adopted on the modified accrual basis, which is consistent with generally accepted accounting principles.

Public meetings are conducted at which all interested persons' comments concerning the budget are heard. After such meetings, the Board of Commissioners formally adopts the budget through passage of an ordinance. The District may amend the budget throughout the year, approving such additional expenditures as may be required. All annual appropriations for the General Fund lapse at the fiscal year-end.

Assets, Liabilities, and Net Assets or Equity

Investments - The District is entitled to invest any and all of its funds in obligations of the United States of America or its agencies, direct obligations of the State of Texas, obligations of states, agencies, counties, cities and other political subdivisions of any statement having a rating of not less than A or its equivalent, certificates of deposit, fully collateralized repurchase agreements, and public fund investment pools. The District's investment policies and types of investments are governed by Section 2256 of the Government Code ("Public Funds Investment Act"). The District's management believes that it complied with the requirements of the District's investment policy and the Public Funds Investment Act. The District accrues interest on temporary investments based on the terms and effective interest rates of the specific investments.

Capital Assets - Capital assets, which include land, buildings, vehicles and equipment are reported in the governmental activities columns in the government-wide financial statements. Capital assets are defined by the District as assets with an initial, individual cost of at least $5,000. Such assets are recorded at historical cost if purchased or estimated fair value at the date of donation if donated. The costs of normal maintenance and repairs that do not add to the value of the assets or materially extend assets lives are not capitalized.

Capital assets (other than land) are depreciated using the straight-line method over the following estimated useful lives:

Asset	Years
Buildings	15-40
Vehicles	8-25
Equipment	3-25

Ad Valorem Property Taxes - Delinquent taxes are prorated between maintenance and debt service based on rates adopted for the year of the levy. Allowances for uncollectibles within the General and Debt Service Funds are based upon historical experience in collecting property taxes. Uncollectible personal property taxes are periodically reviewed and written off, but the District is prohibited from writing off real property taxes without specific statutory authority from the Texas Legislature.

2. RECONCILIATION OF GOVERNMENT-WIDE AND FUND FINANCIAL STATEMENTS

Amounts reported for governmental activities in the statement of net assets are different because:

Governmental funds total fund balance	$ 7,474,265
Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the funds.	
Capital assets, net of accumulated depreciation	5,927,702
Deferred tax revenue is not available to pay for current-period expenditures and, therefore, is deferred in the funds.	210,213
The following liabilities are not due and payable in the current period and, therefore, are not reported in the funds:	
Bonds payable	(6,610,000)
Less: Bond issuance costs	110,639
Bond interest payable	(26,484)
Compensated absences	(183,181)
Total net assets	$ 6,903,154

Amounts reported for governmental activities in the statement of activities are different because:

Excess of revenues over expenditures	$ 4,710,115
Governmental funds report capital outlays as expenditures. However, in the statement of activities, the cost of those assets is allocated over their estimated useful lives as depreciation expense.	
Capital outlay	178,721
Depreciation expense	(453,719)
Revenues in the statement of activities that do not provide current financial resources are not reported as revenues in the funds.	
Change in deferred tax revenue	39,897
Bond proceeds provide current financial resources to governmental funds, but issuing debt increases long-term liabilities in the statement of assets. Repayment of bond principal is an expenditure in the governmental funds, but the repayment reduces long-term liabilities in the statement of net assets.	
Proceeds from issuance of bonds	(3,740,000)
Repayment of bond principal	140,000
Bond issuance costs	112,040
Some expenses reported in the statement of activities do not require the use of current financial resources and therefore are not reported as expenditures in governmental funds.	
Change in interest payable	(16,968)
Amortization of bond issuance costs	(1,401)
Change in compensated absences	(28,908)
Net book value of disposed capital assets	(70,058)
Change in net assets	$ 869,719

3. CASH AND TEMPORARY INVESTMENTS

The District's deposits are required to be secured in the manner provided by law for the security of the funds. At September 30, 2008, such deposits were entirely covered by Federal Deposit Insurance Corporation ("FDIC") insurance or secured by collateral pledged by the depository.

The Public Funds Investment Act authorizes the District to invest in funds under a written investment policy. The District's deposits and investments are invested pursuant to the investment policy, which is approved annually by the Board of Commissioners. The primary objectives of the District's investment strategy, in order of priority, are safety, liquidity, and yield.

The District had investments of $7,540,227 in an external local governmental investment pool, Texas Local Governmental Investment Pool ("TexPool"), at September 30, 2008. The investments had a weighted average maturity of one day and TexPool has a Standard and Poor's rating of AAAm.

TexPool is an external investment pool offered to local governments. Although TexPool is not registered with the SEC as an investment company, it operates in a manner consistent with the SEC's Rule 2a7 of the Investment Company Act of 1940. TexPool is overseen by the Texas State Comptroller of Public Accounts, who is the sole officer, director and shareholder of the Texas Treasury Safekeeping Trust Company which is authorized to operate TexPool. TexPool also has an advisory board to advise on TexPool's investment policy; this board is made up equally of participants and nonparticipants who do not have a business relationship with TexPool. Federated Investors manages daily operations of TexPool under a contract with the Comptroller and is the investment manager for the pool. TexPool uses amortized cost rather than market value to report net assets to compute share prices. Accordingly, the fair value of the position in TexPool is the same as the value of the TexPool shares. TexPool's investment policy stipulates that it must invest in accordance with the Public Funds Investment Act.

Credit Risk - Credit risk is the risk that an issuer or other counterparty to an investment will not fulfill its obligations. The ratings of securities by nationally recognized agencies are designed to give an indication of credit risk. At September 30, 2008, investments were included in a local governmental investment pool with a ratings from Standard and Poor's in compliance with the District's investment policy.

Concentration of Credit Risk - Concentration of credit risk is the risk of loss attributed to the magnitude of a government's investments in a single issuer. At September 30, 2008, all of the District's investments were with TexPool.

Interest Rate Risk - The District considers the holdings in the local governmental investment pool to have a one day weighted average maturity due to the fact that the share position can usually be redeemed each day at the discretion of the shareholders, unless there has been a significant change in value.

4. INTERFUND RECEIVABLES, PAYABLES, AND TRANSFERS

During the course of operations, numerous transactions occur between individual funds for goods provided or services rendered. These receivables and payables are classified as "due from other funds" or "due to other funds." The composition of interfund balances as of September 30, 2008 is as follows:

Receivable Fund	Payable Fund	Amount
Debt Service	General	$ 2,589

5. CAPITAL ASSETS

Capital assets activity for the year ended September 30, 2008 was as follows:

	Balance September 30, 2007	Additions	Retirements and Transfers	Balance September 30, 2008
Capital assets not being depreciated:				
Land	$ 890,134	-	-	890,134
Total capital assets not being depreciated	890,134	-	-	890,134
Capital assets being depreciated:				
Vehicles	3,690,232	135,902	(389,512)	3,436,622
Equipment	804,164	42,819	-	846,983
Buildings	3,432,464	-	-	3,432,464
Total capital assets being depreciated	7,926,860	178,721	(389,512)	7,716,069
Less accumulated depreciation for:				
Vehicles	(1,777,693)	(264,825)	319,454	(1,723,064)
Equipment	(252,157)	(100,751)	-	(352,908)
Buildings	(514,386)	(88,143)	-	(602,529)
Total accumulated depreciation	(2,544,236)	(453,719)	319,454	(2,678,501)
Total capital assets, being depreciated, net	5,382,624	(274,998)	(70,058)	5,037,568
Capital assets, net	$ 6,272,758	(274,998)	(70,058)	5,927,702

6. LONG-TERM LIABILITIES

Long-term liabilities transactions for the year ended September 30, 2008, are summarized as follows:

	Balance September 30, 2007	Additions	Retirements	Balance September 30, 2008	Due Within One Year
Tax revenue bonds	$ 3,010,000	3,740,000	(140,000)	6,610,000	240,000
Compensated absences	154,273	28,908	-	183,181	183,181
Total governmental activities	$ 3,164,273	3,768,908	(140,000)	6,793,181	423,181

Bonded debt consisted of the following at September 30, 2008:

General Obligation Bonds Series	Date of Issue	Amounts of Original Issue	Maturity Date	Interest Rate	Outstanding at 9-30-08	Due Within One Year
2003	5-1-2003	$ 3,500,000	2023	2.0-4.3%	$ 2,870,000	$ 45,000
2008	7-8-2008	3,740,000	2028	4.3%	3,740,000	95,000
		$ 7,240,000			$ 6,610,000	$ 240,000

In July 2008, the District issued $3,740,000 in Limited Tax Bonds with an interest rate of 4.3%. The net proceeds of approximately $3,628,000 (after payment of approximately $112,000 in underwriting fees and other issuance costs) will be used to for capital purchases.

Bonds payable are payable from and secured by the proceeds of ad valorem taxes within the legal limitation of $0.10 per $100 of taxable assessed valuation, on all taxable property within the District. At September 30, 2008, limited tax bonds of approximately $2,760,000 were authorized by the voters of the District, but unissued.

Debt service requirements to maturity for District's bonds are summarized as follows:

Fiscal Year	Principal	Interest	Total Requirement
2009	$ 240,000	289,738	529,738
2010	275,000	256,538	531,538
2011	290,000	245,875	535,875
2012	305,000	234,523	539,523
2013	315,000	222,701	537,701
2014-2018	1,755,000	915,628	2,670,628
2019-2023	2,170,000	510,480	2,680,480
2024-2028	1,260,000	140,394	1,400,394
Total	$ 6,610,000	2,815,877	9,425,877

Compensated Absences - Compensated absences represent the estimated liability for employees' accrued vacation for which employees are entitled to be paid upon termination. The retirement of this liability is paid from the General Fund.

7. PROPERTY TAXES

The District is authorized to levy a tax each October 1 on the assessed value listed as of the prior January 1 for all real and business personal property located within its boundaries. Assessed values are established annually by the Travis Central Appraisal District. District property tax revenues are recognized when levied to the extent that they are collected in the current year. The uncollected balance is reported as deferred revenue. Taxes receivable are due January 1 and are delinquent if received after January 31 and are subject to penalty and interest charges.

In September 2007, the District levied a combined tax rate of $0.10 per $100 of assessed valuation to finance operating expenditures and debt service requirements. The maintenance tax rate and the debt service tax rate were $0.0965 and $0.0035, respectively. The total 2007 tax levy was $7,236,368 based on a taxable valuation of $7,236,368,000.

8. PENSION PLAN

Volunteers

The District makes semi-annual contributions, on behalf of the volunteer firefighters of the District, to a retirement system administered by the State Fire Fighters Pension Commission. This entity was created by the Texas Legislature and administers contributions made to it from various statewide emergency and fire-fighting organizations (primary volunteer groups) and is considered a multiple-employee pension plan. The plan is a combination defined benefit and defined contribution plan. The Fire Chief of the District reviews volunteer's participation in the department to ensure eligibility for receiving pension benefits.

The District makes 100% of all contributions currently at $84 per volunteer per month. All obligations are fully funded semi-annually. Benefits are calculated on a basis of six times contribution and participants are vested as follows:

Years of service	Vesting Percentage
After 5 years	25%
6 to 10 years	Increased 5% each year to 50% in year 10
11 to 15 years	Increased 10% each year to 100% in year 15
15 years	100%

Withdrawal may begin at age 55. Financial statements for the pension plan may be obtained from the Fire Fighter's Pension Commission, P.O. Box 12577, Austin, TX 78711.

Employees

The District offers its full time employees a deferred compensation plan that permits them to defer a portion of their current salary until future years. Any contributions made to the deferred compensation plan, in compliance with Section 457 of Internal Revenue Code ("IRC"), are not available to employees until termination of employment, retirement, death or an unforeseen emergency. The plan is administered by Security Administrators, Inc. In compliance with the provision of IRC Section 457(g), the plan assets are in custodial accounts for the exclusive benefit of the plans participants and beneficiaries.

An additional feature of this plan is that the employer will match 100% of employee contributions up to 10% of that employee's compensation. However, employer contributions are not fully vested to employees until after seven years of service. Any employer contributions forfeited due to employee separation prior to seven years of service will be redistributed to remaining active employees of the plan. For the year ending September 30, 2008, thirty-seven employees participated in the plan with contributions totaling $344,979 for both the employer and employees, and there are no unfunded obligations.

Firefighters' Relief and Retirement Fund

The District created the Travis County Emergency Services District No. 6 Firefighters' Relief and Retirement Fund (the "Fund") on January 1, 2008 to provide retirement, disability, and death benefits to all current fire fighters through a single-employer defined benefit plan. The Board of Trustees is administrator of the Fund. The Fund is an independent entity for financial reporting purposes. The District is the only contributing employer. The financial reports are available upon written request from the Fund's Board of Trustees at P.O. Box 12577, Austin, TX 78711.

The plan provisions are established under the authority of the Texas Local Fire Fighter's Retirement Act ("TLFFRA"). Members can retire at age 55 with 20 years of service. Members are vested after 10 years of service, and will be entitled to benefits starting at age 50. Members who terminate employment prior to vesting will be entitled to the return of the excess of their contributions to the fund less the amount of benefits they received from the Fund.

Retirement and termination benefits are calculated using the member's highest average monthly pay. Highest average monthly pay is based on an average of the 60 consecutive months of compensation which produces the highest average. A member who retires under the service retirement provisions of the Fund will receive a monthly benefit amount equal to 1.67% of the member's highest average monthly average pay multiplied by their years of service. Service retirement benefits are payable over the member's lifetime. If that member's death precedes that of their spouse, then two-thirds of the member's benefit will be continued over the life of the spouse. If an active member becomes disabled under the terms of the plan they will receive a monthly benefit payment equal to $100 per month. If a member dies while in active service, the member's spouse will receive an immediate monthly benefit payment equal to $100 per month payable for life, but will cease upon remarriage. Each unmarried child of the member will receive a monthly benefit payment of $20 until the age of 18.

Funding Policy - The authority under which the obligation to contribute to the Fund of plan members and the employer is a plan document executed by the Board of Trustees. The Board of Trustees acts on behalf of Fund members and the District under authority of TLFFRA and Title 8 of the Texas Government Code. The Fund is funded by monthly contributions of 10% from both employee members and the District based on the covered payroll of employee members. For the year ending December 31, 2008, the District required contribution rate for the plan is 6.57% of employee members' pay.

Annual Pension Cost - For the District's year ending September 30, 2008, the annual pension cost for the Fund was $352,476 based on employee member and District contributions.

The annual required contributions were actuarially determined as a percent of the covered payroll of the participating employees, and were in compliance with GASB Statement No. 27 parameters based on the actuarial valuations as of January 1, 2008 which is the most recent actuarial valuation.

Actuarial Valuation Information:

Actuarial valuation date	1/1/2008
Actuarial cost method	Entry age
Amortization method	Level percentage of payroll, open
Amortization period	20 years
Asset valuation method	No method had been selected

Actuarial Assumptions:

Investment return	7.0%
Projected salary increases	5.5%
Inflation	3.25%
Cost-of-living adjustments	0.0%

Trend information for the Fund for the fire fighters of the District:

Accounting Year Ended	Annual Pension Cost (APC)	Percentage of APC Contributed	Net Pension Obligation
9/30/2008	$ 352,476	100%	-

9. OPERATING LEASE

The District has entered into an operating lease agreement with the City of Bee Cave. This lease agreement is for land on which one of its fire stations is located. This lease is fixed and long term and not subject to increase without renegotiating. The amount expended for this lease and the future minimum payments under the lease are minimal.

10. RISK MANAGEMENT

The District is exposed to various risks of losses related to torts; theft of, damage to, and destruction of assets; errors and omissions; and natural disasters. The District purchases its insurance from regular commercial companies. As of September 30, 2008, no claims or losses have been incurred that were not covered by insurance. There is no liability due to any claim or suit having been filed within the last three years.

11. ANNEXATION OF DISTRICT LAND BY THE CITY OF AUSTIN

The City of Austin has the right to annex property within the District which could in the future result in a reduction of the total value of property within the District and therefore a reduction in the total tax revenue to be collected. For the year ending September 30, 2008, the City of Austin had no plans for any annexation. The District may also, in the future, enter into agreements for the exchange of particular properties with other emergency services districts.

REQUIRED SUPPLEMENTARY INFORMATION

TRAVIS COUNTY EMERGENCY SERVICES DISTRICT NO. 6

SCHEDULE OF FUNDING PROGRESS FOR THE TRAVIS COUNTY EMERGENCY SERVICES DISTRICT NO. 6 FIREFIGHTERS' RELIEF AND RETIREMENT FUND SEPTEMBER 30, 2008

Actuarial Valuation Date	Actuarial Value of Assets (a)	Actuarial Accrued Liability (AAL) (b)	Unfunded AAL (UAAL) (b-a)	Funded Ratio (a/b)	Annual Covered Payroll (c)	UAAL as a Percentage of Covered Payroll ((b-a)/c)
1/1/2008	$ -	2,644,708	2,644,708	0.00%	3,132,270	84.43%

OTHER SUPPLEMENTAL INFORMATION

TRAVIS COUNTY EMERGENCY SERVICES DISTRICT NO. 6

STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE - BUDGET AND ACTUAL - DEBT SERVICE FUND
YEAR ENDED SEPTEMBER 30, 2008

	BUDGET			
	ORIGINAL	FINAL	ACTUAL	VARIANCE
REVENUES:				
Property taxes	$ 252,000	252,000	252,714	714
Penalties and interest on taxes	2,000	2,000	1,994	(6)
Interest	1,800	1,800	1,107	(693)
Total revenues	255,800	255,800	255,815	15
EXPENDITURES:				
Debt service:				
Principal payments	144,000	140,085	140,000	85
Interest payments	108,000	111,915	111,915	-
Total expenditures	252,000	252,000	251,915	85
EXCESS OF REVENUES OVER EXPENDITURES	3,800	3,800	3,900	100
OTHER SOURCES - Transfer in	-	-	108	108
CHANGE IN FUND BALANCE	3,800	3,800	4,008	208
FUND BALANCES:				
Beginning of year	30,841	30,841	30,841	-
End of year	$ 34,641	34,641	34,849	208

Tilson Lynch & Company LLP

CERTIFIED PUBLIC ACCOUNTANTS

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TRAVIS COUNTY

EMERGENCY SERVICES DISTRICT # 10

REPORT ON EXAMINATI0N

DECEMBER 31, 2008

TILSON LYNCH & COMPANY

3445 Executive Center Dr., Suite 250, Austin, Texas 78731
Phone 512.346.4499 • Fax 512.346.4554 • accountant@tilsonlynch.com

INDEPENDENT AUDITORS' REPORT

Commissioners
Travis County Emergency Services District # 10
Austin, Texas

We have audited the Statement of Net Assets and Governmental Fund Balance Sheet of Travis County Emergency Services District # 10 (TCESD # 10) as of December 31, 2008 and the Statement of Activities and Governmental Fund Revenues, Expenditures, and Changes in Net Assets for the year then ended. All information included in these financial statements is the responsibility of TCESD # 10's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of TCESD # 10 as of December 31, 2008, and the respective changes in financial position for the year then ended in conformity with accounting principles generally accepted in the United States of America.

The management's discussion and analysis on page three is not a required part of the basic financial statements but is supplementary information required by accounting principles generally accepted in the United States of America. We applied certain limited procedures, which consisted principally of inquires of management regarding the methods of measurement and representation of the required supplementary information. However we did not audit the information and express no opinion on it.

Tilson Lynch & Company LLP

July 29, 2009

TRAVIS COUNTY EMERGENCY SERVICES DISTRICT # 10

Management's Discussion and Analysis

Our discussion and analysis of TCESD # 10's financial performance provides an overview of the district's financial activities for the fiscal year ended December 31, 2008. Please review this discussion and analysis in conjunction with the district's basic financial statements which begin on page 4.

Property tax revenue in 2008 totaled approximately $1,145,065 an increase of $77,065, or 7% over 2007 property tax revenue of approximately $1,068,000. The tax rate was $.10 per $100 valuation in both 2008 and 2007.

CE-BAR Volunteer Fire Department total expenses in 2008 funded by TCESD # 10 were $920,000 as compared to expenses funded in 2007 of $767,000 for an increase of 17%.

TCESD # 10's excess of revenues over expenditures for 2008 was $48,252 as compared to 2007 when revenues exceeded expenditures by $229,000. This resulted in a decrease of $180,748 from 2007 to 2008.

The unrestricted net assets of TCESD # 10 at December 31, 2008 totaled $1,593,906 as compared to $1,185,449 at December 31, 2007. This resulted in an increase in unrestricted net assets of $408,457 during 2008.

TRAVIS COUNTY EMERGENCY SERVICES DISTRICT #10
STATEMENT OF NET ASSETS and
GOVERNMENTAL FUNDS BALANCE SHEET
December 31, 2008

	General Fund	Total	Adjustments	Statement of Net Assets
ASSETS				
Current Assets				
Cash - Compass	$ 653,131	$ 653,131		$ 653,131
Property taxes receivable	557,756	557,756		557,756
Capital assets - net of accumulated depreciation	-	-	$ 1,895,252	1,895,252
Total Assets	$ 1,210,887	$ 1,210,887	$ 1,895,252	$ 3,106,139
LIABILITIES				
Lease payable - fire station	$ -	$ -	$ 913,951	$ 913,951
Lease payable - engine # 1	-	-	201,111	201,111
Lease payable - engine # 2	-	-	186,487	186,487
Lease payable - tanker	-	-	104,630	104,630
Lease payable - brush truck	-	-	99,582	99,582
Total Liabilities	$ -	$ -	$ 1,505,761	$ 1,505,761
NET ASSETS				
Unrestricted net assets	$ 1,593,906	$ 1,593,906		$ 1,593,906
Invested in capital assets, net of debt	-	-	$ 389,491	389,491
Interfund Transfers	(383,019)	(383,019)	-	(383,019)
Total Net Assets	$ 1,210,887	$ 1,210,887	$ 389,491	$ 1,600,379
Total Liabilities & Net Assets	$ 1,210,887	$ 1,210,887	$ 1,895,252	$ 3,106,139

The accompanying are an integral part of these financial statements

TRAVIS COUNTY EMERGENCY SERVICES DISTRICT # 10
STATEMENT OF ACTIVITIES AND GOVERNMENTAL FUND REVENUES, EXPENDITURES AND CHANGES IN NET ASSETS
December 31, 2008

	General Fund	Total	Adjustments	Statement of Net Assets
REVENUES				
Property taxes	$ 1,145,065	$ 1,145,065	$ -	$ 1,145,065
Investment earnings	12,961	12,961	-	12,961
ESD # 9 agreement	105,004	105,004	-	105,004
Other income	1,083	1,083	-	1,083
Total revenues	$ 1,264,114	$ 1,264,114	$ -	$ 1,264,114
EXPENDITURES				
Accounting	$ 1,200	$ 1,200	$ -	$ 1,200
Contract funding - CE-BAR VFD	920,000	920,000	-	920,000
Depreciation	-	-	203,707	203,707
Interest	78,780	78,780	-	78,780
Appraisal district fees	5,814	5,814	-	5,814
Tax collection fees	3,398	3,398	-	3,398
Public notices	1,814	1,814	-	1,814
Miscellaneous expenses	148	148	-	148
Membership Dues	1,000	1,000		1,000
Total expenditures	$ 1,010,955	$ 1,010,955	$ 203,707	$ 1,215,861
Excess of revenues over expenditures	$ 253,159	$ 253,159	$ (203,707)	$ 48,252
Change in net assets				$ 48,252
NET ASSETS				
Beginning of year	$ 1,545,654	$ 1,545,654	$ -	$ 1,545,654
End of year	$ 1,798,813	$ 1,798,813	$ (203,707)	$ 1,593,906

The accompanying notes are an integral part of these financial statements

TRAVIS COUNTY EMERGENCY SERVICES DISTRICT # 10
NOTES TO FINANCIAL STATEMENTS

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Reporting Entity

Travis County Emergency Services District #8 (TCESD # 10) is a governmental unit that collects property taxes from the citizens of Travis County and disburses funds to CE-BAR Volunteer Fire Department (a non-profit corporation).

Creation and Purpose of TCESD # 10

TCESD # 10 was created to provide fire fighting services as well as emergency medical response services to a particular geographic portion of western Travis County. Funding for TCESD # 10 is through the collection of property taxes billed annually in October. Collected taxes are remitted to TCESD # 10 by Nelda Wells Spears, Travis County Tax Assessor Collector. The property tax rate for TCESD # 10 in 2008 was $.10 per $100 valuation of property.

Government-wide and Fund Financial Statements

The government-wide financial statements (i.e., the Statement of Net Assets and the Statement of Activities) report information on all of the non-fiduciary activities of the primary government.

The statement of activities demonstrates the degree to which the direct expenses of a given function are offset by revenues. Direct expenses are those that are clearly identifiable with a specific function. Revenues include tax distributions from the Travis County Appraisal District and interest earned on cash held in an account at Compass Bank. TCESD # 10 has one fund, the general fund, to account for the acquisition, use and balances of the government's expendable financial resources and the related current liabilities.

Measurement Focus, Basis of Accounting, and Financial Statement Presentation

The government-wide financial statements are using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the government considers

TRAVIS COUNTY EMERGENCY SERVICES DISTRICT # 10
NOTES TO FINANCIAL STATEMENTS
(continued)

revenues to be available if they are collected within sixty days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred under the accrual basis accounting.

Interest associated with the current fiscal period is considered susceptible to accrual and so has been recognized as revenues of the current fiscal period. All other revenue items are considered measurable and available only when the District receives cash.

Fund Accounting
TCESD # 10 only utilizes governmental funds to maintain its financial records during the year. A fund is defined as a fiscal and accounting entity with a self-balancing set of accounts.

Governmental Funds
Governmental funds are those through which most governmental functions typically are financed. Governmental funds reporting focuses on the sources, uses and balances of current financial resources. Expendable assets are assigned to various governmental funds according to the purpose for which they may or must be used. Current liabilities are assigned to the fund from which they will be paid. The difference between governmental fund assets and liabilities is reported as net assets.

The District reports the following major governmental funds:

> General Fund – The General Fund is used to account for all financial resources of TCESD # 10, all activities of the district and the balance is available to TCESD # 10 for any purpose provided it is expended or transferred according to the general laws of Texas and the bylaws of TCESD # 10. This fund accounts for all activities of the district.

Basis of Presentation
The accompanying financial statements have been prepared in conformity with generally accepted accounting principles (GAAP) as applied to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles.

Basis of Accounting
TCESD # 10 uses one fund type to account for its operations. The governmental fund is accounted for using the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recorded when susceptible to accrual (i.e., both measurable and available). The term available means that the revenues will be collected during the year or soon enough thereafter to pay liabilities arising from operations during the year just ended. Expenditures, if measurable, are generally recognized on the accrual basis of accounting when the related liability is incurred.

TRAVIS COUNTY EMERGENCY SERVICES DISTRICT # 10
NOTES TO FINANCIAL STATEMENTS
(continued)

Cash and Cash Equivalents
The District considers all highly liquid investments available for current use with an initial maturity of three months or less to be cash equivalents.

Allowance for Doubtful Accounts
No allowance for doubtful accounts is recorded because all property tax receivables will ultimately be collected. Based on taxpayer protests and appraisal district adjustments, the date of collection as well as the ultimate amount to be collected is indefinite.

Estimates
The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the amounts reported in the financial statements and accompanying notes. Actual results may differ from those estimates.

Income Taxes
According to Revenue Procedure 95-48, TCESD # 10 is not required to file annual information returns due to its governmental unit status that derives its support principally from the collection of property taxes.

2. TAX ASSESSMENT

Property taxes attach as an enforceable lien on property as of January 1. Taxes are levied on October 1 and are due and payable on or before January 31 of the following year. All unpaid taxes become delinquent February 1 of the following year. Property taxes are recognized as revenue when they are measurable and available. Taxes are billed by the Travis County Central Appraisal District and are collected by the Travis County Tax Office.

3. RELATED PARTIES

TCESD # 10 executed a Services Agreement with CE-BAR Volunteer Fire Department in July 2000. The agreement is effective for a period of ten years. TCESD # 10 agreed to fund the operations of CE-BAR Volunteer Fire Department quarterly, as funds are available, based on a budget for CE-BAR Volunteer Fire Department that is approved by TCESD # 10. In exchange for the funding provided by TCESD # 10, CE-BAR Volunteer Fire Department agreed to provide emergency services including fire fighting and first responder assistance to the geographic area served by TCESD # 10. TCESD # 10 funded CE-BAR Volunteer Fire Department $920,000 for the fiscal year ended December 31, 2008.

TRAVIS COUNTY EMERGENCY SERVICES DISTRICT # 10
NOTES TO FINANCIAL STATEMENTS
(continued)

4. FIXED ASSETS

Fixed assets are reported net of accumulated depreciation on the financial statements. These assets are reported at cost or fair market value at the date of acquisition and are depreciated using the straight line method of depreciation over the estimated useful lives of the assets. Assets reported on the financial statements at December 31, 2008 are as follows:

	December 31, 2008	Estimated Useful Lives
Land	$144,024	
Fire Station	1,215,400	40 years
Communications	55,169	7 years
Station Equipment	167,392	7 years
Firefighting Equipment	231,780	7 years
Furniture & Fixtures	60,167	7 years
Vehicles & Engines	1,449,749	10 years
Accumulated Depreciation	(1,428,429)	
	$1,895,252	

5. FIRE STATION LEASE

TCESD #10 entered into a lease-purchase agreement in the original amount of $1,344,024 with Government Capital Corporation to finance the construction of a fire station located on 3.3 acres of land at 353 Commons Ford Road in Austin, Texas. TCESD #10 refinanced the original lease in the first quarter of 2004. The new lease agreement carries an interest rate of approximately 4.90% and contains a purchase option. Title to the fire station passes to TCESD #10 upon the exercise of the purchase option and the district bears the risk of loss, theft, damage or destruction of any of the property under the lease.

TRAVIS COUNTY EMERGENCY SERVICES DISTRICT # 10
NOTES TO FINANCIAL STATEMENTS
(continued)

The following is a schedule of future minimum lease payments required under the lease-purchase agreement:

Year ended December 31, 2009	$67,921
Year ended December 31, 2010	71,312
Year ended December 31, 2011	74,875
Year ended December 31, 2012	78,611
Year ended December 31, 2013	82,535
Thereafter	538,697
	$ 913,951

6. ENGINE 1 LEASE

TCESD #10 acquired a new 1250 custom pumper from Ferrara Fire Apparatus, Inc. for $334,206 through the Houston Area Council Co-operative and financed the purchase price with a lease through Frost Bank. The lease agreement carries an interest rate of approximately 4.25% and contains a purchase option. Title to Engine 1 passes to TCESD #10 upon the exercise of the purchase option and the district bears the risk of loss, theft, damage or destruction of Engine 1.

The following is a schedule of future minimum lease payments required under the lease-purchase agreement for Engine 1:

Year ended December 31, 2009	$33,175
Year ended December 31, 2010	34,608
Year ended December 31, 2011	36,103
Year ended December 31, 2012	37,661
Year ended December 31, 2013	39,288
Thereafter	20,276
	$201,111

TRAVIS COUNTY EMERGENCY SERVICES DISTRICT # 10
NOTES TO FINANCIAL STATEMENTS
(continued)

7. ENGINE 2 LEASE

TCESD #10 refinanced Engine 2 (2001 Ferrara H-1001 truck) through Frost Bank during the first quarter of 2004. The lease agreement carries an interest rate of approximately 3.93% and contains a purchase option. Title to Engine 2 passes to WCESD #10 upon the exercise of the purchase option and the district bears the risk of loss, theft, damage or destruction of Engine 2.

The following is a schedule of future minimum lease payments required under the lease-purchase agreement for Engine 2:

Year ended December 31, 2009	$32,631
Year ended December 31, 2010	33,934
Year ended December 31, 2011	35,288
Year ended December 31, 2012	36,697
Year ended December 31, 2013	38,161
Thereafter	9,776
	$186,487

8. TANKER LEASE

TCESD #10 acquired a new tanker in January 2005 and financed the acquisition with a lease through Frost National Bank. The lease agreement carries an interest rate of approximately 3.93% and contains a purchase option. Title to the new tanker passes to WCESD #10 upon the exercise of the purchase option and the district bears the risk of loss, theft, damage or destruction of the tanker.

TRAVIS COUNTY EMERGENCY SERVICES DISTRICT # 10
NOTES TO FINANCIAL STATEMENTS
(continued)

The following is a schedule of future minimum lease payments required under the lease-purchase agreement for the new tanker:

Year ended December 31, 2009	$14,693
Year ended December 31, 2010	15,420
Year ended December 31, 2011	16,183
Year ended December 31, 2012	16,984
Year ended December 31, 2013	17,824
Thereafter	23,526
	$104,630

9. BRUSH TRUCK LEASE

TCESD #10 acquired a brush truck during 2007 at a total cost of $175,000. A portion of the costs of the brush truck, $54,000, was paid through a grant from the Texas Forest Service. The balance, $116,000 was financed through Frost Leasing. The lease agreement carries an interest rate of approximately 4.94% and contains a purchase option. Title to the brush truck passes to WCESD #10 upon the exercise of the purchase option and the district bears the risk of loss, theft, damage or destruction of the equipment financed under this lease.

The following is a schedule of future minimum lease payments required under the lease-purchase agreement for Engine 2:

Year ended December 31, 2009	$10,035
Year ended December 31, 2010	10,540
Year ended December 31, 2011	11,070
Year ended December 31, 2012	11,627
Year ended December 31, 2013	12,212
Thereafter	44,098
	$ 99,582

REQUIRED SUPPLEMENTAL INFORMATION

TRAVIS COUNTY EMERGENCY SERVICES DISTRICT # 10
BUDGET VS. ACTUAL
December 31, 2008

	Actual	Budget	Variance
REVENUES			
Property taxes	$ 1,145,065	$ 1,068,050	$ (77,016)
Investment earnings	12,961	11,286	(1,675)
ESD # 9 agreement	105,004	140,000	34,996
Other income	1,083	1,742	659
Total revenues	$ 1,264,114	$ 1,221,078	$ (43,036)
EXPENDITURES			
Accounting	$ 1,200	$ -	$ (1,200)
Contract funding - CE-BAR VFD	920,000	712,550	(207,450)
Contingency - CE-BAR VFD	-	55,000	55,000
Depreciation	203,707	191,094	(12,613)
Interest	78,780	72,837	(5,943)
Appraisal district fees	5,814	4,293	(1,521)
Tax collection fees	3,398	3,409	11
Public notices	1,814	1,250	(564)
Miscellaneous expenses	148	6,182	6,034
Membership Dues	1,000	-	(1,000)
Total expenditures	$ 1,215,861	$ 1,046,614	$ (169,247)
Excess of revenues over expenditures	$ 48,252	$ 174,463	$ 126,211

BLAKESLEE, MONZINGO & CO.
CERTIFIED PUBLIC ACCOUNTANTS

P.O. BOX 1130
PFLUGERVILLE, TX 78691-1130
PH (512) 251-5611
FAX (512) 990-5391

March 16, 2009

To the Board of Commissioners
Travis County Emergency Services District No. 11
De Valle, Texas

We have audited the financial statements of Travis County Emergency Services District No. 11, for the year ended September 30, 2008, and have issued our report thereon dated March 16, 2009. Professional standards require that we provide you with the following information related to our audit.

Our Responsibility under U.S. Generally Accepted Auditing Standards

As stated in our engagement letter dated May 22, 2008, our responsibility, as described by professional standards, is to express opinions about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit of the financial statements does not relieve you or management of your responsibilities.

As part of our audit, we considered the internal control of Travis County Emergency Services District No. 11. Such considerations were solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

We are responsible for communicating significant matters related to the audit that are, in our professional judgment, relevant to your responsibilities in overseeing the financial reporting process. However, we are not required to design procedures specifically to identify such matters.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. In accordance with the terms of our engagement letter, we will advise management about the appropriateness of accounting policies and their application. The significant accounting policies used by Travis County Emergency Services District No. 11 are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during 2008. We noted no transactions entered into by the governmental unit during the year for which there is a lack of authoritative guidance or consensus. There are no significant transactions that have been recognized in the financial statements in a different period than when the transaction occurred.

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Accounting Estimates

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the financial statements were:

> Management's estimate of the allowance for uncollectible accounts is based on historical collection rates and an analysis of the collectability of the accounts. We evaluated the key factors and assumptions used to develop the estimate of the allowance for uncollectible accounts in determining that it is reasonable in relation to the financial statements taken as a whole.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. We posted nineteen (19) audit adjustments with a total effect of $693,272.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated March 16, 2009.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the governmental unit's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the District's auditors.

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However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

This information is intended solely for the use of the Board of Commissioners, and Travis County Emergency Services District No. 11's management and is not intended to be and should not be used by anyone other than these specified parties.

Very truly yours,

Blakeslee, Monzingo & Co.
Pflugerville, TX

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Last Updated 09-03-09 at 4:52pm

TRAVIS COUNTY EMERGENCY SERVICES DISTRICT NO. 11

ANNUAL FINANCIAL REPORT

FOR THE YEAR ENDED SEPTEMBER 30, 2008

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TRAVIS COUNTY EMERGENCY SERVICES DISTRICT NO. 11

ANNUAL FINANCIAL REPORT

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INDEPENDENT AUDITOR'S REPORT

To the Board of Commissioners
Travis County Emergency Services District No. 11
Del Valle, Texas

We have audited the financial statements of Travis County Emergency Services District No. 11, as of and for the year ended September 30, 2008, as listed in the table of contents. These financial statements are the responsibility of Travis County Emergency Services District No. 11's management. Our responsibility is to express an opinion on these basic financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Travis County Emergency Services District No. 11 as of September 30, 2008, and the respective changes in financial position, there of for the year then ended in conformity with accounting principles generally accepted in the United States of America.

The Management's Discussion and Analysis and budgetary comparison information on pages 2 through 8 and 14, are not a required part of the financial statements, but are supplementary information required by the accounting principles generally accepted in the United States of America. We have applied certain limited procedures, which consisted principally of inquiries of management regarding the methods of measurement and presentation of supplementary information. However, we did not audit the information and express no opinion on it.

Blakeslee, Monzingo, & Co.
March 16, 2009

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TRAVIS COUNTY EMERGENCY SERVICES DISTRICT NO. 11

Management's Discussion and Analysis

September 30, 2008

As management of Travis County Emergency Services District No. 11 (the "District"), we offer readers of the District's financial statements this narrative overview and analysis of the financial activities of the District for the fiscal year ended September 30, 2008.

Financial Highlights

- The assets of the District exceeded its liabilities at the close of the most recent fiscal year by $2,233,388 (net assets).
- The District's total net assets (government-wide) decreased by $42,098.
- As of the close of the current fiscal year, the District's governmental funds reported combined ending fund balances of $1,869,501, a decrease of $74,244.

Overview of the Financial Statements

This discussion and analysis is intended to serve as an introduction to the District's basic financial statements which have three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the financial statements. This report also contains other supplementary information in addition to these basic financial statements.

Government-wide financial statements. The *government-wide financial statements* are designed to provide readers with a broad overview of the District's finances, in a manner similar to a private-sector business.

The *statement of net assets* presents information on all of the District's assets and liabilities, with the difference between the two reported as net assets. Over time, increases or decreases in net assets may serve as a useful indicator of whether the financial position of the District is improving or declining.

The *statement of activities* presents information showing how the District's net assets changed during the most recent fiscal year. All changes in net assets are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, the accrual basis of accounting is used, which is similar to the accounting used by most private-sector companies.

The government-wide financial statements are on pages 9-10 of this report.

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TRAVIS COUNTY EMERGENCY SERVICES DISTRICT NO. 11

Management's Discussion and Analysis

September 30, 2008

Fund Financial Statements

The fund financial statements begin on page 11 and provide detailed information about the most significant funds. A fund is a grouping of related accounts that are used to maintain control over resources that have been segregated for specific activities or objectives. The District, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. All of the funds of the District are included in one category: governmental funds.

- **Governmental funds** – Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on how money flows into and out of those funds and the balances left at year-end that are available for spending. These funds are reported using an accounting method called modified accrual accounting, which requires the recognition of revenue when earned, only so long as the funds are collectible within the period or soon enough afterwards to be sued to pay liabilities of the current period.

  The governmental fund financial statements provide a detailed short-term view of the District's general government operations and the basic services it provides. Governmental fund information helps you determine the amount of financial resources that can be spent in the near future to finance the District's programs. We describe the relationship (or differences) between governmental activities (reported in the Statement of Net Assets and the Statement of Activities) and governmental funds in reconciliation on page 13.

  Each year the District adopts a budget for its general fund. A budgetary comparison schedule has been provided for the general fund to demonstrate compliance with this budget.

Notes to the financial statements. The notes provide additional information that is essential for a full understanding of the data provided in the government-wide and fund financial statements. The notes to the financial statements can be found on pages 15-20 of this report.

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TRAVIS COUNTY EMERGENCY SERVICES DISTRICT NO. 11

Management's Discussion and Analysis

September 30, 2008

Government-wide Financial Analysis

As noted earlier, net assets may serve over time as a useful indicator of a District's financial position. Travis County Emergency Services District No. 11 assets exceeded liabilities by $2,233,388 at the close of the most recent fiscal year.

The largest portion of the District's assets (53%) represents its investment in capital assets (e.g. fire trucks, equipment and land).

The remaining balance of the District's assets (47%) represents the unrestricted financial resources available for future operations.

Travis County Emergency Services District No. 11
Summary Statement of Net Assets

	9/30/2008	9/30/2007
Assets:		
Current and Other Assets	$ 1,977,827	$ 2,106,740
Capital Assets	2,234,956	2,301,390
Total Assets	$ 4,212,783	$ 4,408,130
Liabilities:		
Current and other Liabilities	$ 263,276	$ 259,033
Long-term Debt Outstanding	1,716,119	1,873,611
Total Liabilities	1,979,395	2,132,644
Net Assets:		
Unrestricted	2,233,388	2,275,486
Total Net Assets and Liabilities	$ 4,212,783	$ 4,408,130

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TRAVIS COUNTY EMERGENCY SERVICES DISTRICT NO. 11

Management's Discussion and Analysis

September 30, 2008

Governmental Activities

Revenues for the District's governmental activities were $2,026,654 and no program revenues while total expenses were $2,068,752. The change in net assets was a decrease of $42,098.

Travis County Emergency Services District No. 11
Summary Statement of Changes in Net Assets

	9/30/2008	9/30/2007
Program Revenue	$ -	$ 77,981
General Revenue		
Property Taxes	646,539	665,026
Sales Taxes	1,303,344	1,318,028
Interest Income	57,105	95,663
Other Income	19,666	40
Total General Revenues	2,026,654	2,078,757
Total Revenues	2,026,654	2,156,738
Expenses		
Public Safety	2,068,752	1,481,984
Total Expenses	2,068,752	1,481,984
Increase (Decrease) in Net Assets	(42,098)	674,754
Net Assets - Beginning	2,275,486	1,600,732
Net Assets - Ending	$2,233,388	$2,275,486

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TRAVIS COUNTY EMERGENCY SERVICES DISTRICT NO. 11

Management's Discussion and Analysis

September 30, 2008

Financial Analysis of the District's Funds

As noted earlier, the District uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

Governmental funds: The focus of the District's governmental funds is to provide information on near-term inflows, outflows, and balances of resources available for spending. Such information is useful is assessing the District's financing requirements. In particular, unreserved fund balance may serve as a useful measure of the District's net resources available for spending at the end of the fiscal year.

The General Fund is the chief operating fund of the District. At the end of the current fiscal year, unreserved fund balance of the General Fund was $1,869,501. As a measure of the General Fund's liquidity, it may be useful to compare unreserved fund balance to total fund expenditures. Unreserved fund balance represents 89% of total General Fund expenditures.

An Analysis of Significant Balances:

- Property tax revenue increased by $32,052 and sales tax decreased by $14,684.

General Fund Budgetary Highlights

There were no significant differences between the original budget and the final budget. Significant differences between final budget and actual can be briefly described as follows:

- Property taxes and sales taxes were budgeted to be $1,864,381, but actual was 4.6% over budgeted income for a total of $1,949,884.
- Other income was budgeted to be $245,466, and actual income was $19,665. This was $225,801 under the budgeted amount.
- Public safety, general and administrative expenditures were budgeted at $1,793,355 and actual expenditures were $1,733,202. This was $60,153 under the budgeted amount.
- Capital outlays were $159,291, under the budgeted $219,698 amount.

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TRAVIS COUNTY EMERGENCY SERVICES DISTRICT NO. 11

Management's Discussion and Analysis

September 30, 2008

Capital Assets and Debt Administration

Capital Assets: Travis County Emergency Services District No. 11 investment in capital assets for its governmental activities as of September 30, 2008 is $2,234,534 (net of accumulated depreciation). This investment in capital assets includes fire trucks, building improvements, equipment and land. The total decrease in the District's investment in capital assets for the current fiscal year was $66,434.

Major capital asset additions/deletions during the current fiscal year included the following:

- Purchase of a new vehicle.
- Sale and retirement of two vehicles.
- Purchase of various equipment.
- Building remodeling.
- Sale of mobile home.
- Purchase of land.

Travis County Emergency Services District No. 11
Capital Assets

	BALANCE 9/30/2007	ADDITIONS	DELETIONS	BALANCE 9/30/2008
Vehicles	$1,101,970	$ 30,449	$(105,000)	$1,027,419
Equipment	183,897	11,862	-	195,759
Furniture & Fixtures	28,475	-	-	28,475
Buildings	218,112	12,999	(31,255)	199,856
Land	1,225,000	103,981	-	1,328,981
	2,757,454	159,291	(136,255)	2,780,490
Less Accumulated Depreciation	(456,064)	(196,790)	107,320	(545,534)
	$2,301,390	$ (37,499)	$ (28,935)	$2,234,956

Long-term debt: At the end of the current fiscal year, the District had capital leases payable of $667,227 and notes payable of $1,113,725. The District did not enter into any new lease or notes payable agreements during the year ended September 30, 2008.

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TRAVIS COUNTY EMERGENCY SERVICES DISTRICT NO. 11

Management's Discussion and Analysis

September 30, 2008

Economic Factors and Next Year's Budgets and Rates

The District's commissioners approved a resolution for approval of the ad valorem tax rate to $.10 per $100.00 valuation of the appraised property within the boundaries of the District for the next year. This tax will be used at $.10 per 100.00 valuation of the appraised property for maintenance and operations of the District.

Request for Information

This financial report is designed to provide a general overview of the Travis County Emergency Services District No. 11's finances and the District's accountability for the money it receives. If you have any questions about this report or need additional financial information, contact TCESD #11, Attn: Treasurer, PO Box 1043, Del Valle, TX, 78671.

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TRAVIS COUNTY EMERGENCY SERVICES DISTRICT NO. 11

STATEMENT OF NET ASSETS

SEPTEMBER 30, 2008

	Governmental Activities
ASSETS	
Current assets	
Cash and cash equivalents	$ 57,387
Investments	1,886,577
Receivables -	
Property Taxes (net of uncollectible taxes)	33,863
Total current assets	1,977,827
Noncurrent assets	
Capital assets (net of accumulated depreciation)	905,975
Land	1,328,981
Total noncurrent assets	2,234,956
TOTAL ASSETS	$ 4,212,783
LIABILITIES	
Current liabilities	
Accounts payable	$ 74,464
Compensated Absences Payable	36,829
Capital leases payable	64,833
Notes payable	87,150
Total current liabilities	263,276
Noncurrent liabilities	
Capital leases payable	602,394
Notes payable	1,113,725
Total noncurrent liabilities	1,716,119
TOTAL LIABILITIES	1,979,395
NET ASSETS	
Unrestricted	2,233,388
TOTAL NET ASSETS	2,233,388
TOTAL LIABILITIES AND NET ASSETS	$ 4,212,783

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See accompanying notes and independent auditor's report

TRAVIS COUNTY EMERGENCY SERVICES DISTRICT NO. 11

STATEMENT OF ACTIVITIES

FOR THE YEAR ENDED SEPTEMBER 30, 2008

	Expenses			Program Revenues		Net(Expenses) Revenue and Changes in Net Assets
Functions/Programs	Expenses	Administration Allocation	Expenses after Allocation of Administration	Charges for Services	Operating Grants and Contributions	Governmental Activities
Governmental Activities						
Public Safety	1,934,039	134,713	2,068,752	-	-	(2,068,752)
Administration	134,713	(134,713)	-	-	-	-
Total Governmental Activities	$2,068,752	$ -	$ 2,068,752	$ -	$ -	$ (2,068,752)
			General Revenue			
			Property taxes			$ 646,539
			Sales taxes			1,303,344
			Interest income			57,105
			Other income			19,666
			Total General Revenue			2,026,654
			Change in net assets			(42,098)
			Net Assets-Beginning			2,275,486
			Net Assets - Ending			$ 2,233,388

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See accompanying notes and independent auditor's report

Last Updated 09-03-09 at 4:52pm

TRAVIS COUNTY EMERGENCY SERVICES DISTRICT NO. 11
BALANCE SHEET
GOVERNMENTAL FUNDS

September 30, 2008

	General Fund	(Memorandum) Total
ASSETS		
Cash	$ 57,388	$ 57,388
Investments	1,886,577	1,886,577
Receivables		
Property taxes	105,442	105,442
Total Assets	$ 2,049,407	$ 2,049,407
LIABILITIES AND FUND EQUITY		
Liabilities		
Accounts payable	$ 74,464	$ 74,464
Deferred revenue		
Property taxes	105,442	105,442
Total Liabilities	179,906	179,906
Fund Equity		
Fund balance -		
Unreserved	1,869,501	1,869,501
Total Fund Equity	1,869,501	1,869,501
Total Liabilities and Fund Equity	$ 2,049,407	$ 2,049,407
Total Governmental Fund Balance		1,869,501
Amounts reported for governmental activities in the statement of net assets are different because:		
Capital assets used in governmental activities are not financial resources and therefore are not reported in the funds.		2,234,956
Capital leases used in governmental activities are not financial resources and therefore are not reported in the funds.		(1,904,932)
Revenues in the statement of activities that do not provide current financial resources are not reported as revenues in the funds.		33,863
Net Assets of Governmental Activities		$ 2,233,388

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TRAVIS COUNTY EMERGENCY SERVICES DISTRICT NO. 11
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
GOVERNMENTAL FUNDS

For the Year Ended September 30, 2008

	General Fund	Total (Memorandum)
REVENUES		
Property taxes, including penalties and interest	$ 646,539	$ 646,539
Sales tax receipts	1,303,344	1,303,344
Miscellaneous income	19,666	19,666
Interest income	57,105	57,105
Total Revenues	2,026,654	2,026,654
EXPENDITURES		
Current		
General and administrative	134,713	134,713
Public safety	1,598,489	1,598,489
Capital outlay	159,291	159,291
Capital leases		
Principal	103,529	103,529
Interest	34,492	34,492
Notes		
Principal	24,125	24,125
Interest	46,259	46,259
Total Expenditures	2,100,898	2,100,898
Excess (Deficiency) of Revenues Over (Under) Expenditures	(74,244)	(74,244)
NET CHANGE IN FUND BALANCE	(74,244)	(74,244)
FUND BALANCE, beginning of year	1,943,745	1,943,745
FUND BALANCE, end of year	$ 1,869,501	$ 1,869,501

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TRAVIS COUNTY EMERGENCY SERVICES DISTRICT NO. 11

RECONCILIATION OF STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE OF GOVERNMENTAL FUNDS TO THE STATEMENT OF ACTIVITIES

FOR THE YEAR ENDED SEPTEMBER 30, 2008

Net Change in Fund Balances - Total Governmental Funds	$ (74,244)
Amounts reported for governmental activities in the Statement of Activities are different because	
Governmental funds report capital outlays as expenditures. However, in the statement of activities, the cost of those assets is allocated over their estimated useful lives as depreciation expense. This is the amount by which depreciation exceeded capital outlays in the current period.	(37,499)
In the Statement of Activities only the gain on the sale of assets is reported while in the governmental funds the proceeds from the sale increase financial resources.	(28,935)
Repayment of capital leases and notes payable is an expenditure in the governnmental funds, but the repayment reduces capital leases and notes payable in the statement of net assets.	127,654
Revenues in the statement of activities that do not provide current financial resources are not reported as revenues in the funds.	(16,947)
Some expenses reported in the statement of activities do not require the use of current financial resources and therefore are not reported as expenditure in the governmental funds.	(12,127)
Change in Net Assets of Governmental Activities	$ (42,098)

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TRAVIS COUNTY EMERGENCY SERVICES DISTRICT NO. 11

STATEMENTS OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE BUDGET AND ACTUAL: GENERAL FUND

FOR THE YEAR ENDED SEPTEMBER 30, 2008

	Original	Final	Actual	Variance With Final Budget Favorable (Unfavorable)
REVENUES				
Property and Sales Taxes	$ 1,864,381	$ 1,864,381	$ 1,949,884	$ 85,503
Fee for service	-	-	-	-
Interest income	75,000	75,000	57,105	(17,895)
Captial lease proceeds	-	-	-	-
Other income	245,466	245,466	19,665	(225,801)
TOTAL REVENUES	2,184,847	2,184,847	2,026,654	(158,193)
EXPENDITURES				
Public Safety	1,701,353	1,701,353	1,598,489	102,864
General and administrative	92,002	92,002	134,713	(42,711)
Capital lease payment	171,794	171,794	208,405	(36,611)
Capital outlays	219,698	219,698	159,291	60,407
TOTAL EXPENDITURES	2,184,847	2,184,847	2,100,898	83,949
Excess (deficiency) of revenues over (under) expenditures and other sources (uses)	-	-	(74,244)	(74,244)
FUND BALANCE, beginning of year	1,943,745	1,943,745	1,943,745	-
FUND BALANCE, end of year	$ 1,943,745	$ 1,943,745	$ 1,869,501	$ (74,244)

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TRAVIS COUNTY EMERGENCY SERVICES DISTRICT NO. 11

NOTES TO FINANCIAL STATEMENTS

September 30, 2008

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

This summary of significant accounting policies of the Travis County Emergency Services District No. 11 (hereafter referred to as the District) is presented to assist in understanding the District's basis financial statements. The basic financial statements and notes are representations of the District's management who is responsible for their integrity and objectivity. These accounting policies conform to generally accepted accounting principles applicable to governments promulgated by the Governmental Accounting Standards Board (GASB) and the American Institute of Certified Public Accountants (AICPA).

A. Reporting Entity

The Travis County Emergency Services District No. 11 was created by Article III, Section 48-d of the Constitution of Texas to protect life and property from fire and to conserve natural and human resources.

B. Government-Wide and Fund Financial Statements

The government-wide financial statements include the statement of net assets and the statement of activities. These statements report financial information for the District as a whole. The primary government unit is presented separately within the financial statements with the focus on the primary government. Individual funds are not displayed but the statements distinguish governmental activities, generally supported by taxes, from business-type activities, generally financed in whole or in part with fees charged to external customers.

The statement of activities reports the expenses of a given function offset by program revenues directly connected with the functional program. A function is an assembly of similar activities and may include portions of a fund or summarized more than one fund to capture the expenses and program revenues associated with a distinct functional activity. Taxes and other revenue sources not properly included with program revenues are reported as general revenues.

C. Measurement Focus, Basis of Accounting and Financial Statement Presentation

The Government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenue is recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows.

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TRAVIS COUNTY EMERGENCY SERVICES DISTRICT NO. 11

NOTES TO FINANCIAL STATEMENTS

September 30, 2008

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenue is recognized as soon as it is both measurable and available. Revenue is considered to be available when it is collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the District considers revenue to be available when it is collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting.

The District reports the following major governmental fund:

> The General Fund is the District's primary operating fund. It accounts for all financial resources of the general government, except those required to be accounted for in another fund.

Private-sector standards of accounting and financial reporting issued prior to November 30, 1989, generally are followed in both the government-wide fund financial statements to the extent that those standards do not conflict with or contradict guidance of the Governmental Accounting Standards Board.

Major revenue sources susceptible to accrual include: property taxes and sales tax. In general, other revenues are recognized when cash is received.

When both restricted and unrestricted resources are available for us, it is the District's policy to use restricted resources first, and then unrestricted resources as they are needed.

D. Budget

The budget as adopted by the Board is presented in the accompanying financial statements on the same basis of accounting as actual amounts. The budget is not legally binding.

No supplemental appropriations were made during the year. Appropriations lapse at the end of the year.

E. Property Taxes

Ad valorem taxes, penalties and interest are reported as revenue in the fiscal year in which they become available to finance expenditures of the District.

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TRAVIS COUNTY EMERGENCY SERVICES DISTRICT NO. 11

NOTES TO FINANCIAL STATEMENTS

September 30, 2008

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NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

F. Capital Assets

Capital assets, which include property, plant and equipment, are reported in the governmental activities columns in the government-wide financial statements. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. The District's capitalization policy is any asset over $2,500.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend assets lives are not capitalized. Property, plant, and equipment of the primary government is depreciated using the straight line method over the following estimated useful lives:

Assets	Years
New Fire Trucks	20
Equipment/Used Fire Trucks	10
Building Improvements	40

NOTE 2 - CASH AND INVESTMENTS

At September 30, 2008, the carrying amount of the District's deposits was $7,974 and the bank balance was $10,919. The bank balance throughout the year was covered by federal depository insurance or by collateral held by the District's agent in the District's name. Also included in cash and cash equivalents is a petty cash fund carried at $50 and a capital lease escrow account carried at $49,364.

The District has investments of $1,886,577 in the Texas Local Government Investment Pool (TexPool). TexPool is a public funds investment pool created by the Treasurer of the State of Texas pursuant to the Interlocal Cooperation Act of the State of Texas. The District has delegated the authority to hold legal title to TexPool as custodian and to make investment purchases with the District's funds. The District owns specific, identifiable investment securities of the pool; consequently, no disclosure of categories of credit risk is made. The market value of the TexPool investments at September 30, 2008 is $1,886,577. The market value is determined by the number of pool shares owned on that day. Each share is valued at $1.00.

NOTE 3 - PROPERTY TAXES

The District's property tax is levied each October 1, on the assessed value of property listed as of the prior January 1, for all real and taxable personal property located in the District. The assessed value of the property rolls as of January 1, 2007, upon which the 2008 levy was based, was in the amount of $677,826,089.

TRAVIS COUNTY EMERGENCY SERVICES DISTRICT NO. 11

NOTES TO FINANCIAL STATEMENTS

September 30, 2008

NOTE 3 - PROPERTY TAXES (continued)

Taxes are due by January 31, following the October 1, levy date, and the tax rate was $.09, per $100 assessed valuation. As an emergency services district, State law allows the District to levy up to a maximum of $.10 per $100 assessed valuation.

Property taxes not collected in the current period are not expected to be collected in time to pay liabilities of the current year. Such taxes are considered not to be available, and as such, are not accrued as revenue in the current year. The uncollected property taxes are offset by an equal amount of deferred revenue. The property taxes receivable in the amount of $105,442, net of allowance for doubtful accounts in the amount of $71,579, is $33,863.

NOTE 4 - FIXED ASSETS

During 2008, the District had fixed asset additions totaling $159,291 and deletions totaling $136,255 as described below. A summary of changes in General Fixed Assets is as follows:

	BALANCE 9/30/2007	ADDITIONS	DELETIONS	BALANCE 9/30/2008
Vehicles	$ 1,101,970	$ 30,449	$ (105,000)	$ 1,027,419
Equipment	183,897	11,862	-	195,759
Furniture & Fixtures	28,475	-	-	28,475
Buildings	218,112	12,999	(31,255)	199,856
Land	1,225,000	103,981	-	1,328,981
	2,757,454	159,291	(136,255)	2,780,490
Less Accumulated Depreciation	(456,064)	(196,790)	107,320	(545,534)
	$ 2,301,390	$ (37,499)	$ (28,935)	$ 2,234,956

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TRAVIS COUNTY EMERGENCY SERVICES DISTRICT NO. 11

NOTES TO FINANCIAL STATEMENTS

September 30, 2008

NOTE 5 – LONG-TERM DEBT

Long-term debt at September 30, 2008 consisted of the following:

Notes payable to Governmental Capital Corporation at 5.751% secured by land, due in annual installments through June 2027	$ 800,875
Notes payable to Governmental Capital Corporation at 5.64%, secured by land, due in annual installments through December 2012	400,000
	1,200,875
Less current portion	87,150
	$ 1,113,725

Maturities of long-term debt for the fiscal years subsequent to September 30, 2007 are as follows:

	Amount
2009	$ 87,150
2010	103,214
2011	109,063
2012	115,245
2013	121,777
Thereafter	577,276
	$1,113,725

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TRAVIS COUNTY EMERGENCY SERVICES DISTRICT NO. 11

NOTES TO FINANCIAL STATEMENTS

September 30, 2008

NOTE 6 - COMMITMENTS UNDER CAPITAL LEASE

The District is obligated under certain leases accounted for as capital leases. The leased assets and related obligations are accounted for in the General Fixed Assets Account Group and the General Long-Term Debt Account Group, respectively. Assets under capital leases totaled $975,000 at September 30, 2008.

The General Long-Term Debt Account Group includes the District's obligations under capital leases which are not due in the current period. Following is a summarization of capital lease transactions for the year ended September 30, 2008:

Balance, September 30, 2007	$770,757
Retirement of debt	(103,530)
	$667,227
Less current portion	64,833
Balance, September 30, 2008	$602,394

Lease commitments are as follows:

Year Ending September 30,	Amount
2009	$ 33,188
2010	98,021
2011	98,021
2012	98,021
2013	95,906
Thereafter	361,133
Minimum Capital lease payments	784,290
Less: Amount representing interest incremental borrowing rate of interest	(181,896)
Present Value of minimum lease payments	$602,394

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CERTIFIED PUBLIC ACCOUNTANTS
7800 N MOPAC, SUITE 105
AUSTIN, TEXAS 78759

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July 15, 2009

Ms. Kimberly Walton,
Financial Manager
Travis County Auditors Office
P.O. Box 1748
Austin, Texas 78767

Dear Ms. Walton:

Enclosed is a copy of the audited financial statements for the Travis County Emergency Service District #13 for the year ended September 30, 2008.

If you have any questions, please do not hesitate to call me at 482-8682.

Sincerely,

David E. Erickson, Jr.

DEE:jdg
Encs.

XC: Ms. Marily Samuelson, Secretary

512/482-8682 (PHONE) • 512/482-8612 (FAX)

Tilson Lynch & Company LLP

CERTIFIED PUBLIC ACCOUNTANTS

3445 Executive Center Drive, Suite 250 • Austin, Texas 78731
Ph. (512) 346-4499 • Fax (512) 346-4554

TRAVIS COUNTY

EMERGENCY SERVICES DISTRICT # 13

REPORT ON EXAMINATI0N

SEPTEMBER 30, 2008

TILSON LYNCH & COMPANY

3445 Executive Center Dr., Suite 250, Austin, Texas 78731
Phone 512.346.4499 • Fax 512.346.4554 • accountant@tilsonlynch.com

INDEPENDENT AUDITORS' REPORT

Commissioners
Travis County Emergency Services District # 13
Austin, Texas

We have audited the Statement of Net Assets and Governmental Fund Balance Sheet of Travis County Emergency Services District # 13 (TCESD # 13) as of September 30, 2008 and the Statement of Activities and Governmental Fund Revenues, Expenditures, and Changes in Net Assets for the year then ended. All information included in these financial statements is the responsibility of TCESD #13's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of TCESD # 13 as of September 30, 2008, and the respective changes in financial position for the year then ended in conformity with accounting principles generally accepted in the United States of America.

The management's discussion and analysis on page three is not a required part of the basic financial statements but is supplementary information required by accounting principles generally accepted in the United States of America. We applied certain limited procedures, which consisted principally of inquires of management regarding the methods of measurement and representation of the required supplementary information. However we did not audit the information and express no opinion on it.

TILSON LYNCH & COMPANY LLP

June 28, 2009

TRAVIS COUNTY EMERGENCY SERVICES DISTRICT # 13

Management's Discussion and Analysis

Our discussion and analysis of TCESD # 13's financial performance provides an overview of the district's financial activities for the fiscal year ended September 30, 2008. Please review this discussion and analysis in conjunction with the district's basic financial statements which begin on the next page.

TCESD # 13 was organized in July 2006 to serve the northeast portion of Travis County. Originally TCESD # 13 had a December 31st year end but subsequently decided to change its year end to September 30th to more closely coincide with entities related to TCESD # 13. This transition became effective for the period ended September 30, 2007.

Assets for TCESD # 13 at September 30, 2008 totaled $52,638. TCESD # 13 had no capital assets as of September 30, 2008 as it had not acquired any fixed assets as of that date.

Liabilities of TCESD # 13 totaled $1,010 at September 30, 2008. 100% of the liabilities are current in nature.

Total unrestricted net assets at September 30, 2008 are $51,628. None of the net assets are invested in capital assets as of that date and there are no temporarily restricted net assets or permanently restricted net assets as of September 30, 2008.

TCESD # 13 had total revenue of $39,186 and total expenses of $2,936 at September 30, 2008. Therefore the excess of revenues over expenditures for the year ended September 30, 2008 was $36,250.

TCESD # 13 set its tax rate for 2008 at .10 cents per $100 valuation.

TRAVIS COUNTY EMERGENCY SERVICES DISTRICT # 13
STATEMENT OF NET ASSETS and
GOVERNMENTAL FUND BALANCE SHEET
September 30, 2008

	General Fund	Total	Adjustments	Statement of Net Assets
ASSETS				
Current Assets				
Cash - Wells Fargo	$ 5,092	$ 5,092	$ -	$ 5,092
Cash - Wells Fargo Savings	44,414	44,414	-	44,414
Property taxes receivable	3,131	3,131	-	3,131
Total Assets	$ 52,638	$ 52,638	$ -	$ 52,638
LIABILITIES				
Accounts payable	$ 1,010	$ 1,010	$ -	$ 1,010
Total Liabilities	$ 1,010	$ 1,010	$ -	$ 1,010
NET ASSETS				
Unrestricted net assets	$ 51,628	$ 51,628	$ -	$ 51,628
Total Net Assets	51,628	51,628	-	51,628
Total Liabilities & Net Assets	$ 52,638	$ 52,638	$ -	$ 52,638

The accompanying notes are an integral part of these financial statements

TRAVIS COUNTY EMERGENCY SERVICES DISTRICT # 13
STATEMENT OF ACTIVITIES AND GOVERNMENTAL FUND REVENUES, EXPENDITURES AND CHANGES IN NET ASSETS
September 30, 2008

	General Fund	Total	Adjustments	Statement of Net Assets
REVENUES				
PROPERTY TAX - CURRENT YEAR	$ 38,220	$ 38,220	$ -	$ 38,220
PENALTIES & INTEREST	950	950	-	950
INTEREST INCOME	16	16	-	16
TOTAL REVENUES	$ 39,186	$ 39,186	$ -	$ 39,186
EXPENDITURES				
ADVERTISING	$ 32	$ 32	$ -	$ 32
OFFICE EXPENSE	181	181	-	181
LEGAL	1,005	1,005	-	1,005
BANK CHARGES	24	24	-	24
COLLECTION EXPENSE	992	992	-	992
MISC. ADMINISTRATIVE	152	152	-	152
MEETINGS - RENTAL FEE	300	300	-	300
MEMBERSHIPS & DUES	250	250	-	250
TOTAL EXPENDITURES	$ 2,936	$ 2,936	$ -	$ 2,936
EXCESS OF REVENUES OVER EXPENDITURE	$ 36,250	$ 36,250	$ -	$ 36,250
CHANGE IN NET ASSETS				$ 36,250
NET ASSETS				
Beginning of year	15,379	15,379	-	15,379
End of year	$ 51,628	$ 51,628	$ -	$ 51,628

The accompanying notes are an integral part of these financial statements

TRAVIS COUNTY EMERGENCY SERVICES DISTRICT # 13
BUDGETARY COMPARISON
September 30, 2008

	Budget	Actual	Difference
REVENUES			
PROPERTY TAX - CURRENT YEAR	$ 32,860	$ 38,220	$ 5,360
PENALTIES & INTEREST	-	950	950
INTEREST INCOME	-	16	16
TOTAL REVENUES	$ 32,860	$ 39,186	$ 6,326
EXPENDITURES			
ADVERTISING	$ -	$ 32	$ 32
OFFICE EXPENSE	1,500	181	(1,319)
LEGAL	6,000	1,005	(4,995)
ACCOUNTING	3,000	-	(3,000)
SERVICE PROVIDERS	10,000	-	(10,000)
BANK CHARGES	-	24	24
COLLECTION EXPENSE	-	992	992
MISC. ADMINISTRATIVE	300	152	(148)
MEETINGS - RENTAL FEE	4,000	300	(3,700)
MEMBERSHIPS & DUES	-	250	250
CONTINGENCY - 20% OF TAX RECEIPTS	7,638	-	(7,638)
TOTAL EXPENDITURES	$ 32,438	$ 2,936	$ (29,502)
EXCESS OF REVENUES OVER EXPENDITURE	$ 422	$ 36,250	$ 35,828

The accompanying notes are an integral part of these financial statements

TRAVIS COUNTY EMERGENCY SERVICES DISTRICT #13
NOTES TO FINANCIAL STATEMENTS

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Reporting Entity

Travis County Emergency Services District #13 (TCESD #13) is a governmental unit that collects property taxes from the citizens of Travis County and uses the funds to provide Emergency Services.

Creation and Purpose of TCESD # 13

TCESD # 13 was created to provide fire fighting services as well as emergency medical response services to a particular geographic portion of Travis County. Texas. Funding for TCESD # 13 is provided through the collection of property taxes billed annually in October. Collected taxes are remitted to TCESD # 13 by Nelda Wells Spears, Travis County Tax Assessor Collector. Taxes are due January 31st of each year and are considered late after January 31st of each year. The property tax rate for TCESD # 13 in 2008 was $.10 per $100 valuation of property.

Government-wide and Fund Financial Statements

The government-wide financial statements (i.e., the Statement of Net Assets and the Statement of Activities) report information on all of the non-fiduciary activities of the primary government.

The statement of activities demonstrates the degree to which the direct expenses of a given function are offset by revenues. Direct expenses are those that are clearly identifiable with a specific function. Revenues include tax distributions from the Travis County Appraisal District and interest and penalties earned on delinquent payments. TCESD # 13 has one fund, the general fund, to account for the acquisition, use and balances of the government's expendable financial resources and the related current liabilities.

Measurement Focus, Basis of Accounting, and Financial Statement Presentation

The government-wide financial statements are using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the government considers

TRAVIS COUNTY EMERGENCY SERVICES DISTRICT #13
NOTES TO FINANCIAL STATEMENTS
(continued)

revenues to be available if they are collected within sixty days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred under the accrual basis accounting.

Fund Accounting
TCESD # 13 only utilizes governmental funds to maintain its financial records during the year. A fund is defined as a fiscal and accounting entity with a self-balancing set of accounts.

Governmental Funds
Governmental funds are those through which most governmental functions typically are financed. Governmental funds reporting focuses on the sources, uses and balances of current financial resources. Expendable assets are assigned to various governmental funds according to the purpose for which they may or must be used. Current liabilities are assigned to the fund from which they will be paid. The difference between governmental fund assets and liabilities is reported as net assets.

The District reports the following major governmental funds:

General Fund – The General Fund is used to account for all financial resources of TCESD # 13, all activities of the district and the balance is available to TCESD # 13 for any purpose provided it is expended or transferred according to the general laws of Texas and the bylaws of TCESD # 13. This fund accounts for all activities of the district.

Basis of Presentation
The accompanying financial statements have been prepared in conformity with generally accepted accounting principles (GAAP) as applied to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles.

Basis of Accounting
TCESD # 13 uses one fund type to account for its operations. The governmental fund is accounted for using the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recorded when susceptible to accrual (i.e., both measurable and available). The term available means that the revenues will be collected during the year or soon enough thereafter to pay liabilities arising from operations during the year just ended. Expenditures, if measurable, are generally recognized on the accrual basis of accounting when the related liability is incurred.

TRAVIS COUNTY EMERGENCY SERVICES DISTRICT #13
NOTES TO FINANCIAL STATEMENTS
(continued)

Cash and Cash Equivalents
The District considers all highly liquid investments available for current use with an initial maturity of three months or less to be cash equivalents.

Allowance for Doubtful Accounts
No allowance for doubtful accounts is recorded because all property tax receivables will ultimately be collected. Based on taxpayer protests and appraisal district adjustments, the date of collection as well as the ultimate amount to be collected is indefinite.

Estimates
The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the amounts reported in the financial statements and accompanying notes. Actual results may differ from those estimates.

Income Taxes
According to Revenue Procedure 95-48, TCESD # 13 is not required to file annual information returns due to its governmental unit status that derives its support principally from the collection of property taxes.

2. TAX ASSESSMENT

Property taxes attach as an enforceable lien on property as of January 1. Taxes are levied on October 1 and are due and payable on or before January 31 of the following year. All unpaid taxes become delinquent February 1 of the following year. Property taxes are recognized as revenue when they are measurable and available. Taxes are billed by the Travis County Central Appraisal District and are collected by the Travis County Tax Office.

3. RELATED PARTIES

TCESD # 13 is in the process of negotiating services agreements with volunteer fire departments that are in TCESD # 13's service area as of September 30, 2008. TCESD # 13 did not provide any funding for any interim services during the fiscal year ended September 30, 2008.

TRAVIS COUNTY EMERGENCY SERVICES DISTRICT #13
NOTES TO FINANCIAL STATEMENTS
(continued)

4. FIXED ASSETS

TCESD # 13 did not place any fixed assets in service during the year ended September 30, 2008 but approved the purchase of radio equipment that will be paid for, in part, with grant funding received in November of 2008. The total value of equipment to be purchased is $66,950 of which $13,390 must be paid by TCESD # 13.

Last Updated 09-03-09 at 4:52pm

VOLENTE FIRE DEPARTMENT / TRAVIS COUNTY ESD No. 14

15406 FM 2769 Volente TX 78641 **www.vvfd.net** **Phone: 512-258-1114**

RECEIVED
2009 JUN 19 AM 9:34
TRAVIS COUNTY
AUDITORS OFFICE

June 18, 2009

To: Travis County Auditor's Office

From: Suellen Jordan, Treasurer

Re: FY 2008 ESD 14 Audit

Attached please find our audit for 2008. The ESD received the audit last night from our auditor. Should you have any questions, please do not hesitate to contact us. I can be reached by email at sjordan@vvfd.net or by phone 496-0099.

TRAVIS COUNTY EMERGENCY SERVICES DISTRICT NO. 14

Financial Statements for the Nine Months Ended September 30, 2008 and Independent Auditors' Report

MAXWELL & LOCKE RITTER

TRAVIS COUNTY EMERGENCY SERVICES DISTRICT NO. 14

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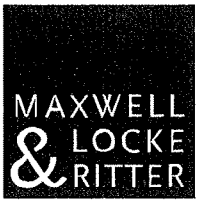

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INDEPENDENT AUDITORS' REPORT

To the Board of Commissioners of
Travis County Emergency Services District No. 14:

We have audited the accompanying financial statements of the governmental activities and the major fund of Travis County Emergency Services District No. 14 (the "District") as of and for the nine months ended September 30, 2008, which collectively comprise the District's basic financial statements as listed in the table of contents. These financial statements are the responsibility of the management of the District. Our responsibility is to express opinions on these basic financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinions.

In our opinion the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and the major fund of the District as of September 30, 2008, and the respective changes in financial position and the respective budgetary comparison for the General Fund for the year then ended in conformity with accounting principles generally accepted in the United States of America.

The management's discussion and analysis on pages 2 through 5 is not a required part of the basic financial statements, but is supplementary information required by accounting principles generally accepted in the United States of America. We have applied certain limited procedures, which consisted principally of inquiries of management regarding the methods of measurement and presentation of the required supplementary information. However, we did not audit the information and express no opinion on it.

Maxwell Locke + Ritter LLP
June 17, 2009

Affiliated Companies
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ML&R WEALTH MANAGEMENT LLC*
"A Registered Investment Advisor"
**This firm is not a CPA firm*

Travis County Emergency Services District No. 14
Management's Discussion & Analysis
September 30, 2008

In accordance with Governmental Accounting Standards Board ("GASB") Statement No. 34, the management of Travis County Emergency Services District No. 14 (the "District") offers the following narrative on the financial performance of the District for the nine months ended September 30, 2008. Please read it in connection with the District's financial statements that follow.

For purposes of GASB Statement No. 34, the District is considered a special purpose government. This allows the District to present the required fund and government-wide statements in a single schedule. The requirement for fund financial statements that are prepared on the modified accrual basis of accounting is met with the "General Fund" column. An adjustment column includes those entries needed to convert to the full accrual basis government-wide statements. Government-wide statements are comprised of the Statement of Net Assets and the Statement of Activities.

Overview of the Basic Financial Statements

The District's reporting is comprised of two parts:

- *Management's Discussion and Analysis* (this section)

- *Basic Financial Statements*
  - *Statement of Net Assets and Governmental Fund Balance Sheet*
  - *Statement of Activities* and *Governmental Fund Revenues, Expenditures, and Changes in Fund Balance*
  - *Statement of Revenues, Expenditures, and Changes in Fund Balance - Budget and Actual - General Fund*
  - *Notes to Basic Financial Statements*

The *Statement of Net Assets and Governmental Fund Balance Sheet* includes a column (titled "General Fund") that represents a balance sheet prepared using the modified accrual basis of accounting. The adjustments column converts those balances to a balance sheet that more closely reflects a private-sector business. Over time, increases or decreases in the District's net assets will indicate financial health.

The *Statement of Activities and Governmental Fund Revenues, Expenditures, and Changes in Fund Balance* includes a column (titled "General Fund") that derives the change in fund balance resulting from current year revenues, expenditures, and other financing sources or uses. These amounts are prepared using the modified accrual basis of accounting. The adjustments column converts those activities to full accrual, a basis that more closely represents the income statement of a private-sector business.

The *Statement of Revenues, Expenditures, and Changes in Fund Balance – Budget and Actual – General Fund* presents a comparison statement between the District's adopted budget to its actual results.

The *Notes to Basic Financial Statements* provide additional information that is essential to a full understanding of the information presented in the *Statement of Net Assets and Governmental Fund Balance Sheet* and the *Statement of Activities and Governmental Fund Revenues, Expenditures, and Changes in Fund Balance.*

The District as a Whole

The District's combined net assets for the nine months ending September 30, 2008 and the year ending December 31, 2007 are shown in the table below. Our analysis below focuses on the net assets and changes in the net assets of the District's governmental activities as reported in the accrual basis of accounting.

STATEMENT OF NET ASSETS

	9/30/2008	12/31/2007
Assets		
Current	$ 545,085	$ 1,437,083
Capital assets (net of accumulated depreciation)	727,768	420,136
TOTAL ASSETS	**$ 1,272,853**	**$ 1,857,219**
Liabilities		
Current liabilities	$ 185,882	$ 194,661
Long-term liabilities	37,509	73,273
TOTAL LIABILITIES	**223,391**	**267,934**
Net Assets		
Invested in capital assets, net of related debt	654,495	312,763
Unrestricted	394,967	1,276,522
TOTAL NET ASSETS, as restated	**$ 1,049,462**	**$ 1,589,285**

The District's total assets were approximately $1,273,000 as of September 30, 2008. Of this amount, approximately $728,000 is accounted for by capital assets. The District had outstanding liabilities of approximately $223,000 of which approximately $73,000 represents capital lease obligations.

The changes in net assets for the respective periods are also shown in the table below.

STATEMENT OF ACTIVITIES

	9/30/2008	12/31/2007
Revenues		
General revenues	$ 84,557	$ 1,054,701
TOTAL REVENUES	**84,557**	**1,054,701**
Expenses		
Service operations	580,766	516,605
Capital outlay	4,559	-
Depreciation	29,675	38,282
Debt service	5,240	6,826
Loss on sale of capital assets	4,140	-
TOTAL EXPENSES	**624,380**	**561,713**
CHANGE IN NET ASSETS, as restated	**$ (539,823)**	**$ 492,988**

Operating revenues decreased by approximately $1,053,000 to approximately $85,000 for the fiscal period ended September 30, 2008 due to the change in year-end dates. Property taxes generated approximately $67,000 in revenues. Total expenses increased approximately $63,000 to approximately $624,000 for the fiscal period ended September 30, 2008. Net assets decreased approximately $540,000 for the fiscal period ended September 30, 2008 compared to an increase of approximately $493,000 for the fiscal year ended December 31, 2007.

The District Governmental Funds

At the end of the fiscal period September 30, 2008, the District's governmental fund reported a fund balance of approximately $381,000, which is a decrease of approximately $896,000 from last year, the majority of which is due to capital outlay of approximately $406,000 and timing of property tax revenue recognition.

General Fund Budgetary Highlights

Over the course of the fiscal period, the District revised its General Fund budget. These budget amendments include supplemental appropriations throughout the fiscal year to prevent budget line item overruns. Total budgeted expenditures in the final amended General Fund budget were $484,290 greater than the original budget. The increased appropriations were made primarily to cover capital outlay and additional personnel costs of the Volente Volunteer Fire Department.

With these budget adjustments, the actual expenditures in the General Fund were approximately $338,000 below the final budget amounts. Resources available for appropriation were $830,000 below the final budgeted amount. The primary reason for the decrease is due to the change in fiscal year-end date and the timing of property tax collections.

Capital Asset and Debt Administration

Capital Assets

At September 30, 2008, the District had the following capital assets in operation.

CAPITAL ASSETS AT PERIOD END

	9/30/2008	12/31/2007
Land	$ 252,997	$ -
Vehicles	567,994	509,303
Equipment	25,896	25,896
Buildings	43,049	43,049
TOTAL CAPITAL ASSETS	**889,936**	**578,248**
Accumulated depreciation	(162,168)	(158,112)
TOTAL NET CAPITAL ASSETS	**$ 727,768**	**$ 420,136**

For the nine months ended September 30, 2008, the District's capital outlay totaled approximately $406,000, consisting primarily of vehicle purchases of approximately $148,000 and land purchase of approximately $253,000. More detailed information about the District's capital assets is presented in the *Notes to Basic Financial Statements.*

Capital Lease Obligations

As of September 30, 2008, the District had $73,273 of capital lease obligations outstanding. Principal and interest payments of $39,340 were made during the period ending September 30, 2008.

Economic Factors, Next Year's Budgets and Rates

The District Commissioners considered various factors when setting the fiscal year budget and the ad valorem tax rate that will be charged for the governmental activities. Considerations included the economy of the area within the District boundaries. Tax revenues are currently limited by the mandatory $0.10 per $100 of assessed valuation cap. The adopted budget for fiscal year 2009 projects a General Fund fund balance decrease of approximately $103,000.

Contacting the District's Financial Management

This financial report is designed to provide a general overview of the District's finances and to demonstrate the District's accountability for the funds it receives. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to the District at Travis County Emergency Services District No. 14, Attn: Treasurer, 15406 FM 2769, Volente, Texas 78641.

TRAVIS COUNTY EMERGENCY SERVICES DISTRICT NO. 14

STATEMENT OF NET ASSETS AND GOVERNMENTAL FUND BALANCE SHEET
SEPTEMBER 30, 2008

	GENERAL FUND	ADJUSTMENTS (NOTE 2)	STATEMENT OF NET ASSETS
ASSETS			
Cash	$ 525,102	-	525,102
Taxes receivable	19,983	-	19,983
Capital assets (net of accumulated depreciation):			
Land	-	252,997	252,997
Vehicles	-	420,148	420,148
Equipment	-	16,112	16,112
Buildings	-	38,511	38,511
Total assets	$ 545,085	727,768	1,272,853
LIABILITIES			
Accounts payable	$ 150,118	-	150,118
Deferred revenue	14,047	(14,047)	-
Long-term liabilities:			
Due within one year	-	35,764	35,764
Due after one year	-	37,509	37,509
Total liabilities	164,165	59,226	223,391
FUND BALANCE/NET ASSETS			
Fund balance-			
Unreserved, undesignated	380,920	(380,920)	-
Total fund balance	380,920	(380,920)	-
Total liabilities and fund balances	$ 545,085		
Net assets:			
Investment in capital assets, net of related debt		$ 654,495	654,495
Unrestricted		394,967	394,967
Total net assets		$ 1,049,462	1,049,462

The notes to basic financial statements are an integral part of this statement.

TRAVIS COUNTY EMERGENCY SERVICES DISTRICT NO. 14

STATEMENT OF ACTIVITIES AND GOVERNMENTAL FUND REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE
NINE MONTHS ENDED SEPTEMBER 30, 2008

	GENERAL FUND	ADJUSTMENTS (NOTE 2)	STATEMENT OF ACTIVITIES
REVENUES:			
General revenues:			
Property taxes, including penalties and interest	$ 52,764	14,047	66,811
Interest	17,746	-	17,746
Total general revenues	70,510	14,047	84,557
EXPENDITURES/EXPENSES:			
Service operations:			
Volente Volunteer Fire Department funding	372,555	-	372,555
City of Cedar Park contract	192,313	-	192,313
Tax appraisal/collection fees	4,832	-	4,832
Fee for sale of capital asset	4,550	-	4,550
Legal fees	2,191	-	2,191
Training	1,439	-	1,439
Advertising	1,088	-	1,088
Membership dues	1,000	-	1,000
Audit fees	358	-	358
Bank fees	342	-	342
Office supplies	98	-	98
Capital outlay	406,006	(401,447)	4,559
Depreciation	-	29,675	29,675
Debt service:			
Principal payments	34,100	(34,100)	-
Interest payments	5,240	-	5,240
Total expenditures/expenses	1,026,112	(405,872)	620,240
Excess (deficiency) of revenues over (under) expenditures	(955,602)	419,919	(535,683)
OTHER SOURCES (USES)-			
Proceeds from sale of capital assets	60,000	(64,140)	(4,140)
Change in fund balance/net assets	(895,602)	355,779	(539,823)
FUND BALANCES/NET ASSETS:			
Beginning of year, as restated	1,276,522	312,763	1,589,285
End of year	$ 380,920	668,542	1,049,462

The notes to financial statements are an integral part of this statement.

TRAVIS COUNTY EMERGENCY SERVICES DISTRICT NO. 14

STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE - BUDGET AND ACTUAL - GENERAL FUND
NINE MONTHS ENDED SEPTEMBER 30, 2008

	BUDGET			
	ORIGINAL	FINAL	ACTUAL	VARIANCE
REVENUES:				
Property taxes, including penalties and interest	$ 896,331	892,648	52,764	(839,884)
Interest	8,049	8,016	17,746	9,730
Total revenues	904,380	900,664	70,510	(830,154)
EXPENDITURES:				
Service operations:				
Volente Volunteer Fire Department funding	589,000	619,000	372,555	246,445
City of Cedar Park contract	270,000	270,000	192,313	77,687
Tax appraisal/collection fees	6,500	8,400	4,832	3,568
Fee for sale of capital asset	-	5,000	4,550	450
Legal fees	5,000	5,000	2,191	2,809
Training	-	1,000	1,439	(439)
Advertising	600	600	1,088	(488)
Membership dues	-	-	1,000	(1,000)
Audit fees	8,000	8,000	358	7,642
Bank fees	500	500	342	158
Office supplies	200	240	98	142
Other	-	2,250	-	2,250
Capital outlay	-	410,000	406,006	3,994
Debt service:				
Principal payments	-	34,100	34,100	-
Interest payments	-	-	5,240	(5,240)
Total expenditures	879,800	1,364,090	1,026,112	337,978
EXCESS (DEFICIENCY) OF REVENUES OVER (UNDER) EXPENDITURES	24,580	(463,426)	(955,602)	(492,176)
OTHER SOURCES-				
Proceeds from sale of capital assets	-	60,000	60,000	-
CHANGE IN FUND BALANCE	24,580	(403,426)	(895,602)	(492,176)
FUND BALANCES:				
Beginning of year, as restated	1,276,522	1,276,522	1,276,522	-
End of year	$ 1,301,102	873,096	380,920	(492,176)

The notes to financial statements are an integral part of this statement.

TRAVIS COUNTY EMERGENCY SERVICES DISTRICT NO. 14

NOTES TO BASIC FINANCIAL STATEMENTS
NINE MONTHS ENDED SEPTEMBER 30, 2008

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Travis County Emergency Services District No. 14 (the "District") was approved by voters of the District in a general election on November 5, 1985 as Travis County Fire Control District No. 11. Pursuant to Texas Health and Safety Code 794.100, the District was legally converted to a district operating under the Texas Health and Safety Code, Chapter 775, by an election of the voters of the District held on November 2, 1999. As a result, the name of the District changed effective December 2, 1999 and the District automatically assumed all rights and obligations of the former entity. The District provides fire suppression, emergency medical and rescue first response, hazardous materials incident response, and other emergency incident response that may arise within its boundaries.

The reporting entity of the District encompasses those activities and functions over which the District's elected officials exercise significant oversight or control. The District is governed by a five member Board of Commissioners which has been elected by District residents or appointed by the Board of Commissioners. The District is not included in any other governmental "reporting entity" as defined by the Governmental Accounting Standards Board ("GASB") Statement No. 14 since Board members are elected by the public and have decision making authority, the power to designate management, the responsibility to significantly influence operations and primary accountability for fiscal matters.

Government-Wide and Fund Financial Statements - For purposes of GASB Statement No. 34, the District is considered a special purpose government. This allows the District to present the required fund and government-wide statements in a single schedule. The requirement for fund financial statements that are prepared on the modified accrual basis of accounting is met with the "General Fund" column. An adjustment column includes those entries needed to convert to the full accrual basis government-wide statements. Government-wide statements are comprised of the statement of net assets and the statement of activities.

The government-wide financial statements report information on all of the activities of the District.

The statement of activities demonstrates the degree to which the expenses are offset by program revenues. Program revenues include charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by the District. Taxes and other items not properly included among program revenues are reported instead as general revenues.

Major individual governmental funds are reported as separate columns in the fund financial statements.

Measurement Focus, Basis of Accounting, and Financial Statement Presentation

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Amounts reported as program revenues include charges to customers or applicants for goods, services, or privileges provided. Internally dedicated resources are reported as general revenues rather than as program revenues. Likewise, general revenues include all taxes.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the District considers revenues to be available if they are collected within sixty days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures are recorded only when payment is due.

Major revenue sources considered susceptible to accrual include interest income. An accrual for property taxes collected within sixty days of year-end has been made; delinquent property taxes at period end are reported as deferred revenue.

The District reports the following major governmental fund:

> The General Fund includes financial resources used for general operations. It is a budgeted fund, and any fund balances are considered resources available for current operations.

Budgets and Budgetary Accounting

Formal budgetary integration is employed as a management control device for the General Fund. Prior to the beginning of each fiscal year, the District prepares a budget. The operating budget includes proposed expenditures and the means of financing those expenditures and is adopted on the modified accrual basis, which is consistent with generally accepted accounting principles.

Public meetings are conducted at which all interested persons' comments concerning the budget are heard. After such meetings, the Board of Commissioners formally adopts the budget through passage of an ordinance. The District may amend the budget throughout the year, approving such additional expenditures as may be required. All annual appropriations for the General Fund lapse at the fiscal year-end.

Assets, Liabilities, and Net Assets or Equity

Cash and cash equivalents - The District considers all highly liquid investments available for current use with an initial maturity of three months or less to be cash equivalents.

Investments - The District is entitled to invest any and all of its funds in obligations of, or guaranteed by, the United States of America or its agencies, certificates of deposit, and certain public fund investment pools. The District's investment policies and types of investments are governed by Section 2256 of the Government Code ("Public Funds Investment Act"). The District's management believes that it complied with the requirements of the District's investment policy and the Public Funds Investment Act. The District accrues interest on temporary investments based on the terms and effective interest rates of the specific investments.

Capital Assets - Capital assets, which include land, buildings, vehicles and equipment are reported in the governmental activities columns in the government-wide financial statements. Capital assets are defined by the District as assets with an initial, individual cost of at least $5,000. Such assets are recorded at historical cost if purchased or estimated fair value at the date of donation if donated. The costs of normal maintenance and repairs that do not add to the value of the assets or materially extend assets lives are not capitalized.

Capital assets (other than land) are depreciated using the straight-line method over the following estimated useful lives:

Asset	Years
Buildings	39.5
Vehicles	10-20
Equipment	10

Ad Valorem Property Taxes - Allowances for uncollectibles within the General Funds are based upon historical experience in collecting property taxes. Uncollectible personal property taxes are periodically reviewed and written off, but the District is prohibited from writing off real property taxes without specific statutory authority from the Texas Legislature.

2. RECONCILIATION OF GOVERNMENT-WIDE AND FUND FINANCIAL STATEMENTS

Amounts reported for governmental activities in the statement of net assets are different because:

General Fund fund balance	$ 380,920
Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the funds.	
Capital assets, net of accumulated depreciation	727,768
Deferred tax revenue is not available to pay for current-period expenditures and, therefore, is deferred in the funds.	14,047
The following liabilities are not due and payable in the current period and, therefore, are not reported in the funds:	
Capital lease obligation	(73,273)
Total net assets	$ 1,049,462

Amounts reported for governmental activities in the statement of activities are different because:

Deficiency of revenues under expenditures	$	(895,602)
Governmental funds report capital outlays as expenditures. However, in the statement of activities, the cost of those assets is allocated over their estimated useful lives as depreciation expense.		
Capital outlay		401,447
Depreciation expense		(29,675)
Revenues in the statement of activities that do not provide current financial resources are not reported as revenues in the funds.		
Change in deferred tax revenue		14,047
Repayment of capital lease obligation is an expenditure in the governmental funds, but the repayment reduces long-term liabilities in the statement of net assets.		
Repayment of capital lease obligation		34,100
Some expenses reported in the statement of activities do not require the use of current financial resources and therefore are not reported as expenditures in governmental funds.		
Net book value of disposed capital assets		(64,140)
Change in net assets	$	(539,823)

3. CASH AND TEMPORARY INVESTMENTS

The District's deposits are required to be secured in the manner provided by law for the security of the funds. At September 30, 2008, such deposits were entirely covered by Federal Deposit Insurance Corporation ("FDIC") insurance or secured by collateral pledged by the depository.

The Public Funds Investment Act authorizes the District to invest in funds under a written investment policy. The District's deposits and investments are invested pursuant to the investment policy, which is approved annually by the Board of Commissioners. The primary objectives of the District's investment strategy, in order of priority, are safety, liquidity, and yield.

4. CAPITAL ASSETS

Capital assets activity for the nine months ended September 30, 2008 was as follows:

	Balance September 30, 2007	Additions	Retirements and Transfers	Balance September 30, 2008
Capital assets not being depreciated-				
Land	$ -	252,997	-	252,997
Total capital assets not being depreciated	-	252,997	-	252,997
Capital assets being depreciated:				
Vehicles	509,303	148,450	(89,759)	567,994
Equipment	25,896	-	-	25,896
Buildings	43,049	-	-	43,049
Total capital assets being depreciated	578,248	148,450	(89,759)	636,939
Less accumulated depreciation for:				
Vehicles	(146,549)	(26,916)	25,619	(147,846)
Equipment	(7,842)	(1,942)	-	(9,784)
Buildings	(3,721)	(817)	-	(4,538)
Total accumulated depreciation	(158,112)	(29,675)	25,619	(162,168)
Total capital assets, being depreciated, net	420,136	118,775	(64,140)	474,771
Capital assets, net	$ 420,136	371,772	(64,140)	727,768

5. CAPITAL LEASE OBLIGATIONS

The District entered into a capital lease agreement with a finance company for the purchase of a pumper truck. The capital lease bears interest at 4.88%. Payments are due in annual installments of $39,340 including interest, through August 2010. Total principal outstanding at September 30, 2008 was $73,273.

The vehicle purchased through the capital lease included in capital assets at September 30, 2008 totaled $236,799 with accumulated amortization totaling $76,466. Amortization expense is included in depreciation expense within the financial statements.

The following is a schedule of future minimum lease payments under the capital lease, together with the net present value of all minimum lease payments as of September 30, 2008:

2009	$	39,340
2010		39,340
Total minimum lease payments		78,680
Less: Amounts representing interest		(5,407)
Due under capital lease obligations		73,273
Current capital lease obligations		35,764
Long-term capital lease obligations	$	37,509

6. DEFERRED REVENUE

Deferred revenue at September 30, 2008 as reported in the General Fund consisted of net tax revenue of $14,047.

7. PROPERTY TAXES

The District is authorized to levy a tax each October 1 on the assessed value listed as of the prior January 1 for all real and business personal property located within its boundaries. Assessed values are established annually by the Travis Central Appraisal District. District property tax revenues are recognized when levied to the extent that they are collected in the current year. The uncollected balance is reported as deferred revenue. Taxes receivable are due January 1 and are delinquent if received after January 31 and are subject to penalty and interest charges.

In September 2007, the District levied a tax rate of $0.10 per $100 of assessed valuation to finance operating expenditures and debt service requirements. The total 2007 tax levy was $898,826 based on a taxable valuation of $898,826,000.

8. CONTRACTED SERVICES

The District entered into an agreement with the Volente Volunteer Fire Department ("VVFD") that was effective January 1, 2007 for a period of one year. The District agreed to fund the operations of the VVFD monthly, as funds are available, based on a budget for the VVFD that is approved by the District. In exchange for the funding provided by the District, the VVFD agreed to provide emergency services including fire fighting and first responder assistance in the geographic area served by the District. Expenditures of $372,555 were incurred by the District related to this agreement during the nine months ended September 30, 2008.

In fiscal year 2004, The District entered into an agreement with the City of Cedar Park, Texas for fire protection and limited emergency medical services. This agreement has been extended annually since December 31, 2005. The District pays the City of Cedar Park, Texas quarterly based on a service rate for each water meter within the boundaries of the service area. For the six months from December 31, 2007 through June 30, 2008, the service rate was $13.26 per water meter. For the three months ended September 30, 2008, the service rate was $14.52 per water meter. Expenditures of $192,313 were incurred by the District related to this agreement during the nine months ended September 30, 2008.

9. RISK MANAGEMENT

The District is exposed to various risks of losses related to torts; theft of, damage to, and destruction of assets; errors and omissions; and natural disasters. The District, through the VVFD, purchases its insurance from regular commercial companies. As of September 30, 2008, no claims or losses have been incurred that were not covered by insurance. There is no liability due to any claim or suit having been filed within the last three years.

10. RESTATEMENT OF BEGINNING FUND BALANCE AND NET ASSETS

Property tax revenues are considered to be available when they are collected within sixty days of the end of the current fiscal year. At December 31, 2007, the District did not defer property tax revenue that were not collected in the sixty days after year-end. As a result, General Fund fund balance, as previously reported, has been restated as follows:

	General Fund
Beginning fund balance, as previously reported	$ 1,359,546
Effect of restatement	(83,024)
Beginning fund balance, as restated	$ 1,276,522

29

RECEIVED
COUNTY JUDGE'S OFFICE
09 AUG 27 AM 9: 12

VS#____

TRAVIS COUNTY COMMISSIONERS COURT

AGENDA REQUEST

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

VOTING SESSION September 8, 2009 EXEC. SESSION_____

I. A. Request made by _____

Susan Spataro, County Auditor PH# 49125

B. Requested Text:

Receive and discuss as necessary the Fourth Revenue Estimate for the FY 2010 Budget Process

_____
County Judge or Commissioner

II. A. Is backup material attached: Yes___ No_X__

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 Voting Session?
Yes ___X_____ No_____ Please list those contacted and their phone numbers:

Rodney D. Rhoades, Exec Mgr, PBO X 49465
Leroy Nellis, Budget Manager X 49066

III. PERSONNEL
_____ A change in your department's personnel

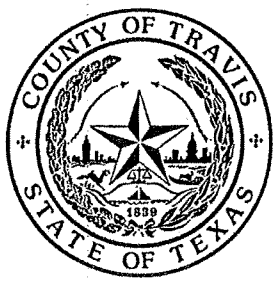
IV. BUDGET REQUESTS

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

All agenda requests and backup materials must be submitted to County Judge's office by Monday, 5:00 p.m. for next week's meeting.

TRAVIS COUNTY
AUDITOR'S OFFICE

SUSAN A. SPATARO, CPA, CMA
COUNTY AUDITOR



TRAVIS COUNTY
ADMINISTRATION BUILDING
P.O. BOX 1748
AUSTIN, TX. 78767
(512) 854-9125
FAX: (512) 854-9164

To: Commissioners Court

From: Susan Spataro
County Auditor

Subject: Fourth Revenue Estimate

Date: August 20, 2009

Attached is the Fourth Revenue Estimate for the FY 2010 budget process. The total tax rate is 42.15 cents, with the Operations & Maintenance segment of the tax rate at 35.17 cents and the Debt Service portion at 6.98 cents. These revised rates reflect the updated Assessed Valuation from the Travis Central Appraisal District.

The General Fund is now $451.75 million, a figure that is almost exactly the same as the current budget. The beginning balance rose $2.37 million: Planning and Budget's forecast of current year expenditures fell and our forecast of revenues rose. Our estimate of FY 2010 new revenues fell $475,000 because of the lower Current Property Tax figure generated by the new certified tax roll.

Significant changes from the Third Revenue Estimate:

- We have included the new District Clerk Records Technology Fund approved by the Court on August 18th.

- There is also now a County and District Court Technology Fund created by HB 3637 which requires a $4 court cost be collected on criminal convictions. Money collected is to be used for continuing education and training for judges and clerks regarding technological enhancement for those courts, and for the purchase and maintenance of technological enhancements for a county court, statutory court, or district court. Collection of this fee will begin on January 1, 2010.

- After some years' experience, we are now prepared to include in the Revenue Estimate the Prosecutor Longevity Pay for the County and District Attorney Offices. These funds had previously been certified during the year as the money arrived.

- Working with Planning and Budget, we have made our first estimate of actual FY 2010 beginning balances for the Capital Projects Funds.

We have made a very few changes to line items to reflect updated information.

It is my intent to distribute this Estimate as soon as it is complete, but to wait until the Court's meeting of September 8th to make a formal presentation.

attachment

Susan A. Spataro, CPA, CMA
County Auditor

August 19, 2009

TRAVIS COUNTY AUDITOR'S OFFICE
FY 2010 REVENUE ESTIMATE

		FY 2009 Budget		Fourth Revenue Estimate	
GENERAL FUND		$451,703,774		$451,755,423	
BEGINNING BALANCE	$57,653,212		$59,295,085		
CURRENT PROPERTY TAXES	313,728,852		322,347,490		
OTHER REVENUES	80,321,710		70,112,848		Page
LAW LIBRARY FUND		1,267,699		1,078,713	4
DISPUTE RESOLUTION CENTER FUND		430,902		392,348	4
VOTER REGISTRATION FUND		164,386		227,431	4
JUVENILE FEE FUND		371,006		384,490	4
JJAEP FUND		2,235,374		1,987,469	4
CTY CLERK RECORDS MGMNT & PRESERV FUND		1,224,500		1,649,470	5
LCRA-TC PARKS CIP FUND		2,886,572		3,021,478	5
RECORDS MGMNT & PRESERVATION FUND		528,831		410,145	5
COURTHOUSE SECURITY FUND		2,518,656		2,697,570	5
COURT REPORTER FUND		497,974		466,392	5
JUVENILE DEFFERED PROSECUTION FUND		59,789		66,194	5
BALCONES CANYONLAND PRESERVATION FUND		10,784,488		11,517,684	6
LEOSE-COMMISSIONERS COURT FUND		1,783		2,691	6
JUVENILE DELINQUENCY PREVENTION FUND		133		239	6
PROFESSIONAL PROSECUTORS FUND		65,774		65,412	6
MARY QUINLAN PARK FUND		274,467		278,059	6
JUDICIARY FEE FUND-PROBATE		299,568		260,952	6
JUSTICE COURT TECHNOLOGY FUND		980,197		933,086	7
TRUANCY COURT FUND		194,696		211,337	7
DISTRICT CLERK RECORDS MGMT FUND		417,724		386,338	7
ELECTIONS CONTRACT FUND		1,811,654		1,335,517	7
COUNTY CLERK ARCHIVAL FUND		1,292,177		1,504,969	7
FAMILY PROTECTION FUND		56,833		51,873	7
DRUG COURT PROGRAM FUND		163,644		186,758	8
PROBATE GUARDIANSHIP FUND		129,666		175,643	8
VITAL STATISTIC PRESERVATION FUND		29,645		33,822	8
FIRE CODE FUND		209,769		160,423	8
CHILD ABUSE PREVENTION FUND		739		1,844	8
JUSTICE CT. BUILDING SECURITY FUND		173,905		214,091	8
JUVENILE CASE MANAGER FUND		0		1,064,242	9
HEALTH FOOD PERMITS FUND		149,540		171,590	9
DISTRICT COURTS RECORDS TECHNOLOGY FUND		0		68,000	9
COUNTY & DISTRICT COURT TECHNOLOGY FUND		0		10,800	9

TRAVIS COUNTY AUDITOR'S OFFICE
FY 2010 REVENUE ESTIMATE

			Page
ROAD AND BRIDGE FUND	24,565,251	19,325,192	9
DEBT SERVICE FUND	81,828,429	77,860,261	9
TX EXPOSITION AND HERITAGE CENTER FUND	1,589,267	1,768,103	10
RISK MANAGEMENT FUND	18,678,472	20,123,021	10
EMPLOYEE HEALTH BENEFIT FUND	68,982,664	64,728,741	10
CAPITAL PROJECT FUNDS	139,968,522	114,282,688	11

Tax Rate=	42.15	cents
M&O	35.17	
Debt Service (I&S)	6.98	

FY 2010 Revenue Estimate - General Fund

		FY 2009 Budget	Fourth Revenue Estimate	Difference from FY 2009
	Beginning Balance Total	**$57,653,212**	**$59,295,085**	**$ 1,641,873**
T	Taxes	$325,761,852	$333,174,990	7,413,138
Y	Intergovernmental	1,810,989	2,178,889	367,900
P	Charges for Services	52,000,292	48,250,726	(3,749,566)
E	Fines	852,468	852,468	0
	Interest Income	7,562,794	3,863,905	(3,698,889)
	Miscellaneous Revenue	2,586,205	1,611,856	(974,349)
	Other Financing Sources	3,475,962	2,527,504	(948,458)
	New Revenue	**$ 394,050,562**	**$392,460,338**	**$ (1,590,224)**
	Total Resources	**$ 451,703,774**	**$451,755,423**	**$ 51,649**
	Beginning Balance Total	**$57,653,212**	**$59,295,085**	**$ 1,641,873**
	County Auditor	$118,024	$132,950	14,926
	County Treasurer	532,913	413,728	(119,185)
	Tax Collector	328,427,634	335,651,290	7,223,656
	PBO	6,390,932	3,716,592	(2,674,340)
	Commissionr's Ct Gen Adm	10,383,065	8,877,675	(1,505,390)
	Human Resources	5,000	0	(5,000)
	Info. & Telecomm. Systems	1,628,500	1,049,080	(579,420)
D	Facilities Management	104,097	315,051	210,954
E	Purchasing	308,000	210,000	(98,000)
P	County Attorney	2,357,644	2,233,230	(124,414)
A	County Clerk	7,594,802	6,836,802	(758,000)
R	District Clerk	2,453,500	2,261,912	(191,588)
T	Civil Courts	270,000	200,000	(70,000)
M	District Attorney	853,543	542,740	(310,803)
E	Criminal Courts	593,525	531,200	(62,325)
N	Probate Court	117,947	96,800	(21,147)
T	Justice of Peace 1	253,400	256,928	3,528
	Justice of Peace 2	519,478	487,280	(32,198)
	Justice of Peace 3	449,275	454,039	4,764
	Justice of Peace 4	203,239	181,249	(21,990)
	Justice of Peace 5	319,097	285,180	(33,917)
	Constable 1	462,148	446,777	(15,371)
	Constable 2	841,937	900,870	58,933
	Constable 3	887,050	720,000	(167,050)
	Constable 4	362,675	389,500	26,825
	Constable 5	2,517,300	2,245,235	(272,065)
	Sheriff	8,079,827	8,270,376	190,549
	Medical Examiner	1,873,040	1,552,600	(320,440)
	CSCD	4,500	4,500	0
	TCCES	1,572,986	1,535,334	(37,652)
	Pretrial Services	510,000	500,000	(10,000)
	Juvenile Probation	676,095	627,600	(48,495)
	Emergency Services	289,200	250,000	(39,200)
	Trans. & Natural Resources	3,305,664	2,798,147	(507,517)
	Records Mgmt & Comm Res.	5,400	5,000	(400)
	Health and Human Services	534,470	270,000	(264,470)
	Emergency Medical Services	7,770,888	6,736,906	(1,033,982)
	Civil Courts/Legal Mandate	53,767	53,767	0
	Criminal Courts/Legal Mandate	420,000	420,000	0
	New Revenue	**$ 394,050,562**	**$392,460,338**	**$ (1,590,224)**
	Total Resources	**$ 451,703,774**	**$451,755,423**	**$ 51,649**

FY 2010 Revenue Estimate - Other Funds/Debt Service

Fund Name	Fund #	Revenue Type	FY 2009 Budget	Fourth Revenue Estimate	Difference from FY 2009
Law Library Fund	011	**Beginning Balance**	**$407,699**	**$231,661**	**(176,038)**
		Charges for Services	845,000	833,000	(12,000)
		Interest Income	15,000	14,052	(948)
		New Revenue	**860,000**	**847,052**	**(12,948)**
		Total Resources	**$1,267,699**	**$1,078,713**	**(188,986)**
Dispute Resolution	016	**Beginning Balance**	**$35,277**	**$6,111**	**(29,166)**
		Charges for Services	346,404	339,230	(7,174)
		Interest Income	3,356	1,811	(1,545)
		Miscellaneous Revenue	4,200	3,531	(669)
		Other Financing Sources	41,665	41,665	0
		New Revenue	**395,625**	**386,237**	**(9,388)**
		Total Resources	**$430,902**	**$392,348**	**(38,554)**
Voter Registration	018	**Beginning Balance**	**$33,252**	**$51,886**	**18,634**
		Intergovernmental	115,352	175,545	60,193
		Other Financing Sources	15,782	0	(15,782)
		New Revenue	**131,134**	**175,545**	**44,411**
		Total Resources	**$164,386**	**$227,431**	**63,045**
Juvenile Fee	021	**Beginning Balance**	**$343,006**	**$365,984**	**22,978**
		Charges for Services	19,000	12,000	(7,000)
		Interest Income	9,000	6,506	(2,494)
		New Revenue	**28,000**	**18,506**	**(9,494)**
		Total Resources	**$371,006**	**$384,490**	**13,484**
Juvenile Justice Alternative Education Program (JJAEP)	023	**Beginning Balance**	**$1,914,061**	**$1,656,793**	**(257,268)**
		Intergovernmental	77,000	103,000	26,000
		Interest Income	55,000	38,363	(16,637)
		Other Financing Sources	189,313	189,313	0
		New Revenue	**321,313**	**330,676**	**9,363**
		Total Resources	**$2,235,374**	**$1,987,469**	**(247,905)**

FY 2010 Revenue Estimate - Other Funds/Debt Service

Fund Name	Fund #	Revenue Type	FY 2009 Budget	Fourth Revenue Estimate	Difference from FY 2009
CC. Records Management & Preservation	**028**	**Beginning Balance**	**$158,000**	**$623,977**	**465,977**
		Charges for Services	1,056,500	1,012,000	(44,500)
		Interest Income	10,000	13,493	3,493
		Other Financing Sources	0	0	0
		New Revenue	**1,066,500**	**1,025,493**	**(41,007)**
		Total Resources	**$1,224,500**	**$1,649,470**	**424,970**
LCRA-TC Parks CIP	**029**	**Beginning Balance**	**$2,548,683**	**$2,744,375**	**195,692**
		Charges for Services	237,889	221,463	(16,426)
		Interest Income	100,000	55,640	(44,360)
		New Revenue	**337,889**	**277,103**	**(60,786)**
		Total Resources	**$2,886,572**	**$3,021,478**	**134,906**
Records Management & Preservation	**030**	**Beginning Balance**	**$204,331**	**$106,551**	**(97,780)**
		Charges for Services	317,000	299,000	(18,000)
		Interest Income	7,500	4,594	(2,906)
		New Revenue	**324,500**	**303,594**	**(20,906)**
		Total Resources	**$528,831**	**$410,145**	**(118,686)**
Courthouse Security	**031**	**Beginning Balance**	**$135,385**	**$56,297**	**(79,088)**
		Charges for Services	515,858	487,454	(28,404)
		Interest Income	12,000	6,484	(5,516)
		Other Financing Sources	1,855,413	2,147,335	291,922
		New Revenue	**2,383,271**	**2,641,273**	**258,002**
		Total Resources	**$2,518,656**	**$2,697,570**	**178,914**
Court Reporter Service	**036**	**Beginning Balance**	**$143,474**	**$114,279**	**(29,195)**
		Charges for Services	350,000	348,000	(2,000)
		Interest Income	4,500	4,113	(387)
		New Revenue	**354,500**	**352,113**	**(2,387)**
		Total Resources	**$497,974**	**$466,392**	**(31,582)**
Juvenile Deferred Prosecution	**037**	**Beginning Balance**	**$52,289**	**$60,375**	**8,086**
		Charges for Services	6,500	5,000	(1,500)
		Interest Income	1,000	819	(181)
		New Revenue	**7,500**	**5,819**	**(1,681)**
		Total Resources	**$59,789**	**$66,194**	**6,405**

FY 2010 Revenue Estimate - Other Funds/Debt Service

Fund Name	Fund #	Revenue Type	FY 2009 Budget	Fourth Revenue Estimate	Difference from FY 2009
Balcones Canyonland Preservation	**038**	**Beginning Balance**	**$650,794**	**$2,071,686**	**1,420,892**
		Charges for Services	1,736,630	324,800	(1,411,830)
		Interest Income	100,000	78,647	(21,353)
		Miscellaneous Revenue	341,594	123,109	(218,485)
		Other Financing Sources	7,955,470	8,919,442	963,972
		New Revenue	**10,133,694**	**9,445,998**	**(687,696)**
		Total Resources	**$10,784,488**	**$11,517,684**	**733,196**
LEOSE Comm. Court	**041**	**Beginning Balance**	**$733**	**$1,691**	**958**
		Intergovernmental	1,050	1,000	(50)
		New Revenue	**1,050**	**1,000**	**(50)**
		Total Resources	**$1,783**	**$2,691**	**908**
Juvenile Delinquency Prevention	**043**	**Beginning Balance**	**$133**	**$239**	**106**
		Charges for Services	0	0	0
		Interest Income	0	0	0
		New Revenue	**0**	**0**	**0**
		Total Resources	**$133**	**$239**	**106**
Professional Prosecutors	**047**	**Beginning Balance**	**$362**	**$0**	**(362)**
		Other Financing Sources	65,412	65,412	0
		New Revenue	**65,412**	**65,412**	**0**
		Total Resources	**$65,774**	**$65,412**	**(362)**
Mary Quinlan Park	**048**	**Beginning Balance**	**$269,467**	**$273,059**	**3,592**
		Miscellaneous Revenue	5,000	5,000	0
		New Revenue	**5,000**	**5,000**	**0**
		Total Resources	**$274,467**	**$278,059**	**3,592**
Judiciary Fee-Probate	**049**	**Beginning Balance**	**$204,568**	**$168,326**	**(36,242)**
		Charges for Services	87,000	87,000	0
		Interest Income	8,000	5,626	(2,374)
		New Revenue	**95,000**	**92,626**	**(2,374)**
		Total Resources	**$299,568**	**$260,952**	**(38,616)**

FY 2010 Revenue Estimate - Other Funds/Debt Service

Fund Name	Fund #	Revenue Type	FY 2009 Budget	Fourth Revenue Estimate	Difference from FY 2009
Justice Court Technology	**050**	**Beginning Balance**	**$743,460**	**$711,717**	**(31,743)**
		Charges for Services	219,737	206,249	(13,488)
		Interest Income	17,000	15,120	(1,880)
		New Revenue	**236,737**	**221,369**	**(15,368)**
		Total Resources	**$980,197**	**$933,086**	**(47,111)**
Truancy Court	**054**	**Beginning Balance**	**$17,667**	**$3,510**	**(14,157)**
		Charges for Services	136,126	134,926	(1,200)
		Interest Income	500	698	198
		Other Financing Sources	40,403	72,203	31,800
		New Revenue	**177,029**	**207,827**	**30,798**
		Total Resources	**$194,696**	**$211,337**	**16,641**
District Clerk Records Management	**055**	**Beginning Balance**	**$324,524**	**$301,483**	**(23,041)**
		Charges for Services	83,200	79,000	(4,200)
		Interest Income	10,000	5,855	(4,145)
		New Revenue	**93,200**	**84,855**	**(8,345)**
		Total Resources	**$417,724**	**$386,338**	**(31,386)**
Elections Contract	**056**	**Beginning Balance**	**$284,154**	**$205,703**	**(78,451)**
		Charges for Services	1,520,000	1,117,926	(402,074)
		Interest Income	7,500	11,888	4,388
		Miscellaneous Revenue	0	0	0
		New Revenue	**1,527,500**	**1,129,814**	**(397,686)**
		Total Resources	**$1,811,654**	**$1,335,517**	**(476,137)**
County Clerk Archival	**057**	**Beginning Balance**	**$253,177**	**$501,082**	**247,905**
		Charges for Services	1,025,000	990,000	(35,000)
		Interest Income	14,000	13,887	(113)
		New Revenue	**1,039,000**	**1,003,887**	**(35,113)**
		Total Resources	**$1,292,177**	**$1,504,969**	**212,792**
Family Protection	**058**	**Beginning Balance**	**$2,833**	**$258**	**(2,575)**
		Charges for Services	52,000	50,000	(2,000)
		Interest Income	2,000	1,615	(385)
		New Revenue	**54,000**	**51,615**	**(2,385)**
		Total Resources	**$56,833**	**$51,873**	**(4,960)**

FY 2010 Revenue Estimate - Other Funds/Debt Service

Fund Name	Fund #	Revenue Type	FY 2009 Budget	Fourth Revenue Estimate	Difference from FY 2009
Drug Court Program	059	**Beginning Balance**	**$19,109**	**$27,006**	**7,897**
		Charges for Services	143,535	159,000	15,465
		Interest Income	1,000	752	(248)
		New Revenue	**144,535**	**159,752**	**15,217**
		Total Resources	**$163,644**	**$186,758**	**23,114**
Probate Guardianship	060	**Beginning Balance**	**$68,966**	**$101,045**	**32,079**
		Charges for Services	60,000	74,000	14,000
		Interest Income	700	598	(102)
		New Revenue	**60,700**	**74,598**	**13,898**
		Total Resources	**$129,666**	**$175,643**	**45,977**
Vital Statistic Preservation	063	**Beginning Balance**	**$23,332**	**$27,109**	**3,777**
		Charges for Services	5,863	6,379	516
		Interest Income	450	334	(116)
		New Revenue	**6,313**	**6,713**	**400**
		Total Resources	**$29,645**	**$33,822**	**4,177**
Fire Code	064	**Beginning Balance**	**$81,769**	**$33,903**	**(47,866)**
		Charges for Services	125,000	125,000	0
		Interest Income	3,000	1,520	(1,480)
		New Revenue	**128,000**	**126,520**	**(1,480)**
		Total Resources	**$209,769**	**$160,423**	**(49,346)**
Child Abuse Prevention	065	**Beginning Balance**	**$489**	**$1,339**	**850**
		Charges for Services	250	500	250
		Interest Income	0	5	5
		New Revenue	**250**	**505**	**255**
		Total Resources	**$739**	**$1,844**	**1,105**
Justice Ct Building Security	066	**Beginning Balance**	**$123,825**	**$173,672**	**49,847**
		Charges for Services	49,080	39,468	(9,612)
		Interest Income	1,000	951	(49)
		New Revenue	**50,080**	**40,419**	**(9,661)**
		Total Resources	**$173,905**	**$214,091**	**40,186**

FY 2010 Revenue Estimate - Other Funds/Debt Service

Fund Name	Fund #	Revenue Type	FY 2009 Budget	Fourth Revenue Estimate	Difference from FY 2009
Juvenile Case Manager	067	**Beginning Balance**	**$0**	**$867,902**	**867,902**
		Charges for Services	0	193,500	193,500
		Interest Income	0	2,840	2,840
		New Revenue	**0**	**196,340**	**196,340**
		Total Resources	**$0**	**$1,064,242**	**1,064,242**
Health Food Permits	068	**Beginning Balance**	**$76,500**	**$89,330**	**12,830**
		Charges for Services	73,040	82,260	9,220
		Interest Income	0	0	0
		New Revenue	**73,040**	**82,260**	**9,220**
		Total Resources	**$149,540**	**$171,590**	**22,050**
District Court Records Technology	070	**Beginning Balance**	**$0**	**$0**	**0**
		Charges for Services	0	68,000	68,000
		Interest Income	0	0	0
		New Revenue	**0**	**68,000**	**68,000**
		Total Resources	**$0**	**$68,000**	**68,000**
County & District Courts Technology	071	**Beginning Balance**	**$0**	**$0**	**0**
		Charges for Services	0	10,800	10,800
		Interest Income	0	0	0
		New Revenue	**0**	**10,800**	**10,800**
		Total Resources	**$0**	**$10,800**	**10,800**
Road and Bridge	099	**Beginning Balance**	**$5,265,248**	**$2,315,927**	**(2,949,321)**
		Intergovernmental	76,000	75,795	(205)
		Charges for Services	11,883,500	10,378,000	(1,505,500)
		Fines	7,025,503	6,410,057	(615,446)
		Interest Income	250,000	80,413	(169,587)
		Miscellaneous Revenue	65,000	65,000	0
		New Revenue	**19,300,003**	**17,009,265**	**(2,290,738)**
		Total Resources	**$24,565,251**	**$19,325,192**	**(5,240,059)**

FY 2010 Revenue Estimate - Other Funds/Debt Service

Fund Name	Fund #	Revenue Type	FY 2009 Budget	Fourth Revenue Estimate	Difference from FY 2009
Debt Service	**394**	**Beginning Balance**	**$12,968,442**	**$12,766,520**	**(201,922)**
		Current Property Taxes	67,880,333	64,634,374	(3,245,959)
		Delinquent Property Taxes	399,000	297,500	(101,500)
		Interest Income	580,654	161,867	(418,787)
		Other Financing Sources	0	0	0
		New Revenue	**68,859,987**	**65,093,741**	**(3,766,246)**
		Total Resources	**$81,828,429**	**$77,860,261**	**(3,968,168)**
TX Expo/Heritage Center	**501**	**Beginning Balance**	**$624,587**	**$772,210**	**147,623**
		Charges for Services	411,000	350,000	(61,000)
		Interest Income	12,000	3,893	(8,107)
		Miscellaneous Revenue	541,680	642,000	100,320
		Other Financing Sources	0	0	0
		New Revenue	**964,680**	**995,893**	**31,213**
		Total Resources	**$1,589,267**	**$1,768,103**	**178,836**
Risk Management	**525**	**Beginning Balance**	**$15,075,042**	**$15,801,818**	**726,776**
		Interest Income	735,562	442,143	(293,419)
		Misc. Revenue (Premiums)	2,867,868	3,879,060	1,011,192
		New Revenue	**3,603,430**	**4,321,203**	**717,773**
		Total Resources	**$18,678,472**	**$20,123,021**	**1,444,549**
Employees Health Benefit	**526**	**Beginning Balance**	**$31,500,000**	**$26,000,000**	**(5,500,000)**
		Interest Income	720,000	533,038	(186,962)
		Misc. Revenue (Premiums)	36,762,664	38,195,703	1,433,039
		New Revenue	**37,482,664**	**38,728,741**	**1,246,077**
		Total Resources	**$68,982,664**	**$64,728,741**	**(4,253,923)**

FY2010 REVENUE ESTIMATE-CAPITAL PROJECTS

Fund Number	Fourth Revenue Estimate Beginning Balance*
405	340,826
406	4,880
413	76,432
422	2,798
430	181,320
431	66,029
432	26,862
433	16,744
434	5,024
435	60,013
437	40,580
439	2,083,458
440	165,196
441	6,109
444	748,732
446	1,730
449	50,483
450	1,026,162
451	3,677
452	874,821
453	59,522
454	409,471
455	41,053
456	46,711
457	15,966
458	220,995
459	1,253,938
460	2,866,776
461	1,957,295
463	829,826
464	1,157,684
465	16,813,853
466	17,066
467	880,212
468	1,743,456
469	232,104
470	128,967
471	810,308
472	4,416,078
473	5,060,171
474	649,946
475	0
506	786,540
507	3,226,391

FY2010 REVENUE ESTIMATE-CAPITAL PROJECTS

Fund Number	Fourth Revenue Estimate Beginning Balance*
508	14,405,106
509	1,710,378
510	8,627,703
511	2,536,533
512	17,468,988
513	6,445,900
514	6,703,321
515	6,978,554
Total	**114,282,688**

*Actual balances as of September 30, 2009 will be rolled over and budgeted.

Item # 30

TRAVIS COUNTY COMMISSIONERS COURT AGENDA REQUEST

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

DATE OF VOTING SESSION: 9/8/09

A. REQUEST MADE BY: SARAH ECKHARDT
(Elected/Appointed Official/Executive Mgr/County Attorney)

B. REQUESTED TEXT:

CONSIDER AND TAKE APPROPRIATE ACTION ON PROVIDING DIRECTION TO THE TRAVIS COUNTY ECONOMIC DEVELOPMENT SUBCOMMITTEE REGARDING A TAX ABATEMENT POLICY.

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

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.

RECEIVED
COUNTY JUDGE'S OFFICE
09 AUG 31 PM 4:30

SARAH ECKHARDT
TRAVIS COUNTY COMMISSIONER PRECINCT 2

TRAVIS COUNTY ADMINISTRATION BUILDING
P.O. BOX 1748 ROOM 500
AUSTIN, TEXAS 78767
(512) 854-9222

September 8, 2009

To: Judge Biscoe and the Travis County Commissioners Court

From: Travis County Economic Development Subcommittee

RE: Travis County Economic Development Tax Abatement Policy

Issue:

The Subcommittee has identified four policy options for consideration by the full Commissioners Court regarding a proposed Tax Abatement Policy, which was its original charge:

Option One – Take no action and move forward with no policy

Option Two – Renew the existing and expired tax abatement policy

Option Three – Adopt a simple tax abatement policy which grants Commissioners Court maximum flexibility

Option Four – Adopt proposed tax abatement policy directed toward identified industries and providing incentives for investments in support of social goals (employee health insurance, job training, locating within activity nodes, LEED buildings etc…)

Options Comparison

Options	Description	Pro	Con
#1 Take No Action	n/a	• Ease	• TC would be statutorily barred from providing tax abatements
#2 Previous Policy	Directed exclusively toward large corporations	• Larger positive economic impact if successful. • Clearly stated Court's policy preferences.	• Inflexible - left out otherwise desirable smaller companies.
#3 Flexible Policy	Considers all companies of any type asserting that	• Maximum flexibility	• Likely generate more applications for tax abatement than staff can

	they cannot locate in TC but for a tax abatement		process or that Court would wish to consider. • Provides no direction to business community regarding the Court's policy preferences.
#4 Draft Policy	Directed toward identified industries and providing incentives for investments in support of social goals.	• More flexible - sliding scale approach to size of and social benefit provided by the company. • Provides direction to business community regarding the Court's policy preferences.	• Although more flexible than our previous policy, it sets a threshold for consideration higher than some in the business community would prefer.

The Subcommittee is requesting guidance from the full Commissioners Court regarding which of the four options should be pursued.

31

Travis County Commissioners Court Agenda Request #

Voting Session 9/8/09 (Date) Work Session _____ (Date)

I. A. Request made by: John C. Hille, Jr., Assistant County Attorney
Signature of Elected Official/Appointed Official/Executive Manager/County Attorney

B. Requested Text: Consider and take appropriate action on Sixth Amendment to Interlocal Agreement for services with the Travis County Healthcare District.

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:

Rodney Rhoades, PBO Exec. Mgr.	854-9106
Mary Mays, Cash Investment Manager	854-9085
Sarah Churchill, Asst. Co. Atty., TCAO	854-9513
John C. Hille, Jr., Dir., Trans. Div., TCAO	854-9513

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 (reclassification, etc.)

Purchasing Office (473-9700)
____ Bid, Purchase Contract, Request for Proposal, Procurement

County Attorney's Office (473-9415)
____ Contract, Agreement, Policy & Procedure

RECEIVED
COUNTY JUDGE'S OFFICE
09 SEP -2 AM 10:26

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.

CASH/INVESTMENT MANAGEMENT DEPARTMENT
TRAVIS COUNTY, TEXAS

Travis County Administration Building
314 W. 11th Street, Suite 540
P.O. Box 1748
Austin, Texas 78767

Phone: (512) 854-9085
Fax: (512) 854-4210
Email: mary.mayes@co.travis.tx.us

DATE: September 1, 2009

TO: John Hille

FROM: Mary E. Mayes, Investment Manager
Debbie Laudermilk, Sr. Financial Analyst

RE: Justification of changes to Interlocal Agreement

In conjunction with the proposed Sixth Amendment of the Interlocal Agreement between Travis County Healthcare District and Travis County, Texas, Cash/Investment Management (CIM) recommends changes in the agreement for the following reasons.

AMENDMENTS

1.0 Section 3(a)(i)(C) is amended in its entirety to read as follows:

(C) In exchange for the Services described in Section 3(a)(i)(A) and Section 3(a)(i)(B), and subject to the provisions of Section 8(f), District agrees to pay County the total sum of $60,153.60, paid in monthly amounts of $5,012.80, with the first payment to be made no later than October 31, 2009, and monthly thereafter.

Rationale:
We recommend that Travis County agrees to the increase in the amount paid by the Travis County Healthcare District to Travis County for the services that Travis County Cash Investment Management provides the Healthcare District managing their cash, which includes investing and monitoring the Healthcare District's bank accounts. As the Healthcare District continues to grow, the cash management service provided for them by Travis County CIM also continues to be more time consuming and therefore an increase in the payment is justified.

2.0 Page 2: "Investment Officers" means the Travis County Investment Manager, the Travis County Assistant Investment Manager, **the Cash Investment Management Financial Analyst Senior**, and the Travis County Budget Manager.

Rationale: Approval of the Cash Investment Financial Analyst, Senior to invest and manage cash for the Travis County Healthcare District is provided for in the Travis County Healthcare District Investment and Collateral Policies and Procedures as well as the Travis County Investment Policy. This change simply updates the Interlocal to include the Sr. Financial Analyst.

3.0 Page 11 (iii) Use the **"prudent investor rule"** (replaces prudent person rule) as described in the Travis County Investment Policy to determine whether Investment Officers have exercised prudence with respect to any investment decision;

Rationale: This change follows the changes already approved in the Travis County and Healthcare District Investment Polices. "Prudent investor rule" is a legal doctrine which provides guidance to investment managers regarding the standards for managing an investment portfolio in a legally satisfactory manner. In addition this is a basic investment rule that all professional investors abide by. Basically, prudent investing amounts to a process which one follows. If the process followed in making investment decisions is prudent (based on what is known and not known at that time), then the decisions being made are prudent, regardless of subsequent results.

5.0 Page 11 (iv) Inform the Treasurer of all funds deposited in the District's Depository Bank and follow the recommendation of the Treasurer about collateralization of the District's deposits at the District's Depository Bank that are in excess of the **current dollar amount** (replaces $100,000) that is insured by the Federal Deposit Insurance Corporation; and

Rationale: This change acknowledges that the FDIC currently insures $250,000 through December 31, 2013 and on January 1, 2014, the standard insurance amount will return to $100,000 per depositor for all account categories except certain retirement accounts, which will remain at $250,000 per depositor. This change provides for more flexibility in the agreement and will not make it necessary for the agreement to be changed when the FDIC insurance level changes once again.

SIXTH AMENDMENT OF INTERLOCAL AGREEMENT BETWEEN TRAVIS COUNTY HEALTHCARE DISTRICT AND TRAVIS COUNTY, TEXAS

This Sixth Amendment of Interlocal Agreement (this "Amendment") is entered into between the Travis County Healthcare District (the "District"), a hospital district created under Chapter 281 of the Texas Health & Safety Code, as amended (the "Act"), and Travis County, Texas (the "County"), a political subdivision of the State of Texas.

RECITALS

District and County entered into an Interlocal Agreement regarding services that County would provide District.

District and County desire to amend the Agreement to update the amounts payable for certain Services to ensure that the efficient delivery of health care to eligible residents of the District continues and make other agreed-upon amendments.

IN WITNESS WHEREOF, and in consideration of the premises, the payments to be made by each party to the other hereunder, and the services to be rendered by County, District and County hereby agree as follows:

AMENDMENT

1.0 Section 3(a)(i)(C) is amended in its entirety to now read as follows:

(C) In exchange for the Services described in Section 3(a)(i)(A) and Section 3(a)(i)(B), and subject to the provisions of Section 8(f), District agrees to pay County the total sum of $60,153.60, paid in monthly amounts of $5,012.80, with the first payment to be made no later than October 31, 2009, and monthly thereafter.

2.0 Section 1, Definitions is amended to revise the definition of "Investment Officer" as follows:

means the Travis County Investment Manager, the Travis County Assistant Investment Manager, the Cash Investment Management Financial Analyst Senior and the Travis County Budget Manager.

3.0 Section 4(b)(iii) is amended in its entirety to now read as follows:

(iii) Use the "prudent investor rule" as described in the Travis County Investment Policy to determine whether Investment Officers have exercised prudence with respect to any investment decision;

4.0 Section 4(b)(iv) is amended in its entirety to now read as follows:

(iv) Inform the Treasurer of all funds deposited in the District' s Depository Bank and follow the recommendation of the Treasurer about collateralization of the District's deposits at District's Depository Bank that are in excess of the current dollar amount that is insured by the Federal Deposit Insurance Corporation; and

5.0 Section 3(a)(ix) is amended in its entirety to now read as follows:

(ix) County shall provide legal advice and counsel through the Travis County Attorney's Office in compliance with Texas Health and Safety Code Section 281.056, reimbursable to County up to a cost not-to-exceed $405,880, for Fiscal Year 2010 and each fiscal year thereafter, until amended as allowed by this Agreement. The County Attorney's Office will invoice District monthly for the cost of services. District shall pay the invoice within thirty (30) days of receipt.

6.0 Except as provided herein, all terms, conditions, and provisions of the Agreement, as amended remain unchanged and in full force and effect.

IN WITNESS WHEREOF, this Sixth Amendment has been executed and delivered on behalf of District and County as of the date set forth below by their duly authorized representatives in one or more counterparts, which together shall constitute one agreement.

TRAVIS COUNTY HEALTHCARE DISTRICT

By:_____
Name:_____
Title:_____
Date:_____

TRAVIS COUNTY, TEXAS

By:_____
Name:_____
Title:_____
Date:_____

COPY

Item # 32

TRAVIS COUNTY COMMISSIONERS COURT AGENDA REQUEST

Please consider the following item for **VOTING SESSION**: **September 8, 2009**

A. REQUEST MADE BY: **Sheriff Greg Hamilton**.
(Elected/Appointed Official/Executive Mgr/County Attorney)

REQUESTED TEXT:

To consider and take appropriate action on the continuation of the Sheriff's Office Dispatch Interlocal Agreements with Municipalities for the next fiscal year.

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:

Jim Connolly (County Attorney) 854-9415

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**

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

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

Memorandum

August 26, 2009

To: Honorable Sam Biscoe, County Judge
Honorable Ron Davis, Precinct One Commissioner
Honorable Sarah Eckhardt, Precinct Two Commissioner
Honorable Karen Huber, Precinct Three Commissioner
Honorable Margaret Gomez, Precinct Four Commissioner

From: Paul Knight, Captain PK 8/26

Reference: Dispatch Inter-Local Agreements for the Next Fiscal Year

The Sheriff's Office has received all of the inter-local agreements from the participating municipalities for dispatch services for the upcoming fiscal year. The agreements require the annual acceptance by the Court and signature of Judge Biscoe. This is the fourth year the agreements and fees have been in place.

The Court has previously considered and accepted both versions of the contract currently in use; one that includes the use of mobile data (MDC) and one that does not. Last year Rollingwood, Mustang Ridge, and Jonestown elected to participate in the mobile data program that was made available to them and will continue to do so. Sunset Valley and Manor have submitted the non-MDC version of the contract, though Manor is continuing to explore our mobile data solution for the future. There are no substantive changes in the contracts for the next year.

We appreciate the continued support of the Commissioner's Court in our endeavors to serve all of the citizens of Travis County.

cc: Greg Hamilton, Sheriff
Jim Connolly, Assistant County Attorney

Interlocal Agreement Between Travis County and the City of Manor For Emergency Law Enforcement Dispatch Services

This Agreement is between the following parties: the City of Manor located in Travis County, hereinafter referred to as "City" and Travis County hereinafter referred to as "County".

WHEREAS, City and County have determined that it is mutually beneficial for County to provide emergency law enforcement dispatch services for City; and,

WHEREAS, City and County agree that these services should be provided through the Travis County Sheriff's Office Emergency Communications Center, hereinafter referred to as Emergency Communications Center; and,

WHEREAS, City and County agree that reliable emergency law enforcement dispatch services assists both City and County; and,

WHEREAS, each party to this agreement desires to ensure the provision of emergency law enforcement dispatch services and to enhance the public safety and welfare of the citizens of Travis County; and,

THEREFORE, City and County agree to the following:

1.0 County Performance

1.1 The Travis County Sheriff's Office will provide emergency law enforcement dispatch services to City law enforcement personnel in accordance with the terms and conditions of this Agreement. Services will be provided twenty-four hours per day, seven days per week during the period of this Agreement.

1.2 Not all emergency calls will be dispatched by Travis County Sheriff's Office. Only those calls associated with law enforcement incidents will be directly dispatched by TCSO personnel. Other types of emergency calls, such as fire and emergency medical services, will be routed to other appropriate governmental entities.

1.3 Law enforcement calls will be dispatched in a timely manner once the incident enters the waiting queue in the Computer Aided Dispatch (CAD) system. All calls will be dispatched according to TCSO protocols without regard to jurisdiction.

1.4 TCSO will not dispatch administrative calls, or calls that are requests for services other than law enforcement services. TCSO will refer callers of non-emergency calls to other appropriate numbers as time allows.

1.5 The Travis County Sheriff's Office Emergency Communications Manager is the usual responsible person for handling all complaints and grievances about dispatch performance.

1.6 All non-emergency complaints should be handled during routine business hours of Monday through Friday 8-5. Complaints should be addressed by either the on-duty emergency communications supervisor or the TCSO patrol watch commander.

1.7 The Travis County Sheriff's Office Emergency Communications Manager is responsible for Travis County Sheriff's operations and shall be responsible for overseeing all necessary hardware and software for the operations of the emergency communications center. The Center shall be operated in a manner consistent with TCSO policies and procedures.

1.8 Radio communications protocols have been developed by Travis County Sheriff's Office so that all radio communications occur on a consistent basis. Information concerning these protocols will be made available to qualified personnel from City.

1.9 There will be an initial consultation for configuration of unit identifiers. Thereafter CAD updates will occur only if capacity has been exceeded or if City and the Emergency Communications Manager mutually agree that a change is necessary

1.10 Prioritization of Calls. Procedures for establishing prioritization of calls shall be the responsibility of TCSO. Call priorities shall be equally applied to all governmental jurisdictions or cities.

2.0 City Performance

2.1. City shall supply its personnel with all necessary, authorized equipment needed to provide communications that are compatible with emergency center operations. City shall be responsible for maintaining its equipment.

2.2 City shall adhere to all emergency communications protocols developed by the Travis County Sheriff's Office.

2.3 City shall install and maintain any software necessary to view incidents in the CAD system if they wish to have access for statistical or other purposes.

3.0 Duration of Agreement

3.1 Term. The term of this Agreement shall begin on October 1, 2009, and shall continue through September 30, 2010, unless sooner terminated by either party as provided herein.

3.2 Termination. Either party may terminate this Agreement by giving the other party written notice of its intent to terminate at least 60 days prior to the effective date of the termination.

4.0 Compensation to County.

City shall pay County $121,996 (One Hundred Twenty One Thousand Nine Hundred Ninety Six Dollars) for services rendered pursuant to this Agreement. Payment shall be made by March 15, 2010.

5.0 Access to Records.

Read only access to emergency communications records shall be made available to the governmental jurisdiction via Visinet for purposes of viewing individual incidents and confirming emergency communications CAD numbers. Access to records is limited to web access only and does not constitute a license to use Travis County's CAD system. Only authorized personnel, as determined by TCSO emergency communications personnel, will be granted Visinet access.

6.0 Release of Information

Any TCSO information generated by CAD that is viewed via the internet may not be released for public information purposes or general distribution. CAD access is granted for purposes of viewing incidents associated with governmental jurisdiction for confirmation of dispatch.

7.0 Amendments

This Agreement may not be amended, except in writing and signed by both parties. No official, agent, employee, or representative of Travis County has any authority to alter, amend, or modify the terms of this Agreement, except in accordance with such express authority as may be granted by the Travis County Commissioner's Court.

8.0 **Limitations and Liabilities**

8.1 Nothing in this agreement shall constitute a basis for consideration of an ownership position in Travis County's emergency communications. Participation in this agreement is for service only from the County and does not create any entitlement to an ownership position in the fixed assets of emergency communications. Further, participation does not grant the governmental jurisdiction representation on any boards associated with the operations of the emergency communications center.

8.2 County shall not be liable for any claims, damages, and attorneys fees arising from negligent or wrongful acts of employees of City. In no event shall the County be liable to the City for incidental, consequential, indirect, or punitive damages.

8.3 It is expressly understood and agreed that in the execution of this Agreement, no party waives, nor shall be deemed to have waived, any immunity or defense otherwise available to it against any claims arising out of the exercise of governmental powers and functions.

8.4 Nothing in this Agreement, express or implied, is intended to confer upon any person or entity, other than the parties hereto, any benefits, rights, or remedies under or by reason of this Agreement.

9.0 **Notifications** All notices under this Agreement shall be in writing and may be either hand-delivered or sent by certified mail, postage prepaid, return receipt requested to the following:

County:

Honorable Sam Biscoe (or his successor)
Travis County Judge's Office
314 W. 11th St.
Austin, TX 78701

City:

Manor Police Department
201 East Parsons Drive
Manor, Texas 78653

10.0 **Interlocal Cooperation Act.**

This Agreement is an Interlocal Agreement authorized and governed by the Interlocal Cooperation Act, Chapter 791 of the Texas Government Code. Each Party agrees that in the performance of its respective obligations as set forth in this Agreement, it is carrying out a duly authorized governmental function, which it is authorized to perform individually under the applicable statutes of the State of Texas and/or its charter. The Parties agree that the compensation to be made by City to County as set forth in this Agreement is in an amount intended to fairly compensate County for the services that it provides hereunder.

EXECUTED AS OF THE LATER DATE SET FORTH BELOW.

TRAVIS COUNTY

_____

By: Samuel T. Biscoe
Travis County Judge

Date:_____

CITY OF MANOR

By: Phil Tate

Printed Name: PHIL Tate

Title: City Mgr

Date: 8-24-09

Interlocal Agreement Between Travis County and the City of Rollingwood For Emergency Law Enforcement Dispatch Services

This Agreement is between the following parties: the City of Rollingwood located in Travis County, hereinafter referred to as "City" and Travis County hereinafter referred to as "County".

WHEREAS, City and County have determined that it is mutually beneficial for County to provide emergency law enforcement dispatch services for City; and,

WHEREAS, City and County agree that these services should be provided through the Travis County Sheriff's Office Emergency Communications Center, hereinafter referred to as Emergency Communications Center; and,

WHEREAS, City and County agree that reliable emergency law enforcement dispatch services assists both City and County; and,

WHEREAS, each party to this agreement desires to ensure the provision of emergency law enforcement dispatch services and to enhance the public safety and welfare of the citizens of Travis County; and,

THEREFORE, City and County agree to the following:

1.0 County Performance

1.1 The Travis County Sheriff's Office will provide emergency law enforcement dispatch services to City law enforcement personnel in accordance with the terms and conditions of this Agreement. Services will be provided twenty-four hours per day, seven days per week during the period of this Agreement

1.2 Not all emergency calls will be dispatched by Travis County Sheriff's Office. Only those calls associated with law enforcement incidents will be directly dispatched by TCSO personnel. Other types of emergency calls, such as fire and emergency medical services, will be routed to other appropriate governmental entities.

1.3 Law enforcement calls will be dispatched in a timely manner once the incident enters the waiting queue in the Computer Aided Dispatch (CAD) system. All calls will be dispatched according to TCSO protocols without regard to jurisdiction.

1.4 TCSO will not dispatch administrative calls, or calls that are requests for services other than law enforcement services. TCSO will refer callers of non-emergency calls to other appropriate numbers as time allows.

1.5 The Travis County Sheriff's Office Emergency Communications Manager is the usual responsible person for handling all complaints and grievances about dispatch performance.

1.6 All non-emergency complaints should be handled during routine business hours of Monday through Friday 8-5. Complaints should be addressed by either the on-duty emergency communications supervisor or the TCSO patrol watch commander.

1.7 The Travis County Sheriff's Office Emergency Communications Manager is responsible for Travis County Sheriff's operations and shall be responsible for overseeing all necessary hardware and software for the operations of the emergency communications center. The Center shall be operated in a manner consistent with TCSO policies and procedures.

1.8 Radio communications protocols have been developed by Travis County Sheriff's Office so that all radio communications occur on a consistent basis. Information concerning these protocols will be made available to qualified personnel from City.

1.9 There will be an initial consultation for configuration of unit identifiers. Thereafter CAD updates will occur only if capacity has been exceeded or if City and the Emergency Communications Manager mutually agree that a change is necessary

1.10 Prioritization of Calls. Procedures for establishing prioritization of calls shall be the responsibility of TCSO. Call priorities shall be equally applied to all governmental jurisdictions or cities.

2.0 City Performance

2.1. City shall supply its personnel with all necessary, authorized equipment needed to provide communications that are compatible with emergency center operations. City shall be responsible for maintaining its equipment.

2.2 City shall adhere to all emergency communications protocols developed by the Travis County Sheriff's Office.

2.3 City shall install and maintain any software necessary to view incidents in the CAD system if they wish to have access for statistical or other purposes.

3.0 Duration of Agreement

3.1 Term. The term of this Agreement shall begin on October 1, 2009 and shall continue through September 30, 2010, unless sooner terminated by either party as provided herein.

3.2 Termination. Either party may terminate this Agreement by giving the other party written notice of its intent to terminate at least 60 days prior to the effective date of the termination.

4.0 Mobile Data Computer

4.1 City participation in Mobile Data is beneficial to both the County and the City. Participation in Mobile Data is voluntary. In consideration of the benefits that the County will receive as a result of City's participation in Mobile Data, the County will discount the base amount otherwise payable by City to County for dispatch services by 25% in exchange for City's participation in Mobile Data. If City qualifies for this discount, the discount will be reflected in the base amount to be paid by City as shown in section 5.1. The 25% discount will not apply to billing for parts and/or labor in connection with maintenance of Mobile Data equipment.

4.2 City will provide its own computer and mounting hardware approved by the County. Software installed onto each computer must be approved by the County. Maintenance, service, and installation of mounting hardware and electronics must be performed by a service provider approved by the County.

4.3 The County agrees to provide network connectivity support beyond the public data carrier by making the County Information Technology Help Desk available during normal business hours free of charge.

4.4 Information Technology support on the computer's hardware is the responsibility of the City. The County will provide support to alterations to the County approved software image. The County shall be reimbursed for any direct cost of labor and parts in performing on-going maintenance or service to the computer's image.

4.5 The County shall not increase the service rate for the duration of the annual contract. If either Party terminates this Agreement, the County has the right to receive payment for all parts, labor, or additional services provided before the effective date of termination.

5.0 Compensation to County.

5.1 Base Payment for Dispatch Services. City shall pay County a base amount of $ 8,490 (Eight Thousand Four Hundred Ninety Dollars) for dispatch services rendered pursuant to this Agreement. Payment of this base amount shall be made by March 15, 2010.

5.2 Costs of IT Support for Mobile Data. City will pay the County on a timely basis for parts and labor on Mobile Computer Maintenance Services rendered at the following rates:

Hourly labor at $55.00 per hour for work performed during "normal business times," which are from 7:30 a.m. until 5:00 p.m. on Monday through Friday. Service Call vehicle trip charge of $25.00 per trip will be applied. Any additional costs associated with Information Technology support will be billed bi-annually.

6.0 Access To Records.

Read only access to emergency communications records shall be made available to the governmental jurisdiction via Visinet for purposes of viewing individual incidents and confirming emergency communications CAD numbers. Access to records is limited to web access only and does not constitute a license to use Travis County's CAD system. Only authorized personnel, as determined by TCSO emergency communications personnel, will be granted Visinet access.

7.0 Release of Information

Any TCSO information generated by CAD that is viewed via the internet may not be released for public information purposes or general distribution. CAD access is granted for purposes of viewing incidents associated with governmental jurisdiction for confirmation of dispatch.

8.0 Amendments

This Agreement may not be amended, except in writing and signed by both parties. No official, agent, employee, or representative of Travis County has any authority to alter, amend, or modify the terms of this Agreement, except in accordance with such express authority as may be granted by the Travis County Commissioner's Court.

9.0 **Limitations and Liabilities**

9.1 Nothing in this agreement shall constitute a basis for consideration of an ownership position in Travis County's emergency communications. Participation in this agreement is for service only from the County and does not create any entitlement to an ownership position in the fixed assets of emergency communications. Further, participation does not grant the governmental jurisdiction representation on any boards associated with the operations of the emergency communications center.

9.2 County shall not be liable for any claims, damages, and attorneys fees arising from negligent or wrongful acts of employees of City. In no event shall the County be liable to the City for incidental, consequential, indirect, or punitive damages.

9.3 It is expressly understood and agreed that in the execution of this Agreement, no party waives, nor shall be deemed to have waived, any immunity or defense otherwise available to it against any claims arising out of the exercise of governmental powers and functions.

9.4 Nothing in this Agreement, express or implied, is intended to confer upon any person or entity, other than the parties hereto, any benefits, rights, or remedies under or by reason of this Agreement.

10.0 **Notifications** All notices under this Agreement shall be in writing and may be either hand-delivered or sent by certified mail, postage prepaid, return receipt requested to the following:

County:

Honorable Sam Biscoe (or his successor)
Travis County Judge's Office
314 W. 11th St.
Austin, TX 78701

City:

Rollingwood Police Department
403 Nixon Drive
Austin, Texas 78746

10.0 **Interlocal Cooperation Act.**

This Agreement is an Interlocal Agreement authorized and governed by the Interlocal Cooperation Act, Chapter 791 of the Texas Government Code. Each Party agrees that in the performance of its respective obligations as set forth in this Agreement, it is carrying out a duly authorized governmental function, which it is authorized to perform individually under the applicable statutes of the State of Texas and/or its charter. The Parties agree that the compensation to be made by City to County as set forth in this Agreement is in an amount intended to fairly compensate County for the services that it provides hereunder.

EXECUTED AS OF THE LATER DATE SET FORTH BELOW.

TRAVIS COUNTY

_____

By: Samuel T. Biscoe
Travis County Judge

Date:_____

CITY OF ROLLINGWOOD

By: _____

Printed Name: Dayne Pryor

Title: CHIEF OF POLICE

Date: 7-27-09

Interlocal Agreement Between Travis County and the City of Sunset Valley For Emergency Law Enforcement Dispatch Services

This Agreement is between the following parties: the City of Sunset Valley located in Travis County, hereinafter referred to as "City" and Travis County hereinafter referred to as "County".

WHEREAS, City and County have determined that it is mutually beneficial for County to provide emergency law enforcement dispatch services for City; and,

WHEREAS, City and County agree that these services should be provided through the Travis County Sheriff's Office Emergency Communications Center, hereinafter referred to as Emergency Communications Center; and,

WHEREAS, City and County agree that reliable emergency law enforcement dispatch services assists both City and County; and,

WHEREAS, each party to this agreement desires to ensure the provision of emergency law enforcement dispatch services and to enhance the public safety and welfare of the citizens of Travis County; and,

THEREFORE, City and County agree to the following:

1.0 County Performance

1.1 The Travis County Sheriff's Office will provide emergency law enforcement dispatch services to City law enforcement personnel in accordance with the terms and conditions of this Agreement. Services will be provided twenty-four hours per day, seven days per week during the period of this Agreement.

1.2 Not all emergency calls will be dispatched by Travis County Sheriff's Office. Only those calls associated with law enforcement incidents will be directly dispatched by TCSO personnel. Other types of emergency calls, such as fire and emergency medical services, will be routed to other appropriate governmental entities.

1.3 Law enforcement calls will be dispatched in a timely manner once the incident enters the waiting queue in the Computer Aided Dispatch (CAD) system. All calls will be dispatched according to TCSO protocols without regard to jurisdiction.

1.4 TCSO will not dispatch administrative calls, or calls that are requests for services other than law enforcement services. TCSO will refer callers of non-emergency calls to other appropriate numbers as time allows.

1.5 The Travis County Sheriff's Office Emergency Communications Manager is the usual responsible person for handling all complaints and grievances about dispatch performance.

1.6 All non-emergency complaints should be handled during routine business hours of Monday through Friday 8-5. Complaints should be addressed by either the on-duty emergency communications supervisor or the TCSO patrol watch commander.

1.7 The Travis County Sheriff's Office Emergency Communications Manager is responsible for Travis County Sheriff's operations and shall be responsible for overseeing all necessary hardware and software for the operations of the emergency communications center. The Center shall be operated in a manner consistent with TCSO policies and procedures.

1.8 Radio communications protocols have been developed by Travis County Sheriff's Office so that all radio communications occur on a consistent basis. Information concerning these protocols will be made available to qualified personnel from City.

1.9 There will be an initial consultation for configuration of unit identifiers. Thereafter CAD updates will occur only if capacity has been exceeded or if City and the Emergency Communications Manager mutually agree that a change is necessary

1.10 Prioritization of Calls. Procedures for establishing prioritization of calls shall be the responsibility of TCSO. Call priorities shall be equally applied to all governmental jurisdictions or cities.

2.0 City Performance

2.1. City shall supply its personnel with all necessary, authorized equipment needed to provide communications that are compatible with emergency center operations. City shall be responsible for maintaining its equipment.

2.2 City shall adhere to all emergency communications protocols developed by the Travis County Sheriff's Office.

2.3 City shall install and maintain any software necessary to view incidents in the CAD system if they wish to have access for statistical or other purposes.

3.0 Duration of Agreement

3.1 Term. The term of this Agreement shall begin on October 1, 2009, and shall continue through September 30, 2010, unless sooner terminated by either party as provided herein.

3.2 Termination. Either party may terminate this Agreement by giving the other party written notice of its intent to terminate at least 60 days prior to the effective date of the termination.

4.0 Compensation to County.

City shall pay County $46,672 (Forty Six Thousand Six Hundred Seventy Two Dollars) for services rendered pursuant to this Agreement. Payment shall be made by March 15, 2010.

5.0 Access to Records.

Read only access to emergency communications records shall be made available to the governmental jurisdiction via Visinet for purposes of viewing individual incidents and confirming emergency communications CAD numbers. Access to records is limited to web access only and does not constitute a license to use Travis County's CAD system. Only authorized personnel, as determined by TCSO emergency communications personnel, will be granted Visinet access.

6.0 Release of Information

Any TCSO information generated by CAD that is viewed via the internet may not be released for public information purposes or general distribution. CAD access is granted for purposes of viewing incidents associated with governmental jurisdiction for confirmation of dispatch.

7.0 Amendments

This Agreement may not be amended, except in writing and signed by both parties. No official, agent, employee, or representative of Travis County has any authority to alter, amend, or modify the terms of this Agreement, except in accordance with such express authority as may be granted by the Travis County Commissioner's Court.

8.0 **Limitations and Liabilities**

8.1 Nothing in this agreement shall constitute a basis for consideration of an ownership position in Travis County's emergency communications. Participation in this agreement is for service only from the County and does not create any entitlement to an ownership position in the fixed assets of emergency communications. Further, participation does not grant the governmental jurisdiction representation on any boards associated with the operations of the emergency communications center.

8.2 County shall not be liable for any claims, damages, and attorneys fees arising from negligent or wrongful acts of employees of City. In no event shall the County be liable to the City for incidental, consequential, indirect, or punitive damages.

8.3 It is expressly understood and agreed that in the execution of this Agreement, no party waives, nor shall be deemed to have waived, any immunity or defense otherwise available to it against any claims arising out of the exercise of governmental powers and functions.

8.4 Nothing in this Agreement, express or implied, is intended to confer upon any person or entity, other than the parties hereto, any benefits, rights, or remedies under or by reason of this Agreement.

9.0 **Notifications** All notices under this Agreement shall be in writing and may be either hand-delivered or sent by certified mail, postage prepaid, return receipt requested to the following:

County:

Honorable Sam Biscoe (or his successor)
Travis County Judge's Office
314 W. 11th St.
Austin, TX 78701

City:

Sunset Valley Police Department
2 Lone Oak Trail
Austin, Texas 78745

10.0 **Interlocal Cooperation Act.**

This Agreement is an Interlocal Agreement authorized and governed by the Interlocal Cooperation Act, Chapter 791 of the Texas Government Code. Each Party agrees that in the performance of its respective obligations as set forth in this Agreement, it is carrying out a duly authorized governmental function, which it is authorized to perform individually under the applicable statutes of the State of Texas and/or its charter. The Parties agree that the compensation to be made by City to County as set forth in this Agreement is in an amount intended to fairly compensate County for the services that it provides hereunder.

EXECUTED AS OF THE LATER DATE SET FORTH BELOW.

TRAVIS COUNTY

_____

By: Samuel T. Biscoe
Travis County Judge

Date:_____

CITY OF SUNSET VALLEY

By: _____

Printed Name: TRISHA Houston

Title: Chief of Police

Date: 8-18-09

Interlocal Agreement Between Travis County and the City of Jonestown For Emergency Law Enforcement Dispatch Services

This Agreement is between the following parties: the City of Jonestown located in Travis County, hereinafter referred to as "City" and Travis County hereinafter referred to as "County".

WHEREAS, City and County have determined that it is mutually beneficial for County to provide emergency law enforcement dispatch services for City; and,

WHEREAS, City and County agree that these services should be provided through the Travis County Sheriff's Office Emergency Communications Center, hereinafter referred to as Emergency Communications Center; and,

WHEREAS, City and County agree that reliable emergency law enforcement dispatch services assists both City and County; and,

WHEREAS, each party to this agreement desires to ensure the provision of emergency law enforcement dispatch services and to enhance the public safety and welfare of the citizens of Travis County; and,

THEREFORE, City and County agree to the following:

1.0 County Performance

1.1 The Travis County Sheriff's Office will provide emergency law enforcement dispatch services to City law enforcement personnel in accordance with the terms and conditions of this Agreement. Services will be provided twenty-four hours per day, seven days per week during the period of this Agreement

1.2 Not all emergency calls will be dispatched by Travis County Sheriff's Office. Only those calls associated with law enforcement incidents will be directly dispatched by TCSO personnel. Other types of emergency calls, such as fire and emergency medical services, will be routed to other appropriate governmental entities.

1.3 Law enforcement calls will be dispatched in a timely manner once the incident enters the waiting queue in the Computer Aided Dispatch (CAD) system. All calls will be dispatched according to TCSO protocols without regard to jurisdiction.

1.4 TCSO will not dispatch administrative calls, or calls that are requests for services other than law enforcement services. TCSO will refer callers of non-emergency calls to other appropriate numbers as time allows.

1.5 The Travis County Sheriff's Office Emergency Communications Manager is the usual responsible person for handling all complaints and grievances about dispatch performance.

1.6 All non-emergency complaints should be handled during routine business hours of Monday through Friday 8-5. Complaints should be addressed by either the on-duty emergency communications supervisor or the TCSO patrol watch commander.

1.7 The Travis County Sheriff's Office Emergency Communications Manager is responsible for Travis County Sheriff's operations and shall be responsible for overseeing all necessary hardware and software for the operations of the emergency communications center. The Center shall be operated in a manner consistent with TCSO policies and procedures.

1.8 Radio communications protocols have been developed by Travis County Sheriff's Office so that all radio communications occur on a consistent basis. Information concerning these protocols will be made available to qualified personnel from City.

1.9 There will be an initial consultation for configuration of unit identifiers. Thereafter CAD updates will occur only if capacity has been exceeded or if City and the Emergency Communications Manager mutually agree that a change is necessary

1.10 Prioritization of Calls. Procedures for establishing prioritization of calls shall be the responsibility of TCSO. Call priorities shall be equally applied to all governmental jurisdictions or cities.

2.0 City Performance

2.1. City shall supply its personnel with all necessary, authorized equipment needed to provide communications that are compatible with emergency center operations. City shall be responsible for maintaining its equipment.

2.2 City shall adhere to all emergency communications protocols developed by the Travis County Sheriff's Office.

2.3 City shall install and maintain any software necessary to view incidents in the CAD system if they wish to have access for statistical or other purposes.

3.0 Duration of Agreement

3.1 Term. The term of this Agreement shall begin on October 1, 2009 and shall continue through September 30, 2010, unless sooner terminated by either party as provided herein.

3.2 Termination. Either party may terminate this Agreement by giving the other party written notice of its intent to terminate at least 60 days prior to the effective date of the termination.

4.0 Mobile Data Computer

4.1 City participation in Mobile Data is beneficial to both the County and the City. Participation in Mobile Data is voluntary. In consideration of the benefits that the County will receive as a result of City's participation in Mobile Data, the County will discount the base amount otherwise payable by City to County for dispatch services by 25% in exchange for City's participation in Mobile Data. If City qualifies for this discount, the discount will be reflected in the base amount to be paid by City as shown in section 5.1. The 25% discount will not apply to billing for parts and/or labor in connection with maintenance of Mobile Data equipment.

4.2 City will provide its own computer and mounting hardware approved by the County. Software installed onto each computer must be approved by the County. Maintenance, service, and installation of mounting hardware and electronics must be performed by a service provider approved by the County.

4.3 The County agrees to provide network connectivity support beyond the public data carrier by making the County Information Technology Help Desk available during normal business hours free of charge.

4.4 Information Technology support on the computer's hardware is the responsibility of the City. The County will provide support to alterations to the County approved software image. The County shall be reimbursed for any direct cost of labor and parts in performing on-going maintenance or service to the computer's image.

4.5 The County shall not increase the service rate for the duration of the annual contract. If either Party terminates this Agreement, the County has the right to receive payment for all parts, labor, or additional services provided before the effective date of termination.

5.0 Compensation to County.

5.1 Base Payment for Dispatch Services. City shall pay County a base amount of $ 20,621 (Twenty Thousand Six Hundred Twenty One Dollars) for dispatch services rendered pursuant to this Agreement. Payment of this base amount shall be made by March 15, 2010.

5.2 Costs of IT Support for Mobile Data. City will pay the County on a timely basis for parts and labor on Mobile Computer Maintenance Services rendered at the following rates:

Hourly labor at $55.00 per hour for work performed during "normal business times," which are from 7:30 a.m. until 5:00 p.m. on Monday through Friday. Service Call vehicle trip charge of $25.00 per trip will be applied. Any additional costs associated with Information Technology support will be billed bi-annually.

6.0 Access To Records.

Read only access to emergency communications records shall be made available to the governmental jurisdiction via Visinet for purposes of viewing individual incidents and confirming emergency communications CAD numbers. Access to records is limited to web access only and does not constitute a license to use Travis County's CAD system. Only authorized personnel, as determined by TCSO emergency communications personnel, will be granted Visinet access.

7.0 Release of Information

Any TCSO information generated by CAD that is viewed via the internet may not be released for public information purposes or general distribution. CAD access is granted for purposes of viewing incidents associated with governmental jurisdiction for confirmation of dispatch.

8.0 Amendments

This Agreement may not be amended, except in writing and signed by both parties. No official, agent, employee, or representative of Travis County has any authority to alter, amend, or modify the terms of this Agreement, except in accordance with such express authority as may be granted by the Travis County Commissioner's Court.

9.0 **Limitations and Liabilities**

9.1 Nothing in this agreement shall constitute a basis for consideration of an ownership position in Travis County's emergency communications. Participation in this agreement is for service only from the County and does not create any entitlement to an ownership position in the fixed assets of emergency communications. Further, participation does not grant the governmental jurisdiction representation on any boards associated with the operations of the emergency communications center.

9.2 County shall not be liable for any claims, damages, and attorneys fees arising from negligent or wrongful acts of employees of City. In no event shall the County be liable to the City for incidental, consequential, indirect, or punitive damages.

9.3 It is expressly understood and agreed that in the execution of this Agreement, no party waives, nor shall be deemed to have waived, any immunity or defense otherwise available to it against any claims arising out of the exercise of governmental powers and functions.

9.4 Nothing in this Agreement, express or implied, is intended to confer upon any person or entity, other than the parties hereto, any benefits, rights, or remedies under or by reason of this Agreement.

10.0 **Notifications** All notices under this Agreement shall be in writing and may be either hand-delivered or sent by certified mail, postage prepaid, return receipt requested to the following:

County:

Honorable Sam Biscoe (or his successor)
Travis County Judge's Office
314 W. 11th St.
Austin, TX 78701

City:

Jonestown Police Department
18310 B Park Drive
Jonestown, Texas 78645

10.0 **Interlocal Cooperation Act.**

This Agreement is an Interlocal Agreement authorized and governed by the Interlocal Cooperation Act, Chapter 791 of the Texas Government Code. Each Party agrees that in the performance of its respective obligations as set forth in this Agreement, it is carrying out a duly authorized governmental function, which it is authorized to perform individually under the applicable statutes of the State of Texas and/or its charter. The Parties agree that the compensation to be made by City to County as set forth in this Agreement is in an amount intended to fairly compensate County for the services that it provides hereunder.

EXECUTED AS OF THE LATER DATE SET FORTH BELOW.

TRAVIS COUNTY

_____

By: Samuel T. Biscoe
Travis County Judge

Date:_____

CITY OF JONESTOWN

By: Deane Armstrong

Printed Name: DEANE ARMSTRONG

Title: MAYOR

Date: 7-30-09

Interlocal Agreement Between Travis County and the City of Mustang Ridge For Emergency Law Enforcement Dispatch Services

This Agreement is between the following parties: the City of Mustang Ridge located in Travis County, hereinafter referred to as "City" and Travis County hereinafter referred to as "County".

WHEREAS, City and County have determined that it is mutually beneficial for County to provide emergency law enforcement dispatch services for City; and,

WHEREAS, City and County agree that these services should be provided through the Travis County Sheriff's Office Emergency Communications Center, hereinafter referred to as Emergency Communications Center; and,

WHEREAS, City and County agree that reliable emergency law enforcement dispatch services assists both City and County; and,

WHEREAS, each party to this agreement desires to ensure the provision of emergency law enforcement dispatch services and to enhance the public safety and welfare of the citizens of Travis County; and,

THEREFORE, City and County agree to the following:

1.0 County Performance

1.1 The Travis County Sheriff's Office will provide emergency law enforcement dispatch services to City law enforcement personnel in accordance with the terms and conditions of this Agreement. Services will be provided twenty-four hours per day, seven days per week during the period of this Agreement

1.2 Not all emergency calls will be dispatched by Travis County Sheriff's Office. Only those calls associated with law enforcement incidents will be directly dispatched by TCSO personnel. Other types of emergency calls, such as fire and emergency medical services, will be routed to other appropriate governmental entities.

1.3 Law enforcement calls will be dispatched in a timely manner once the incident enters the waiting queue in the Computer Aided Dispatch (CAD) system. All calls will be dispatched according to TCSO protocols without regard to jurisdiction.

1.4 TCSO will not dispatch administrative calls, or calls that are requests for services other than law enforcement services. TCSO will refer callers of non-emergency calls to other appropriate numbers as time allows.

1.5 The Travis County Sheriff's Office Emergency Communications Manager is the usual responsible person for handling all complaints and grievances about dispatch performance.

1.6 All non-emergency complaints should be handled during routine business hours of Monday through Friday 8-5. Complaints should be addressed by either the on-duty emergency communications supervisor or the TCSO patrol watch commander.

1.7 The Travis County Sheriff's Office Emergency Communications Manager is responsible for Travis County Sheriff's operations and shall be responsible for overseeing all necessary hardware and software for the operations of the emergency communications center. The Center shall be operated in a manner consistent with TCSO policies and procedures.

1.8 Radio communications protocols have been developed by Travis County Sheriff's Office so that all radio communications occur on a consistent basis. Information concerning these protocols will be made available to qualified personnel from City.

1.9 There will be an initial consultation for configuration of unit identifiers. Thereafter CAD updates will occur only if capacity has been exceeded or if City and the Emergency Communications Manager mutually agree that a change is necessary

1.10 Prioritization of Calls. Procedures for establishing prioritization of calls shall be the responsibility of TCSO. Call priorities shall be equally applied to all governmental jurisdictions or cities.

2.0 City Performance

2.1. City shall supply its personnel with all necessary, authorized equipment needed to provide communications that are compatible with emergency center operations. City shall be responsible for maintaining its equipment.

2.2 City shall adhere to all emergency communications protocols developed by the Travis County Sheriff's Office.

2.3 City shall install and maintain any software necessary to view incidents in the CAD system if they wish to have access for statistical or other purposes.

3.0 Duration of Agreement

3.1 Term. The term of this Agreement shall begin on October 1, 2009 and shall continue through September 30, 2010, unless sooner terminated by either party as provided herein.

3.2 Termination. Either party may terminate this Agreement by giving the other party written notice of its intent to terminate at least 60 days prior to the effective date of the termination.

4.0 Mobile Data Computer

4.1 City participation in Mobile Data is beneficial to both the County and the City. Participation in Mobile Data is voluntary. In consideration of the benefits that the County will receive as a result of City's participation in Mobile Data, the County will discount the base amount otherwise payable by City to County for dispatch services by 25% in exchange for City's participation in Mobile Data. If City qualifies for this discount, the discount will be reflected in the base amount to be paid by City as shown in section 5.1. The 25% discount will not apply to billing for parts and/or labor in connection with maintenance of Mobile Data equipment.

4.2 City will provide its own computer and mounting hardware approved by the County. Software installed onto each computer must be approved by the County. Maintenance, service, and installation of mounting hardware and electronics must be performed by a service provider approved by the County.

4.3 The County agrees to provide network connectivity support beyond the public data carrier by making the County Information Technology Help Desk available during normal business hours free of charge.

4.4 Information Technology support on the computer's hardware is the responsibility of the City. The County will provide support to alterations to the County approved software image. The County shall be reimbursed for any direct cost of labor and parts in performing on-going maintenance or service to the computer's image.

4.5 The County shall not increase the service rate for the duration of the annual contract. If either Party terminates this Agreement, the County has the right to receive payment for all parts, labor, or additional services provided before the effective date of termination.

5.0 Compensation to County.

5.1 Base Payment for Dispatch Services. City shall pay County a base amount of $ 13,516 (Thirteen Thousand Five Hundred Sixteen Dollars) for dispatch services rendered pursuant to this Agreement. Payment of this base amount shall be made by March 15, 2010.

5.2 Costs of IT Support for Mobile Data. City will pay the County on a timely basis for parts and labor on Mobile Computer Maintenance Services rendered at the following rates:

Hourly labor at $55.00 per hour for work performed during "normal business times," which are from 7:30 a.m. until 5:00 p.m. on Monday through Friday. Service Call vehicle trip charge of $25.00 per trip will be applied. Any additional costs associated with Information Technology support will be billed bi-annually.

6.0 Access To Records.

Read only access to emergency communications records shall be made available to the governmental jurisdiction via Visinet for purposes of viewing individual incidents and confirming emergency communications CAD numbers. Access to records is limited to web access only and does not constitute a license to use Travis County's CAD system. Only authorized personnel, as determined by TCSO emergency communications personnel, will be granted Visinet access.

7.0 Release of Information

Any TCSO information generated by CAD that is viewed via the internet may not be released for public information purposes or general distribution. CAD access is granted for purposes of viewing incidents associated with governmental jurisdiction for confirmation of dispatch.

8.0 Amendments

This Agreement may not be amended, except in writing and signed by both parties. No official, agent, employee, or representative of Travis County has any authority to alter, amend, or modify the terms of this Agreement, except in accordance with such express authority as may be granted by the Travis County Commissioner's Court.

9.0 **Limitations and Liabilities**

9.1 Nothing in this agreement shall constitute a basis for consideration of an ownership position in Travis County's emergency communications. Participation in this agreement is for service only from the County and does not create any entitlement to an ownership position in the fixed assets of emergency communications. Further, participation does not grant the governmental jurisdiction representation on any boards associated with the operations of the emergency communications center.

9.2 County shall not be liable for any claims, damages, and attorneys fees arising from negligent or wrongful acts of employees of City. In no event shall the County be liable to the City for incidental, consequential, indirect, or punitive damages.

9.3 It is expressly understood and agreed that in the execution of this Agreement, no party waives, nor shall be deemed to have waived, any immunity or defense otherwise available to it against any claims arising out of the exercise of governmental powers and functions.

9.4 Nothing in this Agreement, express or implied, is intended to confer upon any person or entity, other than the parties hereto, any benefits, rights, or remedies under or by reason of this Agreement.

10.0 **Notifications** All notices under this Agreement shall be in writing and may be either hand-delivered or sent by certified mail, postage prepaid, return receipt requested to the following:

County:

Honorable Sam Biscoe (or his successor)
Travis County Judge's Office
314 W. 11th St.
Austin, TX 78701

City:

Mustang Ridge Police Department
12800 S. Highway 183
Mustang Ridge, Texas 78610

10.0 **Interlocal Cooperation Act.**

This Agreement is an Interlocal Agreement authorized and governed by the Interlocal Cooperation Act, Chapter 791 of the Texas Government Code. Each Party agrees that in the performance of its respective obligations as set forth in this Agreement, it is carrying out a duly authorized governmental function, which it is authorized to perform individually under the applicable statutes of the State of Texas and/or its charter. The Parties agree that the compensation to be made by City to County as set forth in this Agreement is in an amount intended to fairly compensate County for the services that it provides hereunder.

EXECUTED AS OF THE LATER DATE SET FORTH BELOW.

TRAVIS COUNTY

_____

By: Samuel T. Biscoe
Travis County Judge

Date:_____

CITY OF MUSTANG RIDGE

By: Michael Gonzales

Printed Name: Michael Gonzales

Title: Chief of Police

Date: 7/14/09

Last Updated 09-03-09 at 4:52pm

Item # 33

RECEIVED COUNTY JUDGE'S OFFICE 09 SEP 1 PM 3:08

Travis County Commissioners' Court Agenda Request

Meeting Date: September 8, 2009

I. A. Requestor: DEECE ECKSTEIN, IGR Phone # 854-9754

B. Specific Agenda Wording:

CONSIDER AND TAKE APPROPRIATE ACTION ON INTERGOVERNMENTAL ACTIVITIES REGARDING FUNDING UNDER THE AMERICAN RECOVERY AND REINVESTMENT ACT OF 2009 (ARRA), INCLUDING:

A. RECEIVE BRIEFING ON ACTIVITIES OF THE INTERGOVERNMENTAL STEERING COMMITTEE AND WORKGROUPS TO DATE, AND
B. ADOPT RESOLUTION ENCOURAGING TRAVIS COUNTY PARTICIPATION IN COLLABORATIVE EFFORTS TO IDENTIFY AND SECURE ARRA FUNDING.

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:

Rodney Rhoades, Executive Manager
Planning and Budget Office
Phone: 854-9106
Email: rodney.rhoades@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 # _____

Danny Hobby, Executive Manager
Emergency Medical Services
Phone: 854-4416
Email: danny.hobby@co.travis.tx.us

Joe Gieselman, 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.JEFFERIES@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
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.

Last Updated 09-03-09 at 4:52pm

Item # 34

Travis County Commissioners Court Agenda Request

Meeting Date: September 8, 2009

I. A. Requestor: Commissioner Precinct 3 Phone # 854-9333

B. Specific Agenda Wording:

CONSIDER AND TAKE APPROPRIATE ACTION ON THE APPONTMENT OF PHILIP W. BARNES TO THE TRAVIS COUNTY HOUSING AUTHORITY BOARD.

C. Sponsor: Karen Huber
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.

Harvey Davis 854-4743	
Travis County Housing Auth. 480-8245	

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

RECEIVED
COUNTY JUDGE'S OFFICE
09 SEP -1 PM 6:04

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.

PHILIP W. BARNES, Ph.D.

Philip W. Barnes' career spans 40 years of work in public policy research and consulting, in public service as an administrator and regulator, and in the ownership and management of regulated businesses. As a consultant, his clients have included corporate, commercial, and business firms as well as agencies of state and local government. He is the principal of P.W. Barnes & Co., through which he provides consulting services today.

Since January of 1992, Barnes has been actively involved in the business of insurance. He has held management positions and ownership interests in small insurance companies, retail agencies, and insurance management and servicing organizations. He has also served the insurance industry as a member of the board of trustees of the Insurance Council of Texas. He currently serves as a member of the ICT Windstorm Advisory Committee; as a member of the board of directors of the Texas Medical Liability Insurance Underwriting Association; and chairman of the JUA Investment Committee.

In January of 1991, Barnes was appointed Commissioner of Insurance of the State of Texas, and held that post until he resigned to return to private practice, effective December 31, 1991. The Commissioner, who was appointed by and reported to the State Board of Insurance, was the chief executive officer of the Texas Department of Insurance. The Department had a staff of more than 1,500 people, and an annual operating budget of approximately $45 million. During his tenure Barnes was instrumental in the development of legislation reforming insurance regulation in Texas; in the privatization of liquidation functions; and in the development of new management systems. Barnes believes his most important work as Commissioner led to the passage of legislation establishing the Texas Workers Compensation Insurance Fund, which became the Texas Mutual Insurance Company.

In 1978, Barnes joined the international public accounting and management consulting firm of Peat, Marwick, Mitchell & Co. (now KPMG). He was elected to the partnership in 1980, and served as the firm's Regional Industry Director for Government Services from 1982 until his appointment as Commissioner of Insurance in 1991. As the Regional Industry Director, he had oversight responsibility for the firm's services to state and local governments in a six state area -- Texas, New Mexico, Colorado, Oklahoma, Arkansas, and Louisiana. Barnes also served as a member of the Firm's Prospective Reporting Committee, which established standards governing the preparation of financial projections and forecasts often used by clients to raise funds in the capital or credit markets. He was instrumental in expanding the prospective reporting practice in the Southwest, especially in support of tax-exempt bond offerings to finance low and moderate-income housing.

From 1973 to 1978, Barnes was a principal in Barnes & Co., a governmental consulting firm with offices in Austin and Little Rock, Arkansas. The firm management consulting services in the area of organization, staffing, and work processing for municipal, county, regional, and state governments.

Barnes was executive director of the Texas Advisory Commission on Intergovernmental Relations, a blue ribbon state agency with a distinguished record of research in public policy issues facing state and local governments; from 1972 to 1973, he served as the Commission's director of research. During his tenure, the Texas ACIR published studies dealing with public education, public health, public housing, water quality planning and management, public finance, and constitutional revision, among others.

ACADEMIC EXPERIENCE

Barnes was research associate in the Institute of Public Affairs and the Lyndon B. Johnson School of Public Affairs, The University of Texas at Austin from 1966 to 1972. His research and subsequent publications focused on issues of state and local government.

Since leaving the Lyndon B. Johnson School of Public Affairs in 1972, Barnes has been invited to teach as a visiting member of the faculty at the university level. He taught one upper division class in public

administration at Southwest Texas State University (now Texas State University). On four other occasions he taught a graduate class in public administration and management at the Lyndon B. Johnson School of Public Affairs.

EDUCATION

Barnes holds B.A. (1964) and M.A. (1966) degrees from North Texas State University (now the University of North Texas), and a Ph.D. (1973) from The University of Texas at Austin. Each degree was in government with a minor in economics. He also holds General Lines and Managing General Agency property and casualty insurance licenses.

CHURCH AND COMMUNITY SERVICE

Over the last 40 years, Barnes has held numerous positions of responsibility in the Austin community. He currently serves as a trustee emeritus of Austin Lyric Opera and a member of the City of Rollingwood Utility Commission.

He and his family have also been active in the Westlake Hills Presbyterian Church. He has served as an elder, as a member of the Pastor Nominating Committee; as moderator of Mission Presbytery in 1987 and 2005; and as a commissioner to the 199th and the 211th General Assembly of the Presbyterian Church (USA). He has also served as a member of the boards of trustees of Presbyterian Mo-Ranch Assembly and the Texas Presbyterian Foundation.

PERSONAL

Barnes is married to Patricia Thomas Barnes, an Austin attorney in the private practice of tax and estate law. They have five children and eleven grandchildren.

#35

Travis County Commissioners Court Agenda Request

Voting Session 09/08/09 (Date) Working Session _____ (Date)

I. A. Request made by: **COUNTY ATTORNEY (Tim Labadie)** Phone: **854-5864**

Signature of Elected Official/Appointed Official/Executive Manager/County Attorney

B. Requested Text:

Consider and take appropriate action concerning the settlement offer regarding charges for STAR Flight services rendered to Gerald Pouliotte (Executive Session also, pursuant to Tex. Gov't Code § 551.071(1)(B)).

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 for 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.

Danny Hobby 854-9367

RECEIVED
COUNTY JUDGE'S OFFICE
09 AUG 31 PM 2:04

III. Required Authorizations: Please check if applicable:

A. 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

B. Human Resources Department (854-9165)

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

C. Purchasing Office

_____ Bid, Purchase Contract, Request for Proposal, Procurement

D. 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.

38

Travis County Commissioners Court Agenda Request

Voting Session **09/08/09** (Date) Working Session **09/08/09** (Date)

I. A. Request made by: **COUNTY ATTORNEY SET** Phone # **854-9513**

Signature of Elected Official/Appointed Official/Executive Manager/County Attorney

B. Requested Text:

RECEIVE LEGAL BRIEFING FROM COUNTY ATTORNEY AND AUTHORIZE COUNTY ATTORNEY TO ACCEPT, REJECT OR COUNTER SETTLEMENT OFFER AND/OR TAKE APPROPRIATE ACTION IN CLAIM FILED BY KATHRYN WINKFEIN (EXECUTIVE SESSION ALSO, PURSUANT TO TEX. GOVT. CODE ANN., SECTIONS 551.071(1)(A) AND 551.071(1)(B)).

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 for 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.

Constable Richard McCain, 854-2100
Dan Mansour, Risk Management, 854-9499

III. Required Authorizations: Please check if applicable:

RECEIVED
COUNTY JUDGE'S OFFICE
09 SEP - 2 AM 11:06

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

_____ 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 12:00 PM on Wednesday for the following week's meeting. Late or incomplete requests may be deferred to the next subsequent meeting.

Last Updated 09-03-09 at 4:52pm

39

TRAVIS COUNTY COMMISSIONERS COURT AGENDA REQUEST

VOTING SESSION 09/08/09 (DATE)

WORKING SESSION 09/08/09 (DATE)

I. A. REQUEST MADE BY: COUNTY ATTORNEY EAC PHONE # 854-9513

SIGNATURE OF ELECTED OFFICIAL/APPOINTED OFFICIAL/EXECUTIVE MANAGER/COUNTY ATTORNEY

B. REQUESTED TEXT:

EAC

RECEIVE BRIEFING FROM COUNTY ATTORNEY AND/OR TAKE APPROPRIATE ACTION IN SETTLEMENT OFFER ON ATTORNEY'S FEES; **IN *RELIABLE CONSULTANTS, INC., D/B/A DREAMERS v. RONNIE EARLE, ET AL* NO. A-0-CA-086-LY** (REQUESTED BY COUNTY ATTORNEY) (EXECUTIVE SESSION ALSO, PURSUANT TO TEX. GOV'T. CODE ANN SECTION 551.071 (1) (A) AND 551.071 (1) (B))

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 FOR 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.

DAN MANSOUR, RISK MANAGEMENT, 854-9499
RONNIE EARLE, DISTRICT ATTORNEY, 854-9400

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

_____ BID, PURCHASE CONTRACT, REQUEST FOR PROPOSAL, PROCUREMENT

COUNTY ATTORNEY'S OFFICE (854-9513)

_____ CONTRACT, AGREEMENT, POLICY & PROCEDURE

RECEIVED
COUNTY JUDGE'S OFFICE
09 SEP -2 AM 11:05

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 SUBSEQUENT MEETING.

197134-1

Last Updated 09-03-09 at 4:52pm

TRAVIS COUNTY COMMISSIONERS COURT
AGENDA REQUEST

40

Voting Session: September 8, 2009

I. A. Request made by:

Roger A. El Khoury, M.S., P.E., Director, Facilities Management Dept Phone #: 854-4579
(Elected Official/Appointed Official/Executive Manager/County Attorney)

B. Requested text: CONSIDER AND TAKE APPROPRIATE ACTION TOAUTHORIZE A BROKER TO PROCEED IN FINDING A DATA CENTER FOR SHORT TERM LEASE OF 3 TO 5 YEARS. (EXEC SESSION GOV'T CODE ANN 551.072).

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:

Rodney Rhoades, Executive Manager, PBO, 49106
Joe Harlow, Chief Technology Officer, ITS, 49666
Cyd Grimes, Purchasing Agent, 49700
Leslie Stricklan, AIA, Sr. Project Manager, FMD, 44778
Belinda Powell, Strategic Planning Manager, PBO, 49106

RECEIVED
COUNTY JUDGE'S OFFICE
09 SEP -2 PM 3:22

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

Last Updated 09-03-09 at 4:52pm

Item #_____ 41

Travis County Commissioners Court Agenda Request

Meeting Date: September 8, 2009

I. A. Requestor: Commissioner Precinct 3 Phone # 854-9333

B. Specific Agenda Wording:

RECEIVE BRIEFING AND TAKE APPROPRIATE ACTION ON ISSUES RELATED TO MANCHACA COMMUNITY CENTER LOCATED AT 1310 FM 1626.

C. Sponsor: Karen Huber
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.

BARBARA WILSON 854-9567	

III. Required Authorizations: Please check if applicable:

RECEIVED
COUNTY JUDGE'S OFFICE
09 SEP -3 AM 11:35

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.

Last Updated 09-03-09 at 4:52pm

#C2

Travis County Commissioners Court Agenda Request

Voting Session 9/8/09 (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. Approve setting a public hearing date for September 22, 2009, to receive comments regarding a plat for recording in Precinct 3: Revised Plat of Lots 4 & 5, Block 1, The Ranch PUD, Sections 4-11 Subdivision – 1 Total Lot(s) – 4.074 acres – Golflinks Court – No fiscal required – Sewage service to be provided by on-site septic facilities – No ETJ).

B. Approved by: Karen Huber
Commissioner Karen Huber, Precinct 3

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:

Jose Luis Arriaga: 854-7562 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 25 AM 11:28

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

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

BACK-UP MEMORANDUM

August 20, 2009,

TO: Members of the Commissioners' Court

THROUGH: Joseph P. Gieselman, Executive Manager

FROM: Anna Bowlin, Director, Development Services

SUBJECT: Revised Plat of Lots 4 & 5, Block 1, The Ranch PUD, Sections 4-11 Subdivision

PROPOSED MOTION:

Consider and take appropriate action on:

A. Approve setting a public hearing date for September 22, 2009, to receive comments regarding a plat for recording in Precinct 3: Revised Plat of Lots 4 & 5, Block 1, The Ranch PUD, Sections 4-11 Subdivision – 1 Total Lot(s) – 4.074 acres – Golflinks Court – No fiscal required – Sewage service to be provided by on-site septic facilities - No ETJ).

SUMMARY AND STAFF RECOMMENDATION:

The property owner of Lots 4 and 5 of the Ranch PUD Subdivision wishes to revise the lot lines between the 2 existing lots to create 1 single lot which will total 4.074 acres. No plat notes or any of the original restrictions applicable to the original recorded subdivision will be removed or changed with this revised plat. There are no new public or private streets proposed with this resubdivision plat. This plat is not subject parkland dedication because the applicant is not increasing density.

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

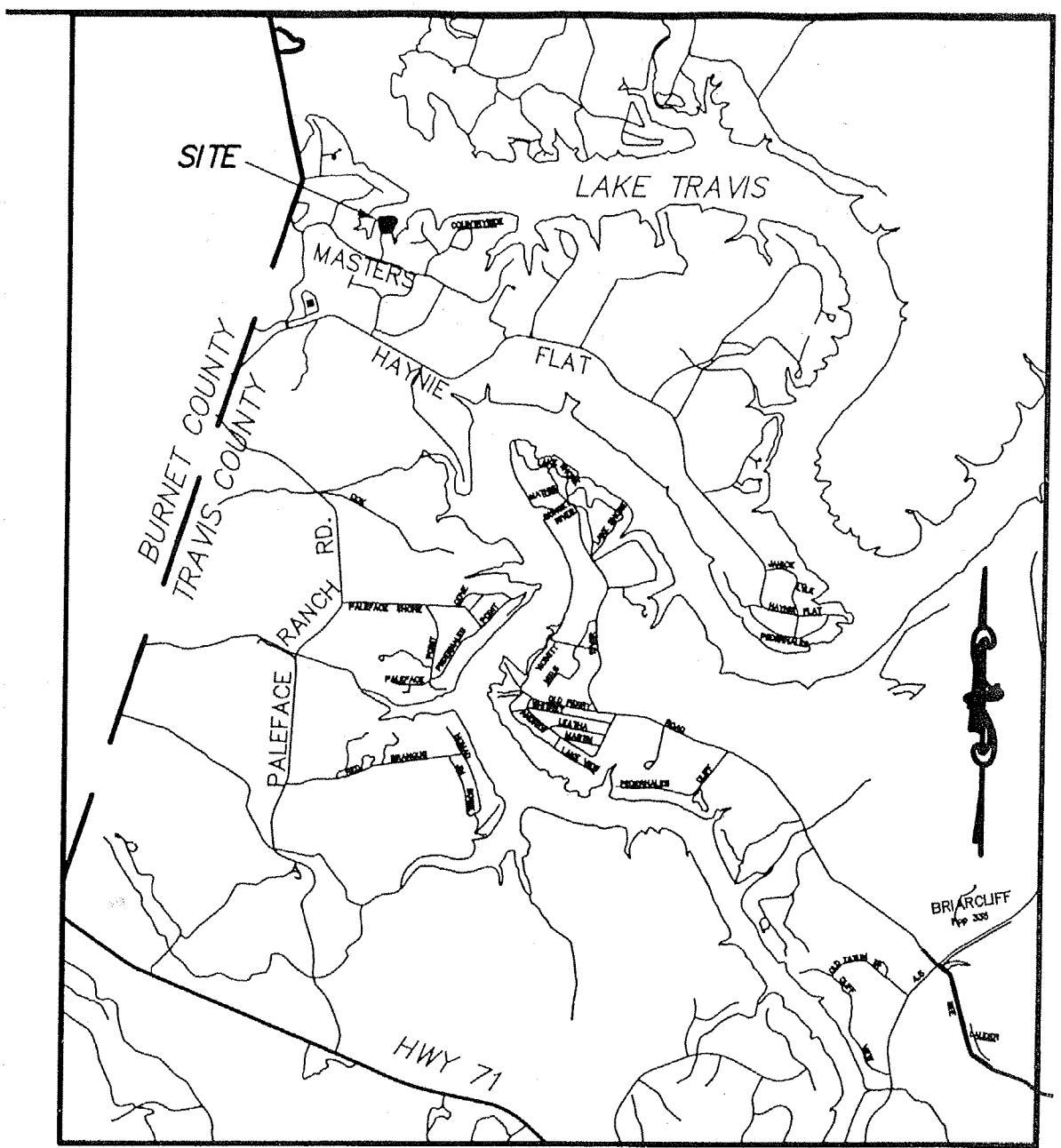
ISSUES AND OPPORTUNITIES:

A notice of public hearing sign will be placed on the subject property to announce the date, time, and location of the public hearing.

Should staff receive any inquiries from adjacent property owners as a result of the sign placement, an addendum to this backup memorandum will be provided to the Court prior to the public hearing. At this time, Staff has not received any inquiries from anyone regarding this revised plat.

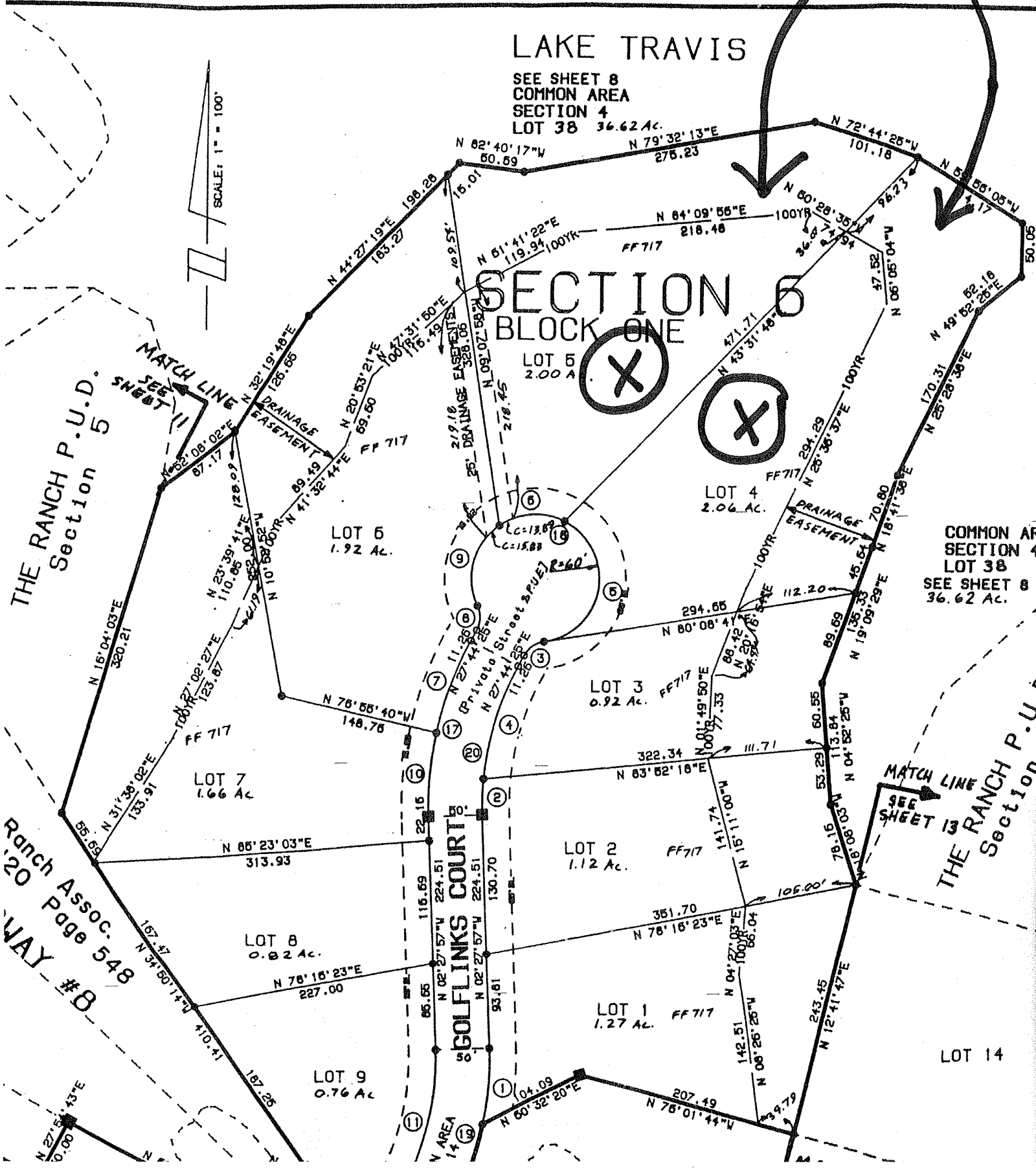
BUDGETARY AND FISCAL IMPACT:
None.
REQUIRED AUTHORIZATIONS:
None.
EXHIBITS:
Existing Plat
Proposed Plat
Precinct map
Location map

AMB: JLA
1105



LOCATION MAP
N.T.S.

"Original Subd"
Ranch PUD, Sec. 4-11



Last Updated 09-03-09 at 4:52pm

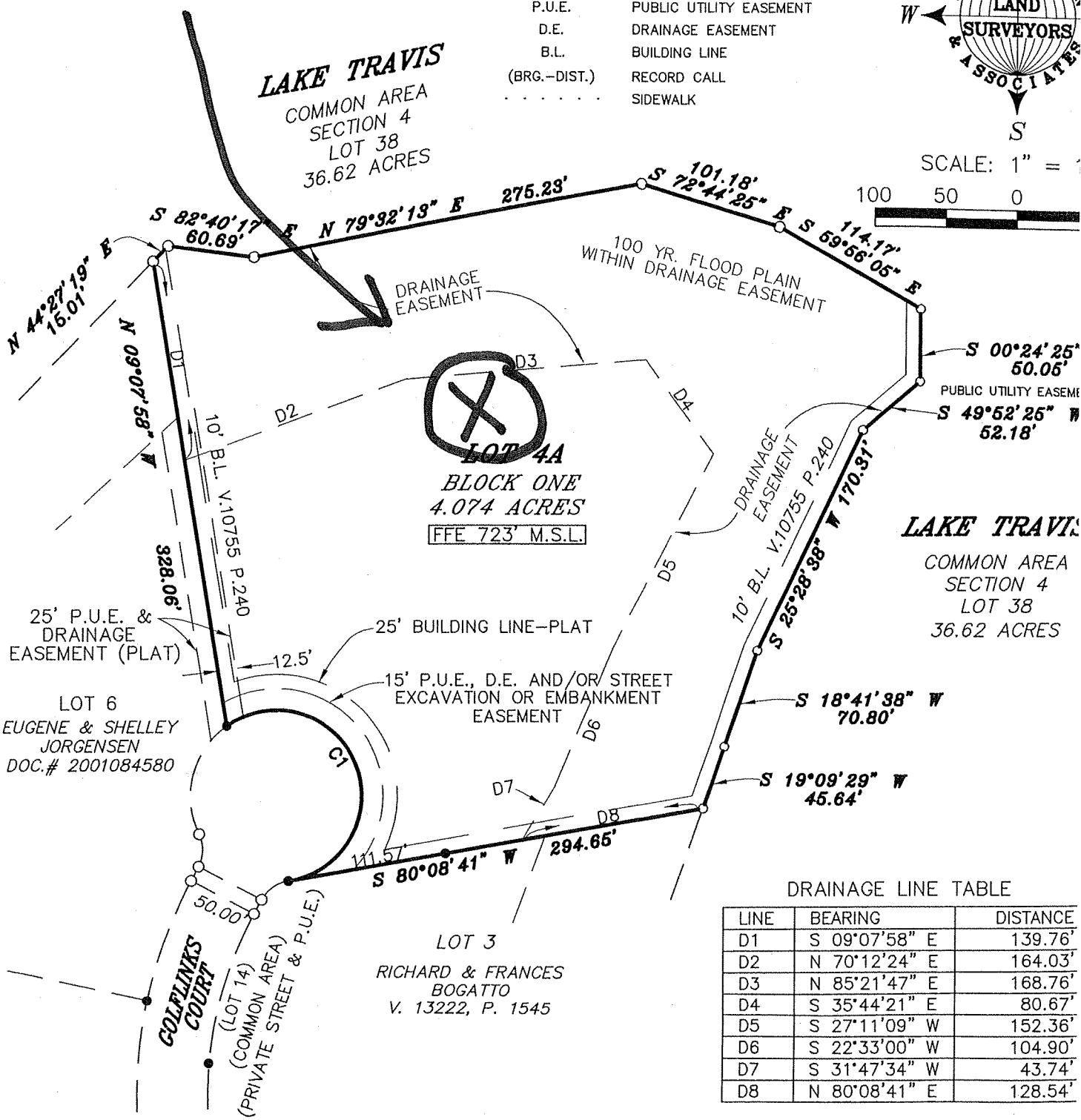
Proposed Plat

LEGEND

●	1/2" REBAR FOUND
○	1/2" REBAR SET W/CAP STAMPED J.E. GARON RPLS 4303
P.U.E.	PUBLIC UTILITY EASEMENT
D.E.	DRAINAGE EASEMENT
B.L.	BUILDING LINE
(BRG.–DIST.)	RECORD CALL
. . . . .	SIDEWALK

N
W JAMES E. GARON & ASSOCIATES LAND SURVEYORS
S

SCALE: 1" = 1
100 50 0



DRAINAGE LINE TABLE

LINE	BEARING	DISTANCE
D1	S 09°07'58" E	139.76'
D2	N 70°12'24" E	164.03'
D3	N 85°21'47" E	168.76'
D4	S 35°44'21" E	80.67'
D5	S 27°11'09" W	152.36'
D6	S 22°33'00" W	104.90'
D7	S 31°47'34" W	43.74'
D8	N 80°08'41" E	128.54'

CURVE	RADIUS	ARC LENGTH	CHORD LENGTH	CHORD BEARING	DELTA ANGLE
C1	60.00'	216.68'	116.71'	N 21°44'53" W	243°05'13"

STATE OF TEXAS }{
COUNTY OF TRAVIS }{

I, DANA DEBEAUVOIR, CLERK OF THE COUNTY COURT, OF TRAVIS COUNTY, TEXAS, DO HEREBY CERTIFY THAT ON THE_____DAY OF_____, 2009, A.D., THE COMMISSIONER'S COURT OF TRAVIS COUNTY, TEXAS PASSED AN ORDER AUTHORIZING THE FILING FOR RECORD OF THIS PLAT AND THAT SAID ORDER WAS DULY

Last Updated 09-03-09 at 4:52pm

Precinct #3

C3

Travis County Commissioners Court Agenda Request

Voting Session **Tuesday, September 8, 2009** (Date) Work Session _____ (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 18, 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 18, 2009

TRAVIS COUNTY COMMISSIONERS' COURT

On Tuesday, the 18th day of August 2009, the Commissioners' Court convened the Voting Session at 9:15 AM in the Commissioners' Courtroom, 1st Floor of the Ned Granger Administration Building, 314 West 11th Street, Austin, Texas. Dana DeBeauvoir, County Clerk, was represented by Deputy Michelle Bryant and Deputy Robert Resnick.

The Commissioners Court retired to Executive Session at 11:35 AM.

The Commissioners Court reconvened the Voting Session at 12:07 PM.

The Commissioners Court recessed the Voting Session at 12:07 PM.

The Commissioners Court, meeting as the Travis County Housing Finance Corporation, convened at 1:38 PM and adjourned at 1:43 PM.

The Commissioners Court, meeting as the Travis County Health Facilities Development Corporation; and the Capital Industrial Development Corporation, convened at 1:44 PM and adjourned at 1:45 PM.

The Commissioners Court reconvened the Voting Session at 1:45 PM.

The Commissioners Court retired to Executive Session at 2:05 PM.

The Commissioners Court reconvened the Voting Session at 4:46 PM.

The Commissioners Court adjourned the Voting Session at 5:28 PM.

PUBLIC HEARINGS

1. RECEIVE COMMENTS REGARDING A PLAT FOR RECORDING IN PRECINCT THREE: REVISED PLAT OF A PORTION OF PANORAMIC HILLS LOT 37 (4 TOTAL LOTS). (COMMISSIONER HUBER) (ACTION ITEM #19) (9:17 AM)

Clerk's Note: This Item is a public hearing to receive comments. Please refer to Agenda Item 19 for a summary of the action item.

Motion by Commissioner Davis **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	yes
	Precinct 3, Commissioner Karen Huber	yes
	Precinct 4, Commissioner Margaret J. Gómez	yes

Members of the Court heard from: Anna Bowlin, Program Manager, Planning and Engineering, Transportation and Natural Resources (TNR); Glenn Atkinson, Travis County Resident; Lynn Merritt, Travis County Resident; Glenn Atkinson, Jr., Travis County Resident; Pete Gulla, Travis County Resident; Janice Wilson, Travis County Resident, J.B. Huddleston, Travis County Resident; and Sameer Rao, Applicant.

Motion by Judge Biscoe **and seconded by** Commissioner Gómez to close the public hearing.

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

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. (9:38 AM)

Members of the Court heard from: Danny Hobby, Executive Manager, Travis County Emergency Services; Beth Devery, Chief Administrative Officer, Travis County Medical Examiners Office; and Dr. David Dolinak, Chief Medical Examiner.

Discussion only. No formal action taken.

CITIZENS COMMUNICATION

Members of the Court heard from: Gus Peña, Travis County Resident; Richard McDonald, Travis County Resident; Don Holden, Travis County Resident; Judy Holden, Travis County Resident; Nathaniel Booker, Travis County Resident; Jimmy Castro, Travis County Resident; Ben Warmate, Consultant, FaulknerUSA, President, Unism Development Co., Inc.; Ronnie Gjemre, Travis County Resident; and Adele Noel, Air Quality Project Manager, TNR. (9:49 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-C3 and Items 5.A-C, 6, 7, 8, 10, 11, 12, 13, 15, 16, 18, 21, 23, 25, 26, and 27.A&B. (10:15 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 SETTING A PUBLIC HEARING ON SEPTEMBER 8, 2009, TO RECEIVE COMMENTS REGARDING A REQUEST TO TEMPORARILY CLOSE BRIDGE 113 OVER WALNUT CREEK ON OLD MANOR ROAD, IN PRECINCT ONE FOR CONSTRUCTION OF ROADWAY APPROACHES TO THE PROPOSED NEW BRIDGE BEGINNING ON OR ABOUT FEBRUARY 1, 2010 AND CONTINUING THROUGH APRIL 30, 2010 OR UNTIL CONSTRUCTION IS COMPLETED. (COMMISSIONER DAVIS)

C3. APPROVE SETTING A PUBLIC HEARING ON SEPTEMBER 8, 2009 TO RECEIVE COMMENTS REGARDING A REQUEST TO AUTHORIZE THE FILING OF AN INSTRUMENT TO VACATE TWO FIVE-FOOT PUBLIC UTILITY EASEMENTS LOCATED ALONG THE COMMON LOT LINE OF LOTS 1 AND 2, CARDINAL HILLS ESTATES, UNIT 15, A SUBDIVISION IN PRECINCT THREE. (COMMISSIONER HUBER)

SPECIAL ITEMS

3. CONSIDER AND TAKE APPROPRIATE ACTION REGARDING THE PROHIBITION OF OUTDOOR BURNING IN THE UNINCORPORATED AREAS OF TRAVIS COUNTY. (10:21 AM)

Members of the Court heard from: Hershel Lee, Fire Marshal; and Pete Baldwin, Emergency Management Coordinator, Emergency Services.

Motion by Judge Biscoe **and seconded by** Commissioner Davis that we execute another order approving the prohibition of outdoor burning ban.

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

4. CONSIDER AND TAKE APPROPRIATE ACTION ON BUDGET AMENDMENTS, TRANSFERS AND DISCUSSION ITEMS. (10:27 AM)

Members of the Court heard from: Stacy Suits, Chief Deputy, Constable Precinct 3; and Leroy Nellis, Budget Manager, Planning and Budget Office (PBO).

Motion by Judge Biscoe **and seconded by** Commissioner Gómez to approve Budget Amendment A1 and Transfer T1 in Item 4.

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

Clerk's Note: Budget Transfers T2 and T3 postponed until September 1, 2009.

5. REVIEW AND APPROVE REQUESTS REGARDING GRANT PROPOSALS, APPLICATIONS, CONTRACTS AND PERMISSIONS TO CONTINUE: (10:15 AM)

   A. GRANT CONTRACT WITH GOVERNOR'S DIVISION OF EMERGENCY MANAGEMENT FOR SUPPLEMENTAL AWARD FOR THE HOMELAND SECURITY GRANT PROGRAM TO PROVIDE MAINTENANCE FOR HAZARDOUS MATERIAL DETECTION EQUIPMENT;

   B. GRANT CONTRACT WITH THE CORPORATION FOR NATIONAL AND COMMUNITY SERVICE (THROUGH ONESTAR FOUNDATION) FOR HEALTH AND HUMAN SERVICES AND VETERAN SERVICES TO CONTINUE THE AMERICORPS GRANT TO SUPPORT THE ACTIVITIES OF THE TEXAS AGRILIFE EXTENSION'S 4-H CAPITAL PROGRAM;

   C. STATUS REPORT ON GRANT CONTRACT WITH OFFICE OF ATTORNEY GENERAL FOR THE VICTIM COORDINATOR AND LIAISON GRANT IN THE DISTRICT ATTORNEY'S OFFICE;

Clerk's Note: Items 5.A-C approved as part of the Consent Motion. Please refer to CONSENT ITEMS for a summary of the Court's Motion and Vote.

5. REVIEW AND APPROVE REQUESTS REGARDING GRANT PROPOSALS, APPLICATIONS, CONTRACTS AND PERMISSIONS TO CONTINUE: (10:36 AM)

   D. PERMISSION TO CONTINUE FAMILY DRUG TREATMENT COURT GRANT PROGRAM THROUGH THE CIVIL COURTS UNTIL THE FISCAL YEAR 2010 GRANT CONTRACT IS EXECUTED; AND

Members of the Court heard from: Ronnie Gjemre, Travis County Resident.

Motion by Commissioner Gómez **and seconded by** Commissioner Eckhardt to approve Item 5.D.

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	absent
	Precinct 4, Commissioner Margaret J. Gómez	yes

ITEM 5 CONTINUED

5. REVIEW AND APPROVE REQUESTS REGARDING GRANT PROPOSALS, APPLICATIONS, CONTRACTS AND PERMISSIONS TO CONTINUE: (10:37 AM)

Members of the Court heard from: Ronnie Gjemre, Travis County Resident.

E. PERMISSION TO CONTINUE DRUG COURT GRANT PROGRAM THROUGH THE CRIMINAL COURTS UNTIL THE FISCAL YEAR 2010 GRANT CONTRACT IS EXECUTED.

Motion by Judge Biscoe **and seconded by** Commissioner Gómez to approve Item 5.E.

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	absent
	Precinct 4, Commissioner Margaret J. Gómez	yes

6. CONSIDER AND TAKE APPROPRIATE ACTION REGARDING SETTING ELECTED JUDICIAL OFFICIALS' SALARIES FOR FISCAL YEAR 2010. (10:15 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.

ADMINISTRATIVE OPERATIONS ITEMS

7. 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 $872,998.39 FOR THE PERIOD OF JULY 31 TO AUGUST 6, 2009. (10:15 AM)

Clerk's Note: Item 7 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 PROPOSED ROUTINE PERSONNEL AMENDMENTS. (10:15 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.

9. CONSIDER AND TAKE APPROPRIATE ACTION ON REQUEST FROM THE CENTRAL TEXAS RABBIT CLUB FOR A DISCOUNTED RATE TO USE THE TRAVIS COUNTY EXPOSITION CENTER SHOW BARN FOR THEIR ANNUAL EVENT. (10:52 AM) (11:35 AM) (2:05 PM) (4:46 PM)

Members of the Court heard from: Roger El Khoury, Director, Facilities Management; Jimmy Curlean, Central Texas Rabbit Club; and Ronnie Gjemre, Travis County Resident.

Clerk's Note: Judge Biscoe announced that Item 9 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.

Motion by Commissioner Davis **and seconded by** Judge Biscoe that we enter into a license agreement with the Central Texas Rabbit Club, and it will basically be contingent on them producing a record to show that they are a legitimate 501(c)3, and we will ask and direct the Travis County Attorney's office to prepare a license agreement to that effect, with the involvement of Facilities Management; and also a depiction of the location they will actually be using at the Travis County Expo Center.

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

Motion by Judge Biscoe **and seconded by** Commissioner Gómez that we authorize Commissioner Davis to sign the license agreement if the conditions are met.

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

10. CONSIDER AND TAKE APPROPRIATE ACTION REGARDING MINOR RENOVATIONS TO THE UNIVERSITY SAVINGS BUILDING WELLNESS CLINIC. (10:15 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. CONSIDER AND TAKE APPROPRIATE ACTION REGARDING A PROPOSED ELECTRIC EASEMENT FOR AUSTIN ENERGY AT THE NEW PRECINCT ONE OFFICE BUILDING NEAR 4705 HEFLIN LANE. (10:15 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. CONSIDER AND TAKE APPROPRIATE ACTION ON REQUEST FOR LICENSE AGREEMENT WITH WILSON-BROWN PRODUCTIONS, INC. TO FILM A PUBLIC SERVICE VIDEO AT THE HEMAN MARION SWEATT COURTHOUSE ON AUGUST 19, 2009. (10:15 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.

PURCHASING OFFICE ITEMS

13. APPROVE MODIFICATION NO. 1 TO CONTRACT NO. 07K00307RV, JOB ORDER NO. 50, FOR ASSIGNMENT OF PAYMENTS FROM ARCHITECTURAL HABITAT TO SURETEC INFORMATION SYSTEMS, INC. (10:15 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.

14. DECLARE CERTAIN VEHICLES AND EQUIPMENT AS SURPLUS PROPERTY AND SELL AT PUBLIC AUCTION PURSUANT TO SECTION 263.151 OF THE TEXAS LOCAL GOVERNMENT CODE. (11:19 AM)

Members of the Court heard from: Cyd Grimes, Travis County Purchasing Agent.

Motion by Judge Biscoe **and seconded by** Commissioner Gómez to approve Item 14.

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

15. APPROVE CONTRACT AWARD FOR GEOTECHNICAL AND CONSTRUCTION TESTING SERVICES, RFQ NO. Q060173-DG, TO MLA LABS, INC. (10:15 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. 7 TO CONTRACT NO. 07K00314LP, RGM CONSTRUCTORS, L.P., FOR PFLUGERVILLE ROAD EAST (PECAN STREET) CONSTRUCTION. (10:15 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 CONTRACT AWARD FOR ELECTRONIC MEDICAL RECORDS AND PHARMACY INFORMATION MANAGEMENT SYSTEM, RFP NO. P080266-SW, TO THE MOST QUALIFIED RESPONDENT, SIMPLICITY HEALTHCARE SYSTEMS. (9:16 AM)

Item 17 postponed until August 25, 2009.

18. APPROVE MODIFICATION NO. 1 TO CONTRACT NO. MA050194LC, AFFILIATED TELEPHONE AUSTIN, INC., FOR PBX ADMINISTRATION AND SUPPORT/MAINTENANCE. (10:15 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.

TRANSPORTATION AND NATURAL RESOURCES DEPT. ITEMS

19. CONSIDER AND TAKE APPROPRIATE ACTION REGARDING A PLAT FOR RECORDING IN PRECINCT THREE: REVISED PLAT OF A PORTION OF PANORAMIC HILLS LOT 37 (4 TOTAL LOTS). (COMMISSIONER HUBER) (11:35 AM) (2:05 PM) (4:48 PM)

Clerk's Note: Judge Biscoe announced that Item 19 would be considered in Executive Session pursuant to Gov't. Code Ann. 551.071, Consultation with Attorney.

Discussion only. No formal action taken.

Item 19 to be reposted on September 1, 2009.

20. RECEIVE BRIEFING ON HOUSE BILL 2833 REGARDING RESIDENTIAL BUILDING INSPECTIONS AND NOTIFICATIONS IN UNINCORPORATED AREAS OF TRAVIS COUNTY. (JUDGE BISCOE) (10:38 AM)

Members of the Court heard from: Joe Gieselman, Executive Manager, TNR; Stacey Scheffel, Flood Plain Manager, TNR; Ronnie Gjemre, Travis County Resident; and Harry Savio, Executive Vice President, Homebuilders Association of Greater Austin.

Discussion only. No formal action taken.

21. CONSIDER AND TAKE APPROPRIATE ACTION ON A REQUEST FOR A VARIANCE TO CHAPTER 82, STANDARDS FOR CONSTRUCTION OF STREETS AND DRAINAGE IN SUBDIVISIONS TO ALLOW THE ACCEPTANCE OF DEDICATION OF A PORTION OF STREET AND DRAINAGE FACILITIES IN HILL TOP MANOR, A SUBDIVISION IN PRECINCT THREE. (COMMISSIONER HUBER (10:15 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 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. (COMMISSIONER HUBER) (9:16 AM)

Item 22 postponed until August 25, 2009.

HEALTH AND HUMAN SERVICES DEPT. ITEMS

23. CONSIDER AND TAKE APPROPRIATE ACTION ON THE EXECUTION OF THE COMMUNITY DEVELOPMENT BLOCK GRANT - RECOVERY GRANT AGREEMENT PROVIDED BY THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT. (10:15 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.

Clerk's Note: The Court noted that the County Judge is being given authorization to sign this document for the Department of Housing and Urban Development (HUD).

24. CONSIDER AND TAKE APPROPRIATE ACTION ON ITEMS RELATED TO THE COMMUNITY DEVELOPMENT BLOCK GRANT PROVIDED BY THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT: (11:15 AM)

A. RECEIVE RESULTS OF THE ENVIRONMENTAL ASSESSMENT FOR THE APACHE SHORES SUBSTANDARD ROADS IMPROVEMENTS PROJECT; AND

B. CERTIFICATE OF EXEMPTION FOR THE APACHE SHORES SUBSTANDARD ROADS IMPROVEMENTS PROJECT.

Members of the Court heard from: Christy Moffett, Social Services Manager, Travis County Health and Human Services (TCHHS).

Motion by Commissioner Huber **and seconded by** Commissioner Gómez to approve Item 24.B.

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

Item 24.A was Discussion only.

OTHER ITEMS

25. APPROVE PAYMENT OF CLAIMS AND AUTHORIZE COUNTY TREASURER TO INVEST COUNTY FUNDS. (10:15 AM)

Clerk's Note: Item 25 approved as part of the Consent Motion. Please refer to CONSENT ITEMS for a summary of the Court's Motion and Vote.

26. RECEIVE FISCAL YEARS 2010 AND 2011 TRAVIS COUNTY ADULT PROBATION DEPARTMENT PROPOSED STATE BUDGET, PURSUANT TO LOCAL GOVERNMENT CODE, SECTION 140.004. (10:15 AM)

Clerk's Note: Item 26 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 Court is simply approving receipt of the document.

27. CONSIDER AND TAKE APPROPRIATE ACTION ON THE FOLLOWING REQUESTS FROM THE DISTRICT CLERK'S OFFICE: (10:15 AM)

    A. ADOPT A DISTRICT CLERK RECORDS ARCHIVE FEE OF $5.00, PURSUANT TO GOVERNMENT CODE 51.305(B); AND

    B. SET A PUBLIC HEARING ON AUGUST 25, 2009 TO RECEIVE COMMENTS REGARDING THE FISCAL YEAR 2010 DISTRICT CLERK'S RECORDS MANAGEMENT PLAN.

Clerk's Note: Items 27.A&B 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 August 25, 2009 will be the 15th day since notice of the public hearing was published.

28. CONSIDER AND TAKE APPROPRIATE ACTION ON LEASE AMENDMENTS BETWEEN THE CITY OF AUSTIN AND THE TRAVIS COUNTY HEALTHCARE DISTRICT FOR THE COMMUNITYCARE EAST AND COMMUNITYCARE SOUTH COMMUNITY HEALTH CENTERS. (11:20 AM)

Motion by Judge Biscoe **and seconded by** Commissioner Eckhardt to approve Item 28.

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: Commissioner Davis noted that he was abstaining on Item 28 because his wife is employed by Seton Medical Center.

29. RECEIVE AND DISCUSS THE PROPOSED BUDGET OF THE TRAVIS COUNTY HEALTHCARE DISTRICT FOR FISCAL YEAR 2010 AND THE ASSOCIATED TAX RATE. (1:45 PM)

Members of the Court heard from: Trish Young, President and Chief Executive Officer, Travis County Healthcare District; and Carolyn Konecny, Chief Financial Officer, Travis County Healthcare District.

Discussion only. No formal action taken.

30. CONSIDER AND TAKE APPROPRIATE ACTION REGARDING STRUCTURE AND FUNCTIONING OF HUMAN RESOURCES MANAGEMENT DEPARTMENT (HRMD) AND ADMINISTRATIVE OPERATIONS POST-IMPLEMENTATION OF HRMD DEVELOPMENT PLAN. (2:10 PM) (4:56 PM)

Members of the Court heard from: John Hille, Assistant County Attorney; Sherine Thomas, Assistant County Attorney; Luane Shull, Human Resources Manager, Human Resources Management Department (HRMD); and Todd Osburn, Compensation Manager, HRMD.

Clerk's Note: The Court directed Staff to:

- Post the Director of Human Resources position with the intention that the new Executive Director of Administrative Operations, when hired, would facilitate filling the position
- Look at HR Manager II, Assistant Director, HR Manager Staffing, Training, Employee Relations (STER), and update the Court on progress Tuesday, August 25, 2009.

Item 30 to be reposted on August 25, 2009.

31. CONSIDER AND TAKE APPROPRIATE ACTION ON REQUEST FOR TRAVIS COUNTY TO PAY FOR INTERPRETER USED IN THE CONSOLIDATED HEARINGS OF TEXAS ALCOHOLIC BEVERAGE COMMISSION (TABC) V. MERCED AND GRACIELA BENITEZ AND TABC V. LOS COMALES, INC. (11:22 AM) (2:05 PM) (4:48 PM)

Members of the Court heard from: John Hille, Assistant County Attorney.

Motion by Judge Biscoe **and seconded by** Commissioner Eckhardt to approve payment for the interpreter of $50/hour for 3-1/4 hours, unless the Texas Alcoholic Beverage Commission (TABC) agrees to pick up part of it.

Withdrawal of the previous Motion and Second was made by Judge Biscoe **and** Commissioner Eckhardt.

Clerk's Note: Judge Biscoe announced that Item 31 would be considered in Executive Session pursuant to Gov't. Code Ann. 551.071, Consultation with Attorney.

Item 31 to be reposted on August 25, 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.

32. CONSIDER AND TAKE APPROPRIATE ACTION REGARDING PURCHASE OF 811 ACRES OF UNDEVELOPED LAND IN PRECINCT ONE, LOCATED EAST OF U.S. 183 AND NORTH OF THE COLORADO RIVER, FOR OPEN SPACE PARKLAND - 2005 BOND PROGRAM. (COMMISSIONER DAVIS) [1 AND 2] (11:35 AM) (2:05 PM) (4:49 PM)

Clerk's Note: Judge Biscoe announced that Item 32 would be considered in Executive Session pursuant to Gov't. Code Ann. 551.071, Consultation with Attorney and Gov't. Code 551.072, Real Property.

Discussion only. No formal action taken.

Item 32 to be reposted on August 25, 2009.

33. CONSIDER AND TAKE APPROPRIATE ACTION ON THE FOLLOWING: (11:35 AM) (2:05 PM) (4:49 PM)

    A. AN OFFER TO SELL APPROXIMATELY 25 ACRES OF UNDEVELOPED LAND LOCATED SOUTH OF BURLESON ROAD AND EAST OF U.S. 183 SOUTH IN PRECINCT FOUR, FOR INCLUSION IN THE ONION CREEK OPEN SPACE PARKLAND - 2005 BOND PROJECT; AND

    B. REQUEST THE COUNTY AUDITOR TO ISSUE A CHECK FOR $15,664 TO HERITAGE TITLE COMPANY OF AUSTIN UPON FULL EXECUTION OF THE CONTRACT AND FULL AUDIT OF THE CLAIM AND THE COUNTY TREASURER TO RELEASE THE CHECK TO THE VENDOR. (COMMISSIONER GÓMEZ) 1 AND 2

Clerk's Note: Judge Biscoe announced that Items 33.A&B would be considered in Executive Session pursuant to Gov't. Code Ann. 551.071, Consultation with Attorney and Gov't. Code 551.072, Real Property.

Discussion only. No formal action taken.

Items 33.A&B to be reposted on August 25, 2009.

34. CONSIDER AND TAKE APPROPRIATE ACTION ON AN OFFER FROM CARMA EASTON, INC. TO CONVEY APPROXIMATELY THREE ACRES OF FEE TITLE INTEREST AND EASEMENT RIGHTS (PARCEL #1 AND 1E) TO TRAVIS COUNTY IN EXCHANGE FOR 2,820 SQUARE FEET OF UNUSED, EXCESS RIGHT OF WAY (PARCEL #2), FOR CONSTRUCTION OF THE 2001 BOND PROGRAM, MCKINNEY FALLS PARKWAY IMPROVEMENT PROJECT, LOCATED IN PRECINCT FOUR. (COMMISSIONER GÓMEZ) 1 AND 2 (11:35 AM) (2:05 PM) (4:50 PM)

Clerk's Note: Judge Biscoe announced that Item 34 would be considered in Executive Session pursuant to Gov't. Code Ann. 551.071, Consultation with Attorney and Gov't. Code 551.072, Real Property.

Motion by Judge Biscoe **and seconded by** Commissioner Gómez that we have this on the Court's Agenda on August 25, 2009 for an intended execution of a contract to approve the offer.

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

35. RECEIVE LEGAL BRIEFING REGARDING SHUMAKER ENTERPRISES, INC. VS. COUNTY OF TRAVIS, TEXAS ET AL AND TAKE APPROPRIATE ACTION. [1] (11:35 AM) (2:05 PM) (4:51 PM)

Clerk's Note: Judge Biscoe announced that Item 35 would be considered in Executive Session pursuant to Gov't. Code Ann. 551.071, Consultation with Attorney.

Discussion only. No formal action taken.

36. RECEIVE BRIEFING AND TAKE APPROPRIATE ACTION ON THE CAPITAL AREA METROPOLITAN PLANNING ORGANIZATION'S (CAMPO) PROPOSED CHANGES TO BYLAWS. [1] (2:02 PM) (4:51 PM)

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.

Members of the Court heard from: Maurice Priest, Travis County Resident.

Discussion only. No formal action taken.

Item 36 to be reposted on September 1, 2009.

37. RECEIVE BRIEFING AND TAKE APPROPRIATE ACTION ON ISSUES RELATED TO MANCHACA COMMUNITY CENTER LOCATED AT 1310 FM 1626. (COMMISSIONER HUBER) [1] (9:17 AM)

Clerk's Note: Judge Biscoe announced that Item 37 would be considered in Executive Session pursuant to Gov't. Code Ann. 551.071, Consultation with Attorney.

Item 37 postponed until August 25, 2009.

38. CONSIDER AND TAKE APPROPRIATE ACTION ON REQUEST FOR 5-YEAR SUBLEASE OF EXPOSITION CENTER WITH CERTAIN TERMS AND CONDITIONS FROM STAR OF TEXAS RODEO AND RELATED ISSUES. [1] (2:05 PM) (4:51 PM)

Clerk's Note: Judge Biscoe announced that Item 38 would be considered in Executive Session pursuant to Gov't. Code Ann. 551.071, Consultation with Attorney and Gov't. Code 551.072, Real Property.

Motion by Judge Biscoe **and seconded by** Commissioner Gómez that we accept Commissioners Davis' and Huber's agreement to volunteer to serve as a subcommittee of the Commissioners Court to negotiate with the Star of Texas Rodeo over the next two weeks and report back to the Commissioners Court, hopefully, and for us to take action on September 1, 2009.

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

39. CONSIDER AND TAKE APPROPRIATE ACTION ON REQUEST FROM AUSTIN AMERICAN-STATESMAN FOR CERTAIN INFORMATION REGARDING EMPLOYMENT OF EXECUTIVE MANAGER OF ADMINISTRATIVE OPERATIONS AND HUMAN RESOURCES DEPARTMENT AT TRAVIS COUNTY. [1] (2:05 PM) (4:52 PM)

Clerk's Note: Judge Biscoe announced that Item 39 would be considered in Executive Session pursuant to Gov't. Code Ann. 551.071, Consultation with Attorney.

Clerk's Note: Judge Biscoe noted that the County Judge is authorized to release the employee grievances that were filed in the cases of Steitle, Darby, and Hardin. The Chuck Kelly matter is still ongoing and should not be released at this time. The Court will need additional time to go through the personnel files of Ms. Perez and Ms. Smith before concluding what parts of those files can be released and which ones should not, and that will take a few days. For the contracts with the consultant who did the climate survey and the coach-mediator, that information will be made available immediately, this evening, or first thing tomorrow morning, Wednesday, August 19, 2009.

Members of the Court heard from: Sherine Thomas, Assistant County Attorney; and Susanna Gonzalez, Reporter, Austin American-Statesman.

Motion by Judge Biscoe **and seconded by** Commissioner Gómez that we release the consultant's climate survey to the Austin American-Statesman in response to its 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

40. RECEIVE BRIEFING FROM COUNTY ATTORNEY AND TAKE APPROPRIATE ACTION REGARDING APPLICATION OF TXI FOR A DEVELOPMENT PERMIT, INCLUDING AUTHORIZING THE COUNTY ATTORNEY TO TAKE LEGAL ACTION AND EXPEND FUNDS TO PREVENT THE PROJECT FOR WHICH THE DEVELOPMENT PERMIT IS BEING SOUGHT. (COMMISSIONER DAVIS) [1] (2:05 PM) (4:56 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.

Discussion only. No formal action taken.

Item 40 to be reposted on August 25, 2009.

ADJOURNMENT

Motion by Commissioner Davis **and seconded by** Commissioner Gómez to adjourn the Voting Session. (5:28 PM)

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

MINUTES APPROVED BY THE COMMISSIONERS' COURT

_____

Date of Approval

_____

Samuel T. Biscoe, Travis County Judge

Last Updated 09-03-09 at 4:52pm

Item # C4

TRAVIS COUNTY COMMISSIONERS COURT AGENDA REQUEST

Please consider the following item for:

DATE OF VOTING SESSION: September 22, 2009

A. REQUEST MADE BY: Commissioner Sarah Eckhardt, Precinct 2
(Elected/Appointed Official/Executive Mgr/County Attorney)

B. REQUESTED TEXT:

CONSIDER AND TAKE APPROPRIATE ACTION ON REQUEST TO RE-APPOINT DR. MATTHEW SNAPP TO SERVE AS PRECINCT TWO APPOINTEE TO THE AUSTIN TRAVIS COUNTY MHMR BOARD OF TRUSTEES EFFECTIVE IMMEDIATELY THROUGH SEPTEMBER 2011. (COMMISSIONER ECKHARDT)

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:

RECEIVED
COUNTY JUDGE'S OFFICE
09 SEP -1 AM 10:26

_____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

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.

Last Updated 09-03-09 at 4:52pm

BOARD OF DIRECTORS
NORTHWEST TRAVIS COUNTY ROAD DISTRICT NO. 3

Voting Session **Tuesday, September 8, 2009**
(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 Northwest Travis County Road District No. 3 Minutes for the:**

Voting Sessions of July 14, 2009 and August 25, 2009

C. Approved By: Dana DeBeauvoir
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 subsequent meeting.

MINUTES OF MEETING – JULY 14, 2009

NORTHWEST TRAVIS COUNTY ROAD DISTRICT NO. 3

On Tuesday, the 14th day of July 2009, the Commissioners' Court, meeting as the Northwest Travis County Road District No. 3 (Golden Triangle) Board of Directors, convened the Voting Session at 12:27 PM in the Commissioners' Courtroom, 1st Floor of the Ned Granger Administration Building, 314 West 11th Street, Austin, Texas. Dana DeBeauvoir, County Clerk, was represented by Deputy Gillian Porter.

The Road District Board of Directors adjourned the Voting Session of the Northwest Travis County Road District No. 3 (Golden Triangle) at 12:28 PM.

1. APPROVE N.W.T.C.R.D.#3 MINUTES FOR THE VOTING SESSIONS OF JUNE 23, 2009. (12:27 PM)

Motion by Commissioner Gómez **and seconded by** Commissioner Eckhardt approve Item 1.

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

ADJOURNMENT

Motion by Commissioner Gómez **and seconded by** Commissioner Davis to adjourn the Voting Session of the Northwest Travis County Road District No. 3. (12:28 PM)

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

MINUTES APPROVED BY THE ROAD DISTRICT BOARD

_____

Date of Approval

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Samuel T. Biscoe, Travis County Judge

MINUTES OF MEETING – AUGUST 25, 2009

NORTHWEST TRAVIS COUNTY ROAD DISTRICT NO. 3

On Tuesday, the 25th day of August 2009, the Commissioners' Court, meeting as the Northwest Travis County Road District No. 3 (Golden Triangle) Board of Directors, convened the Voting Session at 1:46 PM in the Commissioners' Courtroom, 1st Floor of the Ned Granger Administration Building, 314 West 11th Street, Austin, Texas. Dana DeBeauvoir, County Clerk, was represented by Deputy Gillian Porter.

The Road District Board of Directors adjourned the Voting Session of the Northwest Travis County Road District No. 3 (Golden Triangle) at 1:46 PM.

1. APPROVE PAYMENT OF CLAIMS AND AUTHORIZE COUNTY TREASURER TO INVEST ROAD DISTRICT FUNDS. (1:46 PM)

Motion by Commissioner Gómez **and seconded by** Commissioner Huber to approve Item 1.

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

ADJOURNMENT

Motion by Judge Biscoe **and seconded by** Commissioner Davis to adjourn the Voting Session of the Northwest Travis County Road District No. 3. (1:46 PM)

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

MINUTES APPROVED BY THE ROAD DISTRICT BOARD

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Date of Approval

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Samuel T. Biscoe, Travis County Judge

Board of Directors
Travis County Bee Cave Road District No. 1 Agenda Request

Voting Session **Tuesday, September 8, 2009** (Date) Work Session _____ (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 Travis County Bee Cave Road District No. 1 Minutes for the Voting Sessions of July 14, 2009 and August 25, 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 subsequent meeting.

MINUTES OF MEETING – JULY 14, 2009

TRAVIS COUNTY BEE CAVE ROAD DISTRICT NO. 1

On Tuesday, the 14th day of July, 2009, the Commissioners' Court, meeting as the Travis County Bee Cave Road District No. 1 (Galleria) Board of Directors, convened the Voting Session at 12:28 PM in the Commissioners' Courtroom, 1st Floor of the Ned Granger Administration Building, 314 West 11th Street, Austin, Texas. Dana DeBeauvoir, County Clerk, was represented by Deputy Gillian Porter.

The Road District Board of Directors adjourned the Voting Session of the Travis County Bee Cave Road District No. 1 (Galleria) at 12:28 PM.

1. APPROVE TRAVIS COUNTY BEE CAVE ROAD DISTRICT #1 MINUTES FOR THE VOTING SESSION OF JUNE 23, 2009. (12:28 PM)

Motion by Commissioner Gómez **and seconded by** Commissioner Huber to approve Item 1.

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

ADJOURNMENT

Motion by Commissioner Gómez **and seconded by** Commissioner Davis to adjourn the Voting Session of the Travis County Bee Cave Road District No. 1. (12:28 PM)

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

MINUTES APPROVED BY THE ROAD DISTRICT BOARD

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Date of Approval

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Samuel T. Biscoe, Travis County Judge

MINUTES OF MEETING – AUGUST 25, 2009

TRAVIS COUNTY BEE CAVE ROAD DISTRICT NO. 1

On Tuesday, the 25th day of August, 2009, the Commissioners' Court, meeting as the Travis County Bee Cave Road District No. 1 (Galleria) Board of Directors, convened the Voting Session at 1:40 PM in the Commissioners' Courtroom, 1st Floor of the Ned Granger Administration Building, 314 West 11th 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 Road District Board of Directors adjourned the Voting Session of the Travis County Bee Cave Road District No. 1 (Galleria) at 1:41 PM.

1. APPROVE PAYMENT OF CLAIMS AND AUTHORIZE COUNTY TREASURER TO INVEST ROAD DISTRICT FUNDS. (1:40 PM)

Motion by Commissioner Gómez **and seconded by** Commissioner Huber to pay the claims in Item 1.

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

ADJOURNMENT

Motion by Judge Biscoe **and seconded by** Commissioner Gómez to adjourn the Voting Session of the Travis County Bee Cave Road District No. 1. (1:41 PM)

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

MINUTES APPROVED BY THE ROAD DISTRICT BOARD

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Date of Approval

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Samuel T. Biscoe, Travis County Judge