



## Travis County Commissioners Court Agenda Request

**Meeting Date:** 12/6/2011

**Prepared By/Phone Number:** Cynthia Lam-Roldan, 854-4822

**Elected/Appointed Official/Dept. Head:** Leroy Nellis, 854-9106

**Commissioners Court Sponsor:** Judge Biscoe

### **AGENDA LANGUAGE:**

Consider and take appropriate action on the following items for Human Resources Management Department:

- A. Proposed routine personnel amendments; and
- B. Non-routine request from Juvenile Probation for a variance to Travis County Code § 10.03008, Promotion.

### **BACKGROUND/SUMMARY OF REQUEST AND ATTACHMENTS:**

Attached are Personnel Amendments for Commissioners Court approval.

#### **A. Routine Personnel Actions – Pages 2 – 5.**

#### **B. Non-Routine Personnel Action – Pages 6 – 9.**

**Juvenile Probation** requests approval to record an action as a voluntary job change - Travis County Code § 10.03009 in lieu of a promotion - Travis County Code § 10.03008 for Slot 154, Juvenile Probation Division Director, PG 25 to Slot 630, Attorney IV, PG 26.

If you have any questions or comments, please contact Diane Blankenship at 854-9170 or Todd L. Osburn at 854-2744.

### **STAFF RECOMMENDATIONS:**

N/A

### **ISSUES AND OPPORTUNITIES:**

N/A

### **FISCAL IMPACT AND SOURCE OF FUNDING:**

None.

**AGENDA REQUEST DEADLINE:** All agenda requests and supporting materials must be submitted as a pdf to Cheryl Aker in the County Judge's office, [Cheryl.Aker@co.travis.tx.us](mailto:Cheryl.Aker@co.travis.tx.us) by **Tuesdays at 5:00 p.m.** for the next week's meeting.

**REQUIRED AUTHORIZATIONS:**

Todd Osburn, Human Resources Management Department, 854-2744

Diane Blankenship, Human Resources Management Department, 854-9170

Leroy Nellis, Planning and Budget Office, 854-9106

Cheryl Aker, County Judge's Office, 854-9555

**AGENDA REQUEST DEADLINE:** All agenda requests and supporting materials must be submitted as a pdf to Cheryl Aker in the County Judge's office, [Cheryl.Aker@co.travis.tx.us](mailto:Cheryl.Aker@co.travis.tx.us) by **Tuesdays at 5:00 p.m.** for the next week's meeting.



# HRMD Human Resources Management Department

700 Lavaca Street, 4<sup>th</sup> Floor

• P.O. Box 1748

• Austin, Texas 78767

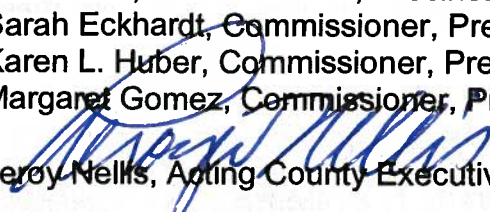
• (512) 854-9165 / FAX (512) 854-9757


**December 6, 2011**

**ITEM # :**

**DATE:** November 23, 2011

**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:**  Leroy Nellis, Acting County Executive, Planning and Budget

**FROM:** Diane Blankenship, Director, HRMD 

**SUBJECT:** Weekly Personnel Amendments

Attached are Personnel Amendments for Commissioners Court approval.

**A. Routine Personnel Actions – Pages 2 – 5.**

**B. Non-Routine Personnel Action – Pages 6 – 9.**

**Juvenile Probation** requests approval to record an action as a voluntary job change - Travis County Code § 10.03009 in lieu of a promotion - Travis County Code § 10.03008 for Slot 154, Juvenile Probation Division Director, PG 25 to Slot 630, Attorney IV, PG 26.

If you have any questions or comments, please contact Diane Blankenship at 854-9170 or Todd L. Osburn at 854-2744.

LN/DB/TLO

#### Attachments

cc: Planning and Budget Department  
County Auditor  
County Auditor-Payroll (Certified copy)  
County Clerk (Certified copy)

**WEEKLY PERSONNEL AMENDMENTS --- ROUTINE**

<b>NEW HIRES</b>				
<b>Dept.</b>	<b>Slot</b>	<b>Position Title</b>	<b>Dept. Requests Level/Salary</b>	<b>HRMD Recommends Level/Salary</b>
County Clerk	38	Recording Spec I	12 / Level 3 / \$30,804.80	12 / Level 3 / \$30,804.80
County Clerk	108	Recording Spec I	12 / Level 3 / \$30,804.80	12 / Level 3 / \$30,804.80
Fac Mgmt	59	Custodian*	5 / \$24,960.00	5 / \$24,960.00
PBO	18	Budget Analyst I**	16 / Level 2 / \$39,429.60	16 / Level 2 / \$39,429.60
Pretrial Services	24	Office Spec Part-time	10 / Midpoint / \$15,117.44	10 / Midpoint / \$15,117.44
Sheriff	1422	Cadet**	80 / Step 1 / \$34,594.77	80 / Step 1 / \$34,594.77
* Temporary to Regular			** Actual vs Authorized	

<b>TEMPORARY APPOINTMENTS</b>					
<b>Dept.</b>	<b>Slot</b>	<b>Position Title</b>	<b>Dept. Requests Grade/Salary</b>	<b>HRMD Recommends Grade/Salary</b>	<b>**Temporary Status Type Code</b>
TCCES	50054	Counselor	15 / \$16.64	15 / \$16.64	05
TNR	50008	Park Tech I	8 / \$11.00	8 / \$11.00	05
TNR	50017	Park Tech I	8 / \$11.00	8 / \$11.00	05
TNR	50030	Park Tech I	8 / \$11.00	8 / \$11.00	05
TNR	50032	Park Tech I	8 / \$11.00	8 / \$11.00	05
TNR	50033	Park Tech I	8 / \$11.00	8 / \$11.00	05
**Temporary Status Type Codes: (Temporary less than 6 mos. = 02) (Project Worker more than 6 mos. = 05, includes Retirement Benefits).					

<b>TEMPORARY PROMOTIONS / SALARY ADJUSTMENTS / LATERAL TRANSFERS / VOLUNTARY REASSIGNMENTS / TEMPORARY ASSIGNMENTS</b>				
<b>Dept. (From)</b>	<b>Slot - Position Title - Salary</b>	<b>Dept. (To)</b>	<b>Slot - Position Title - Salary</b>	<b>Comments</b>
TNR	Slot 20078 / Park Tech I / Grd 8 / \$11.00	TNR	Slot 50038 / Park Tech I / Grd 8 / \$11.00	Status changed from Temporary Worker (02) to Project Worker (05).

<b>CAREER LADDERS – POPS</b>						
<b>Dept.</b>	<b>Slot</b>	<b>Current Position Title/Grade</b>	<b>New Position Title/Grade</b>	<b>Current Annual Salary</b>	<b>Proposed Annual Salary</b>	<b>Comments Current HRMD Practice</b>
<b>Sheriff</b>	278	Corrections Ofcr* / Grd 81	Corrections Ofcr Sr / Grd 83	\$39,706.37	\$43,159.58	Career Ladder. Peace Officer Pay Scale (POPS).
<b>Sheriff</b>	345	Deputy Sheriff Law Enforcement* / Grd 72	Deputy Sheriff Sr Law Enfrcmt / Grd 74	\$48,506.02	\$52,590.72	Career Ladder. Peace Officer Pay Scale (POPS).
<b>Sheriff</b>	399	Cadet* / Grd 80	Corrections Ofcr* / Grd 81	\$34,594.77	\$39,706.37	Career Ladder. Peace Officer Pay Scale (POPS).
<b>Sheriff</b>	1480	Cadet* / Grd 80	Corrections Ofcr* / Grd 81	\$34,594.77	\$39,706.37	Career Ladder. Peace Officer Pay Scale (POPS).
<b>Sheriff</b>	1836	Cadet* / Grd 80	Corrections Ofcr / Grd 81	\$34,594.77	\$39,706.37	Career Ladder. Peace Officer Pay Scale (POPS).
<b>* Actual vs Authorized</b>						

<b>CAREER LADDERS – NON-POPS</b>						
<b>Dept.</b>	<b>Slot</b>	<b>Current Position Title/Grade</b>	<b>New Position Title/Grade</b>	<b>Current Annual Salary</b>	<b>Proposed Annual Salary</b>	<b>Comments Current HRMD Practice</b>
<b>Pretrial Services</b>	8	Pretrial Ofcr I* / Grd 15	Pretrial Ofcr II / Grd 16	\$37,429.39	\$39,300.86	Career Ladder. Pay is between min and midpoint of pay grade.
<b>TCCES</b>	24	Chem Dependency Counselor / Grd 15	Chem Dependency Counselor Sr / Grd 16	\$40,827.80	\$42,869.19	Career Ladder. Pay is between min and midpoint of pay grade.
<b>* Actual vs Authorized</b>						

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**PROMOTIONS / SALARY ADJUSTMENTS / LATERAL TRANSFERS / VOLUNTARY REASSIGNMENTS / TEMPORARY ASSIGNMENTS**

<b>Dept. (From)</b>	<b>Slot – Position Title – Grade – Salary</b>	<b>Dept. (To)</b>	<b>Slot – Position Title – Grade – Salary</b>	<b>Comments</b>
<b>Constable 4</b>	Slot 5 / Court Clerk I / Grd 13 / \$30,238.83	<b>Constable 4</b>	Slot 26 / Accountant Assoc / Grd 13 / \$32,497.00	Lateral transfer. Employee transferred to different slot, different position, same department, same pay grade. Pay is between min and midpoint of pay grade.
<b>Constable 4</b>	Slot 26 / Accountant Assoc / Grd 13 / \$37,042.43	<b>Constable 4</b>	Slot 5 / Court Clerk I / Grd 13 / \$34,784.26	Lateral transfer. Employee transferred to different slot, different position, same department, same pay grade. Pay is between min and midpoint of pay grade.
<b>ITS</b>	Slot 116 / Network Engineer I / Grd 23 / \$67,868.64	<b>ITS</b>	Slot 37 / Network Engineer II / Grd 25 / \$72,196.80	Promotion. Pay is between min and midpoint of pay grade.
<b>Sheriff</b>	Slot 179 / Certf Peace Ofcr Sr* / Grd 84 / \$63,481.39	<b>Sheriff</b>	Slot 1880 / Certf Peace Ofcr Sr / Grd 84 / \$63,481.39	POPS lateral transfer. Employee transferred to different slot, same position, same department, same pay grade, retains current pay.
<b>Sheriff</b>	Slot 576 / Certf Peace Ofcr Sr / Grd 84 / \$63,481.39	<b>Sheriff</b>	Slot 1879 / Certf Peace Ofcr Sr / Grd 84 / \$63,481.39	POPS lateral transfer. Employee transferred to different slot, same position, same department, same pay grade, retains current pay.
<b>Sheriff</b>	Slot 648 / Public Information Ofcr TCSO* / Grd 18 / \$63,573.04	<b>Sheriff</b>	Slot 648 / Public Information Ofcr Sr PS / Grd 20 / \$66,751.70	Promotion. Pay is between midpoint and max of pay grade.
<b>Sheriff</b>	Slot 1429 / Corrections Ofcr Sr / Grd 83 / \$43,159.58	<b>Sheriff</b>	Slot 576 / Corrections Ofcr Sr* / Grd 83 / \$43,159.58	POPS lateral transfer. Employee transferred to different slot, same position, same department, same pay grade, retains current pay.

**\* Actual vs Authorized**

<b>AD HOC CLASSIFICATION CHANGE</b>							
		<b>Current</b>			<b>HRMD Recommends</b>		
<b>Dept.</b>	<b>Slot #</b>	<b>Auth Position Title / Position #</b>	<b>FLSA</b>	<b>Pay Grade</b>	<b>Position Title / Position #</b>	<b>FLSA</b>	<b>Pay Grade</b>
<b>Medical Examiner</b>	37	Office Spec / 10795	NE	10	Records Analyst Asst / 13488	NE	13
<b>Department requests in order to meet departmental needs. PBO has confirmed funding available.</b>							

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**SECTION B. NON-ROUTINE PERSONNEL ACTION**

<b>NON-ROUTINE ACTION</b>				
<b>Dept. (From)</b>	<b>Slot – Position Title – Grade – Salary</b>	<b>Dept. (To)</b>	<b>Slot – Position Title – Grade – Salary</b>	<b>Comments</b>
<b>Juvenile Probation</b>	Slot 154 / Juvenile Probation Div Dir / Grd 25 / \$78,308.36	<b>Juvenile Probation</b>	Slot 630 / Attorney IV / Grd 26 / \$78,308.36	Request to record an action as a voluntary job change - Travis County Code § 10.03009 in lieu of a promotion - Travis County Code § 10.03008. Retains current pay.

**BY ORDER OF THE COMMISSIONERS COURT, THE PRECEDING PERSONNEL AMENDMENTS ARE APPROVED.**

\_\_\_\_\_  
**Samuel T. Biscoe, County Judge**

\_\_\_\_\_  
**Ron Davis, Commissioner, Pct. 1**

\_\_\_\_\_  
**Sarah Eckhardt, Commissioner, Pct. 2**

\_\_\_\_\_  
**Karen L. Huber, Commissioner, Pct. 3**

\_\_\_\_\_  
**Margaret Gomez, Commissioner, Pct. 4**





# HRMD Human Resources Management Department

700 Lavaca Street, 4th Floor

P.O. Box 1748

Austin, Texas 78767

(512) 854-9165 / FAX(512) 854-4203

**DATE:** November 23, 2011  
**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:** Leroy Nellis, Acting County Executive, Planning & Budget  
**FROM:** Diane Blankenship, Director of Human Resources  
**SUBJECT:** Juvenile Probation Department, Non-Routine Voluntary Reassignment (Slot 154)

## JUVENILE PROBATION DEPARTMENT'S REQUEST

Juvenile Probation is requesting that an employee move:

- |                  |                       |       |             |
|------------------|-----------------------|-------|-------------|
| • From: Slot 154 | Juv Probation Div Dir | PG 25 | \$78,308.36 |
| • To: Slot 630   | Attorney IV           | PG 26 | \$78,308.36 |

## REASON FOR NON-ROUTINE ACTION

The Juvenile Probation Department would like to move a Division Director to a vacant Attorney IV position. The incumbent meets the qualifications of the Attorney IV position and was not meeting the Department's needs as a Division Director. The Department wants to reassign this employee and categorize the action as a voluntary job change with no effect on salary. However, due to the fact that the Attorney IV job classification is currently in a higher pay grade (26) than the job classification of Juvenile Probation Div Dir (25), the requested action cannot be routinely processed as a voluntary job change. According to Travis County Code § 10.03008, a promotion occurs "when an employee accepts the offer of a job assigned to a higher pay grade". By the letter of the code, this personnel action would ordinarily be considered a promotion, and not a voluntary job change. The Department does not want this action recorded as a promotion, since under the Department's structure, Division Director is considered a job with more responsibility.

## Analysis

Juvenile Probation's request indicates that the Department does not view the proposed action as a promotion despite the fact that the employee will be moving to a higher pay grade. HRMD views this situation as an anomaly situation brought about primarily by the fact that the market sometimes places higher value on advanced professional jobs (such as Attorneys) than it does on managerial jobs. In this case, the Department's perspective is reasonable, and there is little question that this action does not represent a promotion in any way other than pay grade. It would be routinely processed as a voluntary job change except for the fact that the current policy defines promotions solely by the pay grade occupied by the incumbent.

The Department is not requesting a salary change in conjunction with this personnel action. This is consistent with the County's policy §10.03009(b)(2) regarding Voluntary Job Change since the proposed salary is between the minimum and midpoint of the new pay grade. Since the proposed salary is the same

as the current salary, the proposed action has no budgetary impact. Under these conditions, HRMD agrees with Juvenile Probation's proposed course of action as a reasonable proposal under the current constraints of the County Code.

**HRMD Recommendation**

HRMD supports the request made by Juvenile Probation. Thank you for your consideration in this matter. Should you have any questions, please call either Diane Blankenship at 854-9170 or Todd Osburn at 854-2744.

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# TRAVIS COUNTY JUVENILE PROBATION DEPARTMENT

ESTELA P. MEDINA  
Chief Juvenile Probation Officer

 COPY

ADMINISTRATIVE SERVICES  
COURT SERVICES  
DETENTION SERVICES  
DOMESTIC RELATIONS OFFICE  
PROBATION SERVICES  
RESIDENTIAL SERVICES  
SUBSTANCE ABUSE SERVICES

November 16, 2011

Diane Blankenship  
Director  
Travis County Human Resource Management Department  
700 Lavaca  
Austin, TX 78701

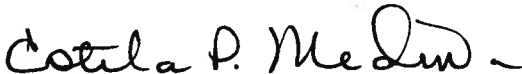
Dear Ms. Blankenship,

Please review the attached Personnel Action Form, *Slot 154* was hired as a Juvenile Probation Division Director on July 1, 2010, and served in that capacity until October 17, 2011 when *Slot 154* accepted a reassignment to our Domestic Relations Division. This change was made due to performance in *Slot 154* role as Division Director.

*Slot 154* new position is Attorney IV, pay grade 26. *Slot 154* was previously in pay grade 25. There will be no change in *Slot 154* actual salary, but it is my understanding that because *Slot 154* moved from a lower to a higher pay grade, it is considered a promotion pursuant to HRMD policy. We are requesting a non-routine personnel amendment to record this action as a **voluntary reassignment, with no demotion in salary or pay grade, instead.**

If the Commissioners Court requests additional information on this matter, we are respectfully requesting discussion during Executive Session. Please contact me or Judith Howard, HR Manager, if you need more information before submitting this request to the Commissioners Court.

Sincerely,

  
Estela Perez Medina  
Chief Probation Officer

Cc: ~~Todd Osburn~~  
Judith Howard

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