



Travis County Commissioners Court Agenda Request

Meeting Date: 1/3/2012

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 black ink, appearing to read "Leroy Nellis", is written over the text of the "Elected/Appointed Official/Dept. Head" field.

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

January 3, 2012

ITEM # :

DATE: December 22, 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

TEMPORARY APPOINTMENTS

Dept.	Slot	Position Title	Dept. Requests Grade/Salary	HRMD Recommends Grade/Salary	**Temporary Status Type Code
County Judge	20006	Office Spec Sr	12 / \$15.00	12 / \$15.00	02
PBO	20023	Financial Analyst Sr	19 / \$27.25	19 / \$27.25	02
TCCES	50045	Counselor	15 / \$16.64	15 / \$16.64	05

****Temporary Status Type Codes:** (Temporary less than 6 mos. = 02) (Project Worker more than 6 mos. = 05, includes Retirement Benefits).

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	614	Juvenile Detention Ofcr I* / Grd 12	Juvenile Detention Ofcr II* / Grd 13	\$29,974.00	\$31,472.80	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
District Clerk	Slot 122 / Court Clerk I / Grd 13 / \$30,238.83	District Clerk	Slot 122 / Court Clerk I / Grd 13 / \$33,238.83	Salary adjustment. Pay is between min and midpoint of pay grade.
Emergency Services	Slot 39 / Fire Marshal Asst Deputy II* / Grd 18 / \$56,476.00	Emergency Services	Slot 39 / Fire Marshal Asst Deputy III / Grd 20 / \$58,170.00	Promotion. Pay is between min and midpoint of pay grade.
Fac Mgmt	Slot 6 / Building Maint Worker / Grd 9 / \$27,217.63	Fac Mgmt	Slot 130 / Building Maint Worker Sr / Grd 11 / \$30,576.00	Promotion. 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
Fac Mgmt	Slot 136 / Plumber / Grd 13 / \$34,495.35	Fac Mgmt	Slot 102 / Master Plumber / Grd 15 / \$37,935.84	Promotion. Pay is between min and midpoint of pay grade.
HHS	Slot 232 / Social Worker / Grd 17 / \$46,754.76	HHS	Slot 293 / Social Worker / Grd 17 / \$46,754.76	Lateral transfer. Employee transferred to different slot, same position, same department, same pay grade, retains current pay.
Juvenile Probation	Slot 137 / Laundry Attendant* / Grd 7 / \$27,645.72	Juvenile Probation	Slot 137 / Housekeeper / Grd 7 / \$27,645.72	Classification change approved by CC on 11/29/11. Retains current pay.
Juvenile Probation	Slot 139 / Custodian* / Grd 5 / \$24,625.95	Juvenile Probation	Slot 139 / Housekeeper / Grd 7 / \$24,625.95	Promotion. Pay is between min and midpoint of pay grade, retains current pay.
Juvenile Probation	Slot 142 / Custodian* / Grd 5 / \$22,880.00	Juvenile Probation	Slot 142 / Housekeeper / Grd 7 / \$22,880.00	Promotion. Pay is between min and midpoint of pay grade, retains current pay.
Juvenile Probation	Slot 199 / Custodian* / Grd 5 / \$28,185.04	Juvenile Probation	Slot 199 / Housekeeper / Grd 7 / \$28,185.04	Promotion. Pay is between midpoint and max of pay grade, retains current pay.
Juvenile Probation	Slot 293 / Laundry Attendant* / Grd 7 / \$29,276.62	Juvenile Probation	Slot 293 / Housekeeper / Grd 7 / \$29,276.62	Classification change approved by CC on 11/29/11. Retains current pay.
Juvenile Probation	Slot 401 / Custodian* / Grd 5 / \$28,016.77	Juvenile Probation	Slot 401 / Housekeeper / Grd 7 / \$28,016.77	Promotion. Pay is between midpoint and max of 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
Juvenile Probation	Slot 490 / Custodian* / Grd 5 / \$28,362.11	Juvenile Probation	Slot 490 / Housekeeper / Grd 7 / \$28,362.11	Promotion. Pay is between midpoint and max of pay grade, retains current pay.
Juvenile Probation	Slot 570 / Laundry Attendant* / Grd 7 / \$29,199.04	Juvenile Probation	Slot 570 / Housekeeper / Grd 7 / \$29,199.04	Classification change approved by CC on 11/29/11. Retains current pay.
PBO	Slot 5 / Budget Analyst Sr / Grd 22 / \$67,999.75	ITS	Slot 55 / Financial Mgr / Grd 24 / \$78,878.84	Promotion. Pay is between min and midpoint of pay grade.
Sheriff	Slot 565 / Corrections Ofcr Sr* / Grd 83 / \$59,545.41	Sheriff	Slot 1507 / Corrections Ofcr Sr / Grd 83 / \$59,545.41	POPS lateral transfer. Employee transferred to different slot, same position, same department, same pay grade, retains current pay.
Sheriff	Slot 1204 / Certf Peace Ofcr Sr / Grd 84 / \$63,481.39	Sheriff	Slot 1406 / 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.
Sheriff	Slot 1406 / Corrections Ofcr Sr* / Grd 83 / \$43,159.58	Sheriff	Slot 1204 / 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

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 1507 / Corrections Ofcr Sr / Grd 83 / \$48,763.31	Sheriff	Slot 565 / Corrections Ofcr Sr* / Grd 83 / \$48,763.31	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