



Travis County Commissioners Court Agenda Request

Meeting Date: 12/20/2011

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

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

Commissioners Court Sponsor: Judge Biscoe

[Handwritten signature: A. D. L. for Leroy Nellis]

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 – 4.

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 20, 2011

ITEM # :

DATE: December 9, 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 – 4.

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 1	26	Deputy Constable	61 / Step 1 / \$44,291.10	61 / Step 1 / \$44,291.10
Constable 1	27	Deputy Constable	61 / Step 1 / \$44,291.10	61 / Step 1 / \$44,291.10
Constable 5	7	Application Dev Analyst I	23 / Level 2 / \$63,044.80	23 / Level 2 / \$63,044.80
District Atty	25	Attorney VI	28 / Level 1 / \$85,924.80	28 / Level 1 / \$85,924.80
District Atty	74	Legal Secretary	15 / Level 4 / \$38,750.40	15 / Level 4 / \$38,750.40
Pretrial Services	7	Pretrial Ofcr I	15 / Level 1 / \$35,651.20	15 / Level 1 / \$35,651.20
Sheriff	1842	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
County Clerk	50056	Office Asst	8 / \$10.71	8 / \$10.71	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
District Atty	Slot 20052 / Law Clerk II / Grd 18 / \$20.38	District Atty	Slot 50062 / Law Clerk II / Grd 18 / \$20.38	Status changed from Temporary Worker (02) to Project Worker (05).
TNR	Slot 20075 / Park Tech I / Grd 8 / \$11.00	TNR	Slot 50036 / Park Tech I / Grd 8 / \$11.00	Status changed from Temporary Worker (02) to Project Worker (05).

CAREER LADDERS – POPS						
Dept.	Slot	Current Position Title/Grade	New Position Title/Grade	Current Annual Salary	Proposed Annual Salary	Comments Current HRMD Practice
Constable 2	46	Deputy Constable* / Grd 61	Deputy Constable Sr / Grd 62	\$46,080.53	\$49,960.98	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 Probation	168	Juvenile Probation Ofcr I* / Grd 14	Juvenile Probation Ofcr II / Grd 15	\$35,740.85	\$37,527.89	Career Ladder. Pay is between min and midpoint of pay grade.
* Actual vs Authorized						

THIS SECTION LEFT BLANK INTENTIONALLY.

PROMOTIONS / SALARY ADJUSTMENTS / LATERAL TRANSFERS / VOLUNTARY REASSIGNMENTS / TEMPORARY ASSIGNMENTS				
Dept. (From)	Slot – Position Title – Grade – Salary	Dept. (To)	Slot – Position Title – Grade – Salary	Comments
County Clerk	Slot 10 / Commissioners Court Spec / Grd 15 / \$40,925.29	County Clerk	Slot 10 / Commissioners Court Spec / Grd 15 / \$43,260.67	Salary adjustment. Pay is at midpoint of pay grade.
* 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