



Travis County Commissioners Court Agenda Request

Meeting Date: 1/24/2012

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

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 – 8.

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 24, 2012

ITEM # :

DATE: January 13, 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 – 8.

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 |
| Civil Courts | 67 | Court Reporter | 24 / \$77,242.79 | 24 / \$77,242.79 |
| County Atty | 90 | Law Clerk I Part-time | 14 / Minimum / \$16,172.73 | 14 / Minimum / \$16,172.73 |
| County Atty | 167 | Victim Counselor Sr Part-time | 16 / Minimum / \$18,512.00 | 16 / Minimum / \$18,512.00 |
| District Clerk | 134 | Business Analyst III | 25 / \$74,000.00 | 25 / \$74,000.00 |
| Juvenile Probation | 68 | Juvenile Probation Ofcr II | 15 / Level 1 / \$35,651.20 | 15 / Level 1 / \$35,651.20 |
| Juvenile Probation | 415 | Juvenile Detention Ofcr I** | 12 / Minimum / \$28,262.42 | 12 / Minimum / \$28,262.42 |
| 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 | 20108 2 nd Job | Accounting Clerk | 11 / \$14.00 | 11 / \$14.00 | 02 |
| TNR | 50053 | School Crossing Guard | 11 / \$13.00 | 11 / \$13.00 | 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 |
| County Atty | 134 | Attorney II* / Grd 22 | Attorney III / Grd 24 | \$55,578.89 | \$63,638.43 | Career Ladder. Pay is at minimum 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 Atty | Slot 160 / Social Svcs Program Spec / Grd 16 / Full-time \$37,024.00 | County Atty | Slot 160 / Social Svcs Program Spec / Grd 16 / Part-time \$18,512.00 | Status change from full-time to part-time (40 hrs to 20 hrs). |
| CSCD | Slot 378 / Probation Ofcr II / Grd 15 / \$40,559.37 | Juvenile Probation | Slot 319 / Juvenile Probation Ofcr III / Grd 16 / \$40,352.00 | Promotion. Pay is between min and midpoint of pay grade. |
| Pretrial Services | Slot 91 / Intake Ofcr / Grd 13 / \$32,644.21 | Criminal Courts | Slot 181 / Judicial Aide / Grd 15 / \$37,632.32 | Promotion. Pay is between min and midpoint of pay grade. |
| * Actual vs Authorized | | | | |

THIS SECTION LEFT BLANK INTENTIONALLY.

AD HOC CLASSIFICATION CHANGES

| | | Current | | | HRMD Recommends | | |
|--------------------|--------|-------------------------------------|------|-----------|-------------------------------------|------|-----------|
| Dept. | Slot # | Auth Position Title / Position # | FLSA | Pay Grade | Position Title / Position # | FLSA | Pay Grade |
| Juvenile Probation | 563 | Psychologist / 23694 | E | 23 | Psychological Svcs Manager / 25XXX* | E | 25 |
| Juvenile Probation | 400 | Psychologist / 23694 | E | 23 | Psychological Svcs Manager / 25XXX* | E | 25 |
| Juvenile Probation | 69 | Juvenile Probation Ofcr III / 16389 | NE | 16 | Juvenile Probation Ofcr Ld / 17392 | NE | 17 |
| Juvenile Probation | 573 | Juvenile Probation Ofcr III / 16389 | NE | 16 | Juvenile Case Work Mgr / 19391 | E | 19 |

Department requests in order to meet departmental needs. PBO has confirmed funding available.

*New job classification. See attached job description, pages 5 – 8.

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



HRMD Human Resources Management

700 Lavaca, 4th Floor • P.O. Box 1748 • Austin, Texas 78701 • (512) 854-9165

MEMORANDUM

DATE: January 13, 2012
TO: Members of the Commissioners Court
VIA: Leroy Nellis, Acting County Executive, Planning & Budget Office
FROM: Diane Blankenship, Director of Human Resources
Todd Osburn, Compensation Manager 
SUBJECT: Proposed New Job Classification

HRMD recommends creation of one new job classification as outlined below:

Psychological Services Manager

Serving as a managing psychologist, incumbents provide direct oversight of treatment or assessment services and supervise the work of psychologists and other clinical staff. Incumbents also engage in program design and development; and coordinate and conduct training on treatment related issues.

Creation of this job title was necessary to accommodate the growth of the provision of psychological services across Travis County departments. As these operations have grown larger and more complex, it has become necessary to acknowledge the management responsibilities of some of our practicing psychologists. In addition to providing direct psychological services, some practicing psychologists also spend a great deal of effort managing a team of counselors and other paraprofessionals in the delivery of psychological services. Creation of this position allows for acknowledgment of these responsibilities and allows for potential differentiation with other psychologists who may provide psychological services but are not required to manage subordinate personnel. Consistent with market data, the job is recommended to be put in Pay Grade 25 on the Classified Pay Scale. Presently, the Psychologist job is placed at Pay Grade 23 on the Classified Pay Scale.

Should you have questions, contact Diane Blankenship at ext. 4-9165 or Todd Osburn at ext. 4-2744.

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TRAVIS COUNTY JOB DESCRIPTION

JOB TITLE: Psychological Services Manager

JOB CODE: 25XXX
PAY GRADE: 25

FLSA STATUS: Exempt
LAST REVISED: 1/XX/12

JOB SUMMARY:

Conducts direct oversight of treatment or assessment services; supervises the work of psychologists and other clinical staff. Engages in program design and development; and coordinates and conducts training on treatment related issues. Provides training to staff on mental health and justice system issues. Ensures that Federal, State and Local standards are sufficiently met on licensed substance abuse and other treatment units and coordinates with staff on grant-funded activities and program initiatives. Collaborates with contracted mental health providers and serves as a liaison between the department and various mental health agencies and professionals. Communicates with the courts regarding treatment and provides consultation regarding mental health and treatment concerns. Provides individual, group, and family therapy to pre- and post-adjudicated clients. Oversees treatment and/or assessment budget and manages towards cost effective programming.

DISTINGUISHING CHARACTERISTICS:

This is a job classification within the Senior Management/Middle Management job family. This classification serves as supervising psychologist. In addition to clinical responsibilities, this classification is distinguished by the administrative and management duties and responsibilities performed in overseeing the staff and operations of a unit performing clinical mental health-related work. This classification may require work in secure facilities. This classification may require a flexible work schedule in order to meet the needs of the department.

DUTIES AND RESPONSIBILITIES:

- Responsible for direct oversight of psychological treatment programs, interventions and services. Oversees clinical and support staff and conducts the clinical and administrative activities of a unit, including hiring of treatment and assessment staff, performance evaluations, training and the provision of necessary disciplinary actions for employees.
- Conducts psychological testing and evaluations using interviews, assessment instruments, observation, records review and other methods. Administers and interprets psychological tests. Provides diagnoses and recommendations regarding intervention to guide court disposition and case management. Prepares written reports. Oversees and supervises post-doctoral level staff in completing psychological evaluations.
- Assigns and reviews all psychological screenings and assists in determining diagnostic and clinical recommendations. Reviews psychological reports for completeness and accuracy and prepares written reports. Oversees the assignment of psychological evaluations to contract and other psychologists.
- Maintains documentation of service delivery in accordance with standards of the profession; organizes client data.
- Supervises the clinical work of psychologists and other clinical staff to include such activities as technical assistance, direct observation, and clinical case consultation. Provides direct clinical care to clients and families as needed.
- Develops, coordinates and evaluates mental health delivery programs and services. Develops systems for improved management or administration.
- Communicates with the courts regarding treatment recommendations and provides consultation to personnel regarding mental health and treatment concerns.
- Recommends, implements, and administers policies and procedures.
- Collaborates with mental health providers and serves as a liaison between the department and various mental health agencies and professionals.
- Ensures that national, state, and local standards are sufficiently met on licensed substance abuse treatment units.
- Conducts psychological research. Provides outreach services. Assists with program evaluation studies. Plans and directs research studies and projects, ensuring findings are appropriately disseminated.

TRAVIS COUNTY JOB DESCRIPTION

JOB TITLE: Psychological Services Manager

JOB CODE: 25XXX
PAY GRADE: 25

FLSA STATUS: Exempt
LAST REVISED: 1/XX/12

DUTIES AND RESPONSIBILITIES: (Cont.)

- Trains department staff on mental health and justice system issues.
- Provides consultation, training and technical assistance to staff. Designs, supervises and conducts workshops on psychological topics for staff and the community.
- Coordinates with personnel throughout the department on grant-funded activities and program initiatives.
- Provides consultation to staff regarding case management in the design and implementation of special treatment programs. Determines nature and extent of treatment programs.
- Provides court testimony as an expert witness.
- Oversees treatment and/or assessment budget and manages towards cost effective programming.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:

Ph.D. degree in Psychology AND three (3) years of experience in assessment and treatment, including one (1) year of experience in full time supervision of clinicians in clinical intervention and/or assessment administration.

Licenses, Registrations, Certifications, or Special Requirements:

Licensed to practice as a Psychologist in the State of Texas issued by the Texas State Board of Examiners of Psychologists.

Valid Texas Driver's License.

Knowledge, Skills, and Abilities:

Knowledge of:

- Psychological theories and interventions, to include cognitive behavioral theory and interventions; psychometrics; psychopathology; and physiological principles.
- Diagnostic criteria as outlined by the Diagnostic and Statistical Manual of Mental Disorder (DSM-IV), to include knowledge of substance related disorders, trauma, behavioral disorders, and mood and anxiety disorders.
- Psychological assessment and report writing.
- Federal, State and Local applicable laws, rules, regulations, policies and procedures and applicable professional psychological standards and procedures.
- Child, adolescent and/or adult development as related to position. Texas Family Code, Texas Occupational Code (Psychologists), and Texas Psychologist's Licensing Act.
- Psychological assessment instruments.
- Relevant substance abuse and mental health treatment issues and protocols, treatment issues pertaining to juvenile and/or adult justice and evidence-based principles and practice.

Skill in:

- Using psychological evaluation and assessment techniques.
- Interpreting diagnostic evaluations and assessing behavior.
- Preparing and maintaining accurate records, files and reports.
- Supervising and training employees, including both clinical and administrative activities.
- Interacting effectively with all levels of management, employees and outside contacts.
- Strategic planning, developing, monitoring and evaluating of programs.

TRAVIS COUNTY JOB DESCRIPTION

JOB TITLE: Psychological Services Manager

JOB CODE: 25XXX
PAY GRADE: 25

FLSA STATUS: Exempt
LAST REVISED: 1/XX/12

MINIMUM REQUIREMENTS: (Cont.)**Skill in: (Cont.)**

- Leadership and collaboration.
- Problem-solving and decision-making.
- Conflict resolution. Performing organizational work.
- Exercising independent judgment under minimal supervision.
- Both verbal and written communication, including presentations.

Ability to:

- Plan and direct psychological activities and research.
- Conduct psychological evaluation.
- Provide individual and group therapy.
- Direct, motivate, train, develop and evaluate staff.
- Develop and implement policies and procedures and operational plans and activities; organize workloads.
- Gather and evaluate facts to develop individual program planning and appropriate case disposition.
- Prepare administrative and statistical reports.
- Create and implement strategic plans and to train others in a variety of areas.
- Serve as a representative of department mission and goals.
- Manage time well, perform multiple tasks and organize diverse activities.
- Work with potentially hostile and aggressive individuals.
- Establish and maintain effective working relationships with departmental clientele, representatives of outside agencies and providers, other County employees and officials, and the general public.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

Physical requirements include the ability to lift/carry up to 35-100 pounds occasionally, visual acuity, speech and hearing, hand and eye coordination and manual dexterity necessary to operate a computer and office equipment. Subject to standing, sitting, walking, climbing stairs, bending, stooping, crouching, kneeling, pushing, pulling, reaching, repetitive motion, twisting, balancing, client/customer contact, squatting, and occasional indoor/outdoor activities to perform the essential functions. Subject to contact with communicable diseases, radiation, hazardous waste, human fecal matter and foul odors.

This job description is intended to be generic in nature. It is not necessarily an exhaustive list of all duties and responsibilities. The essential duties, functions and responsibilities and overtime eligibility may vary based on the specific tasks assigned to the position.

