



Travis County Commissioners Court Agenda Request

Meeting Date: 12/27/2011

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

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

Commissioners Court Sponsor: Judge Samuel T. Biscoe

A handwritten signature in blue ink, appearing to read "Samuel T. Biscoe", is written over the "Commissioners Court Sponsor" line.

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 – 5.

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 27, 2011

ITEM # :

DATE: December 16, 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 – 5.

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
Criminal Courts	176	Systems Engineer II	25 / \$73,328.00	25 / \$73,328.00
District Clerk	16	Court Clerk I	13 / Level 2 / \$32,052.80	13 / Level 2 / \$32,052.80
Sheriff	1061	Cadet**	80 / Step 1 / \$34,594.77	80 / Step 1 / \$34,594.77
Sheriff	1350	Office Spec Sr	12 / Midpoint / \$34,621.60	12 / Midpoint / \$34,621.60
* 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 / \$10.71	8 / \$10.71	05
Tax Collector	50060	Administrative Asst I	11 / \$12.70	11 / \$12.70	05
TCCES	50065	Office Spec*	10 / \$13.67	10 / \$13.67	05
TNR	50039	Park Tech I	8 / \$11.00	8 / \$11.00	05
* Regular to Temporary		**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
HHS	Slot 20084 / Office Spec / Grd 10 / \$12.58	HHS	Slot 50785 / Office Spec / Grd 10 / \$12.58	Status changed from Temporary Worker (02) to Project Worker (05).

CAREER LADDERS – NON-POPS						
Dept.	Slot	Current Position Title/Grade	New Position Title/Grade	Current Annual Salary	Proposed Annual Salary	Comments Current HRMD Practice
District Atty	21	Attorney III* / Grd 24	Attorney IV* / Grd 26	\$63,638.43	\$72,861.57	Career Ladder. Pay is at minimum of pay grade.
District Atty	24	Attorney V* / Grd 27	Attorney VI / Grd 28	\$77,956.58	\$83,424.43	Career Ladder. Pay is at minimum of pay grade.
District Atty	275	Attorney IV* / Grd 26	Attorney V / Grd 27	\$75,046.40	\$80,299.65	Career Ladder. Pay is between min and midpoint of pay grade.
District Atty	282	Attorney IV* / Grd 26	Attorney V* / Grd 27	\$72,861.57	\$77,956.53	Career Ladder. Pay is at minimum of pay grade.
Juvenile Probation	477	Juvenile Rsdntl Trt Ofcr I* / Grd 12	Juvenile Rsdntl Trt Ofcr II / Grd 13	\$30,804.80	\$32,345.04	Career Ladder. Pay is between min and midpoint of pay grade.
Pretrial Services	57	Pretrial Ofcr II* / Grd 16	Pretrial Ofcr III / Grd 17	\$39,890.10	\$42,682.41	Career Ladder. Pay is between min and midpoint 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
County Clerk	Slot 48 / Court Clerk Asst* / Grd 11 / \$33,414.63	County Clerk	Slot 48 / Recording Spec I / Grd 12 / \$33,414.63	Promotion. Pay is between min and midpoint of pay grade, retains current pay.
Sheriff	Slot 48 / Registered Charge Nurse / Grd 21 / \$77,901.78	Sheriff	Slot 79 / Registered Charge Nurse / Grd 21 / \$77,901.78	Lateral transfer. Employee transferred to different slot, same position, same department, same pay grade, retains current pay.
* 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
Sheriff	Slot 81 / Licensed Vocational Nurse / Grd 15 / \$51,912.70	Sheriff	Slot 881 / Licensed Vocational Nurse / Grd 15 / \$51,912.70	Lateral transfer. Employee transferred to different slot, same position, same department, same pay grade, retains current pay.
Sheriff	Slot 842 / Registered Charge Nurse / Grd 21 / \$61,276.80	Sheriff	Slot 1871 / Registered Charge Nurse / Grd 21 / \$61,276.80	Lateral transfer. Employee transferred to different slot, same position, same department, same pay grade, retains current pay.
Sheriff	Slot 881 / Licensed Vocational Nurse / Grd 15 / \$46,595.23	Sheriff	Slot 81 / Licensed Vocational Nurse / Grd 15 / \$46,595.23	Lateral transfer. Employee transferred to different slot, same position, same department, same pay grade, retains current pay.
Sheriff	Slot 910 / Registered Charge Nurse / Grd 21 / \$64,918.26	Sheriff	Slot 1873 / Registered Charge Nurse / Grd 21 / \$64,918.26	Lateral transfer. Employee transferred to different slot, same position, same department, same pay grade, retains current pay.
Sheriff	Slot 1323 / Registered Charge Nurse / Grd 21 / \$64,918.26	Sheriff	Slot 1872 / Registered Charge Nurse / Grd 21 / \$64,918.26	Lateral transfer. Employee transferred to different slot, same position, same department, same pay grade, retains current pay.

*** 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
Sheriff	Slot 1325 / Registered Charge Nurse / Grd 21 / \$64,918.26	Sheriff	Slot 1874 / Registered Charge Nurse / Grd 21 / \$64,918.26	Lateral transfer. Employee transferred to different slot, same position, same department, same pay grade, retains current pay.
Sheriff	Slot 1722 / Risk Safety Spec II / Grd 20 / \$57,323.97	Sheriff	Slot 179 / Building Maint Div Mgr / Grd 26 / \$77,251.20	Promotion. Pay is between min and 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