



Travis County Commissioners Court Agenda Request

Meeting Date: 12/13/2011

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

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

Commissioners Court Sponsor: Judge Biscoe

A handwritten signature in blue ink, appearing to read "Leroy Nellis", written over the printed name.

AGENDA LANGUAGE:

Consider and take appropriate action on proposed routine personnel amendments.

BACKGROUND/SUMMARY OF REQUEST AND ATTACHMENTS:

Attached are Personnel Amendments for Commissioners Court approval.

Routine Personnel Actions – Pages 2 – 3.

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.

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 by **Tuesdays at 5:00 p.m.** for the next week's meeting.



HRMD *Human Resources Management Department*

700 Lavaca Street, 4th Floor

● P.O. Box 1748

● Austin, Texas 78767

● (512) 854-9165 / FAX (512) 854-9757

December 13, 2011

ITEM # :

DATE: December 2, 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.

Routine Personnel Actions – Pages 2 – 3.

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

| NEW HIRES | | | | |
|-------------------------------|-------------|-------------------------|------------------------------------|-------------------------------------|
| Dept. | Slot | Position Title | Dept. Requests Level/Salary | HRMD Recommends Level/Salary |
| Constable 5 | 75 | Court Clerk I Part-time | 13 / Minimum / \$15,119.42 | 13 / Minimum / \$15,119.42 |
| Sheriff | 661 | Cadet** | 80 / Step 1 / \$34,594.77 | 80 / Step 1 / \$34,594.77 |
| Sheriff | 1214 | Security Coord | 12 / Minimum / \$28,262.42 | 12 / Minimum / \$28,262.42 |
| Sheriff | 1862 | Cadet** | 80 / Step 1 / \$34,594.77 | 80 / Step 1 / \$34,594.77 |
| * Temporary to Regular | | | ** Actual vs Authorized | |

| TEMPORARY APPOINTMENTS | | | | | |
|---|-------------|-----------------------|------------------------------------|-------------------------------------|-------------------------------------|
| Dept. | Slot | Position Title | Dept. Requests Grade/Salary | HRMD Recommends Grade/Salary | **Temporary Status Type Code |
| Tax Collector | 50112 | Administrative Asst I | 11 / \$12.70 | 11 / \$12.70 | 05 |
| TNR | 50009 | 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). | | | | | |

| TEMPORARY PROMOTIONS / SALARY ADJUSTMENTS / LATERAL TRANSFERS / VOLUNTARY REASSIGNMENTS / TEMPORARY ASSIGNMENTS | | | | |
|--|--|-------------------|--|---|
| Dept. (From) | Slot - Position Title - Salary | Dept. (To) | Slot - Position Title - Salary | Comments |
| TNR | Slot 20076 / Park Tech I / Grd 8 / \$11.00 | TNR | Slot 50035 / Park Tech I / Grd 8 / \$11.00 | Status changed from Temporary Worker (02) to Project Worker (05). |

| PROMOTIONS / SALARY ADJUSTMENTS / LATERAL TRANSFERS / VOLUNTARY REASSIGNMENTS / TEMPORARY ASSIGNMENTS | | | | |
|--|--|-----------------------|--|---|
| Dept. (From) | Slot – Position Title – Grade – Salary | Dept. (To) | Slot – Position Title – Grade – Salary | Comments |
| District Clerk | Slot 117 / Business Analyst III* / Grd 25 / \$71,285.32 | District Clerk | Slot 117 / Business Consultant I / Grd 27 / \$77,956.53 | Promotion. Pay is at minimum of pay grade. |
| Sheriff | Slot 212 / Detective Law Enforcement / Grd 75 / \$79,883.44 | Sheriff | Slot 1805 / Detective Law Enforcement / Grd 75 / \$79,883.44 | POPS lateral transfer. Employee transferred to different slot, same position, same department, same pay grade, retains current pay. |
| Sheriff | Slot 1805 / Detective Law Enforcement / Grd 75 / \$81,275.38 | Sheriff | Slot 212 / Detective Law Enforcement / Grd 75 / \$81,275.38 | POPS lateral transfer. Employee transferred to different slot, same position, same department, same pay grade, retains current pay. |
| * Actual vs Authorized | | | | |

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