



Travis County Commissioners Court Agenda Request

Meeting Date: 1/17/2012

Prepared By/Phone Number: Cynthia Lam-Roldan, 854-4827

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

Commissioners Court Sponsor: Judge Samuel T. Biscoe

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.



Human Resources Management Department

700 Lavaca Street, 4th Floor

• P.O. Box 1748

• Austin, Texas 78767

• (512) 854-9165 / FAX (512) 854-9757


January 17, 2012

ITEM # :

DATE: January 6, 2012

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	
Comm Pct 4	3	Office Spec Sr* ** Part-time	12 / \$23,400.00	12 / \$23,400.00	
District Atty	265	Investigator	67 / Step 1 / \$65,047.84	67 / Step 1 / \$65,047.84	
District Clerk	57	Court Clerk Asst	11 / Minimum / \$26,417.46	11 / Minimum / \$26,417.46	
HHS	57	Case Worker*	15 / Level 3 / \$37,710.40	15 / Level 3 / \$37,710.40	
HHS	109	Case Worker	15 / Level 3 / \$37,710.40	15 / Level 3 / \$37,710.40	
HHS	274	Social Worker	17 / Level 5 / \$45,552.00	17 / Level 5 / \$45,552.00	
Sheriff	314	Cadet**	80 / Step 1 / \$34,594.77	80 / Step 1 / \$34,594.77	
Sheriff	325	Cadet**	80 / Step 1 / \$34,594.77	80 / Step 1 / \$34,594.77	
Sheriff	652	Security Coord	12 / Minimum / \$28,262.42	12 / Minimum / \$28,262.42	
Sheriff	1624	Security Coord	12 / Level 6 / \$33,342.40	12 / Level 6 / \$33,342.40	
Sheriff	1633	Security Coord	12 / Minimum / \$28,262.42	12 / Minimum / \$28,262.42	
Sheriff	1808	Security Coord	12 / Level 1 / \$29,099.20	12 / Level 1 / \$29,099.20	
Sheriff	1866	Security Coord	12 / Minimum / \$28,262.42	12 / Minimum / \$28,262.42	
TCCES	28	Office Spec*	10 / \$28,434.80	10 / \$28,434.80	
TNR	288	Park Maint Worker*	7 / \$26,124.80	7 / \$26,124.80	
* Temporary to Regular			** Actual vs Authorized		

TEMPORARY APPOINTMENTS					
Dept.	Slot	Position Title	Dept. Requests Grade/Salary	HRMD Recommends Grade/Salary	**Temporary Status Type Code
HRMD	20041	Benefits Asst I	12 / \$15.00	12 / \$15.00	02
Tax Collector	50053	Administrative Asst I	11 / \$12.70	11 / \$12.70	05
Tax Collector	50054	Administrative Asst I	11 / \$12.70	11 / \$12.70	05
Tax Collector	50064	Administrative Asst I	11 / \$12.70	11 / \$12.70	05
**Temporary Status Type Codes: (Temporary less than 6 mos. = 02) (Project Worker more than 6 mos. = 05, includes Retirement Benefits).					

TEMPORARY APPOINTMENTS

Dept.	Slot	Position Title	Dept. Requests Grade/Salary	HRMD Recommends Grade/Salary	**Temporary Status Type Code
Tax Collector	50113	Administrative Asst I	11 / \$12.70	11 / \$12.70	05
Tax Collector	50114	Administrative Asst I	11 / \$12.70	11 / \$12.70	05

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

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	49	Deputy Constable* / Grd 61	Deputy Constable Sr / Grd 62	\$45,177.18	\$48,720.67	Career Ladder. Peace Officer Pay Scale (POPS).
Sheriff	274	Cadet* / Grd 80	Corrections Ofcr / Grd 81	\$34,594.77	\$39,706.37	Career Ladder. Peace Officer Pay Scale (POPS).
Sheriff	1372	Cadet* / Grd 80	Corrections Ofcr* / Grd 81	\$34,594.77	\$39,706.37	Career Ladder. Peace Officer Pay Scale (POPS).
Sheriff	1831	Corrections Ofcr* / Grd 81	Corrections Ofcr Sr / Grd 83	\$43,826.02	\$47,636.78	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	497	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.

*** 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 11 / Juvenile Probation Div Mgr / Grd 22 / \$71,431.15	Juvenile Probation	Slot 152 / Juvenile Probation Div Mgr / Grd 22 / \$71,431.15	Lateral transfer. Employee transferred to different slot, same position, same department, same pay grade, retains current pay.
Juvenile Probation	Slot 152 / Juvenile Probation Div Mgr / Grd 22 / \$61,044.54	Juvenile Probation	Slot 11 / Juvenile Probation Div Mgr / Grd 22 / \$61,044.54	Lateral transfer. Employee transferred to different slot, same position, same department, same pay grade, retains current pay.
Sheriff	Slot 14 / Business Analyst I / Grd 21 / \$53,497.60	Sheriff	Slot 367 / Business Analyst III / Grd 25 / \$68,095.87	Promotion. Pay is at minimum of pay grade.
Sheriff	Slot 1435 / Sergeant Corrections / Grd 88 / \$85,772.96	Sheriff	Slot 1429 / Corrections Ofcr Sr / Grd 83 / \$59,545.41	Demotion. Peace Officer Pay Scale (POPS).
Sheriff	Slot 1880 / Certf Peace Ofcr Sr / Grd 84 / \$63,481.39	Sheriff	Slot 1722 / Risk Safety Spec II / Grd 20 / \$63,481.39	Promotion. Transition from Peace Officer Pay Scale to Classified Pay Scale. Pay is between midpoint and max of pay grade, retains current pay.
* Actual vs Authorized				

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AD HOC CLASSIFICATION CHANGE							
		Current			HRMD Recommends		
Dept.	Slot #	Auth Position Title / Position #	FLSA	Pay Grade	Position Title / Position #	FLSA	Pay Grade
District Clerk	58	Court Clerk Asst / 11745	NE	11	Court Clerk I / 13746	NE	13
Department requests in order to meet departmental needs. PBO has confirmed funding available.							

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