



Travis County Commissioners Court Agenda Request

Meeting Date: 2/7/2012

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".

AGENDA LANGUAGE:

Consider and take appropriate action on the following items for Human Resources Management Department:

- A. Proposed routine personnel amendments; and
- B. Non-routine requests from Tax Collector for a variance to Travis County Code § 10.03002, General Overview for Determining Pay Policy and Travis County Code § 10.03008, Promotion.

BACKGROUND/SUMMARY OF REQUEST AND ATTACHMENTS:

Attached are Personnel Amendments for Commissioners Court approval.

A. Routine Personnel Actions – Pages 2 – 5.

B. Non-Routine Personnel Actions – Pages 6 - 9.

Tax Collector requests approval for a salary adjustment that exceeds 10% above midpoint – Travis County Code § 10.03002, Slot 32, Administrative Asst II, PG 13. HRMD has reviewed supporting documentation; PBO has confirmed sufficient funds.

Tax Collector requests approval for a promotion that is above midpoint and greater than a 5% increase in salary. Travis County Code § 10.03008, Slot 87, Administrative Asst II, PG 13. HRMD has reviewed supporting documentation; PBO has confirmed sufficient funds.

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

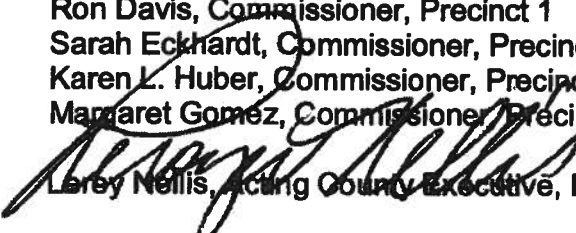
• (512) 854-9165 / FAX (512) 854-9757


February 7, 2012

ITEM # :

DATE: January 27, 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:  Lorey Nellis, Acting County Executive, Planning and Budget

FROM: Diane Blankenship, Director, HRMD 

SUBJECT: Weekly Personnel Amendments

Attached are Personnel Amendments for Commissioners Court approval.

A. Routine Personnel Actions – Pages 2 – 5.

B. Non-Routine Personnel Actions – Pages 6 - 9.

Tax Collector requests approval for a salary adjustment that exceeds 10% above midpoint – Travis County Code § 10.03002, Slot 32, Administrative Asst II, PG 13. HRMD has reviewed supporting documentation; PBO has confirmed sufficient funds.

Tax Collector requests approval for a promotion that is above midpoint and greater than a 5% increase in salary. Travis County Code § 10.03008, Slot 87, Administrative Asst II, PG 13. HRMD has reviewed supporting documentation; PBO has confirmed sufficient funds.

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 2	48	Court Clerk I*	13 / \$30,380.80	13 / \$30,380.80	
County Atty	185	Victim Counselor Sr	16 / Minimum / \$37,024.00	16 / Minimum / \$37,024.00	
JP Pct 5	10	Court Clerk I	13 / \$31,492.64	13 / \$31,492.64	
Juvenile Probation	291	Cook	8 / Level 3 / \$23,483.20	8 / Level 3 / \$23,483.20	
Juvenile Probation	627	Juvenile Rsdntl Trt Ofcr Sr	15 / Minimum / \$34,608.50	15 / Minimum / \$34,608.50	
Sheriff	142	Deputy Sheriff Law Enforcement**	72 / Step 1 / \$46,622.16	72 / Step 1 / \$46,622.16	
Sheriff	152	Deputy Sheriff Law Enforcement**	72 / Step 1 / \$46,622.16	72 / Step 1 / \$46,622.16	
Sheriff	203	Deputy Sheriff Law Enforcement**	72 / Step 1 / \$46,622.16	72 / Step 1 / \$46,622.16	
Sheriff	1455	Deputy Sheriff Law Enforcement**	72 / Step 5 / \$50,465.79	72 / Step 5 / \$50,465.79	
Sheriff	1626	Security Coord	12 / Level 3 / \$30,804.80	12 / Level 3 / \$30,804.80	
Sheriff	1876	Registered Charge Nurse	21 / Midpoint / \$64,918.26	21 / Midpoint / \$64,918.26	
Sheriff	1889	Cadet**	80 / Step 1 / \$34,594.77	80 / Step 1 / \$34,594.77	
TNR	202	Office Spec	10 / Level 5 / \$28,371.20	10 / Level 5 / \$28,371.20	
Temporary to Regular			Actual vs Authorized		

TEMPORARY APPOINTMENTS					
Dept.	Slot	Position Title	Dept. Requests Grade/Salary	HRMD Recommends Grade/Salary	**Temporary Status Type Code
Constable 5	20018	ACC Intern	98 / \$15.00	98 / \$15.00	02
County Atty	20002	Office Asst	8 / \$10.36	8 / \$10.36	02
County Atty	20003	Office Asst	8 / \$10.36	8 / \$10.36	02
County Atty	20013	Office Asst	8 / \$10.36	8 / \$10.36	02
County Atty	20017	Office Asst	8 / \$10.36	8 / \$10.36	02
**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
County Clerk	20016	Office Asst	8 / \$10.36	8 / \$10.36	02
JP Pct 1	20008	ACC Intern	98 / \$15.00	98 / \$15.00	02
Juvenile Public Defender	20004	Attorney I	21 / \$24.97	21 / \$24.97	02
Records Mang & Comm Resrc	20009	ACC Intern	98 / \$15.00	98 / \$15.00	02
Tax Collector	50044	Administrative Asst I	11 / \$12.70	11 / \$12.70	05
Tax Collector	50053	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 3	10	Deputy Constable* / Grd 61	Deputy Constable Sr / Grd 62	\$47,942.75	\$52,441.17	Career Ladder. Peace Officer Pay Scale (POPS).
Sheriff	1113	Deputy Sheriff Law Enforcement* / Grd 72	Deputy Sheriff Sr Law Enfrmnt / Grd 74	\$46,622.16	\$49,979.07	Career Ladder. Peace Officer Pay Scale (POPS).
Sheriff	1382	Corrections Ofcr* / Grd 81	Corrections Ofcr Sr / Grd 83	\$39,706.37	\$43,159.58	Career Ladder. Peace Officer Pay Scale (POPS).
*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 Atty	Slot 176 / Attorney VI / Grd 28 / \$90,713.42	District Atty	Slot 177 / Attorney VI / Grd 28 / \$90,713.42	Lateral transfer. Employee transferred to different slot, same position, same department, same pay grade, retains current pay.
District Atty	Slot 177 / Attorney VI / Grd 28 / \$85,924.80	District Atty	Slot 176 / Attorney VI / Grd 28 / \$85,924.80	Lateral transfer. Employee transferred to different slot, same position, same department, same pay grade, retains current pay.
District Clerk	Slot 58 / Court Clerk Asst* / Grd 11 / \$29,375.13	District Clerk	Slot 58 / Court Clerk I / Grd 13 / \$31,158.40	Promotion. Pay is between min and midpoint of pay grade.
HHS	Slot 54 / Case Worker / Grd 15 / \$38,759.76	HHS	Slot 54 / Case Worker / Grd 15 / \$40,830.40	Salary adjustment. Pay is between midpoint and max of pay grade.
Juvenile Probation	Slot 429 / Juvenile Rsdntl Trt Ofcr I* / Grd 12 / \$31,904.34	Juvenile Probation	Slot 416 / Juvenile Detention Ofcr I* / Grd 12 / \$31,904.34	Lateral transfer. Employee transferred to different slot, different position, same department, same pay grade, retains current pay.
Sheriff	Slot 214 / Deputy Sheriff Sr Law Enfrmnt / Grd 74 / \$65,804.96	Sheriff	Slot 141 / Deputy Sheriff Sr Law Enfrmnt / Grd 74 / \$65,804.96	POPS lateral transfer. Employee transferred to different slot, same position, same department, same pay grade, retains current pay.
Sheriff	Slot 463 / Corrections Ofcr Sr / Grd 83 / \$43,159.58	Sheriff	Slot 581 / Deputy Sheriff Law Enforcement* / Grd 72 / \$46,622.16	Promotion. Peace Officer Pay Scale (POPS).
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 710 / Office Spec Sr / Grd 12 / \$36,402.91	Sheriff	Slot 623 / Law Enforcement Spec / Grd 13 / \$38,223.05	Promotion. Pay is between midpoint and max of pay grade.
Sheriff	Slot 1539 / Security Coord / Grd 12 / \$28,323.10	Sheriff	Slot 1886 / Cadet / Grd 80 / \$34,594.77	Promotion. Transition from Classified Pay Scale to Peace Officer Pay Scale (POPS) Step 1.
Tax Collector	Slot 124 / Tax Spec II / Grd 14 / \$33,540.38	Tax Collector	Slot 111 / Tax Spec III / Grd 15 / \$34,608.50	Promotion. Pay is at minimum of pay grade.
TNR	Slot 364 / Financial Analyst* / Grd 17 / \$49,760.21	ITS	Slot 119 / Financial Analyst / Grd 17 / \$49,760.21	Lateral transfer. Employee transferred to different slot, same position, different department, same pay grade, retains current pay.
Actual vs. Authorized				

AD HOC CLASSIFICATION CHANGE							
Dept.	Slot #	Current			HRMD Recommends		
		Auth Position Title / Position #	FLSA	Pay Grade	Position Title / Position #	FLSA	Pay Grade
Pretrial Services	88	Counselor Sr / 16170	NE	16	Chem Dependency Counselor Sr / 16076	NE	16
Department requests in order to meet departmental needs.							

THIS SECTION LEFT BLANK INTENTIONALLY.

SECTION B: NON-ROUTINE PERSONNEL ACTIONS

NON-ROUTINE ACTIONS				
Dept. (From)	Slot - Position Title - Grade - Salary	Dept. (To)	Slot - Position Title - Grade - Salary	Comments
Tax Collector	Slot 32 / Administrative Asst II / Grd 13 / \$41,917.68	Tax Collector	Slot 32 / Administrative Asst II / Grd 13 / \$43,846.40	Salary adjustment. Pay is greater than 10% above midpoint, Travis County Code § 10.03002.
Tax Collector	Slot 38 / Tax Spec I / Grd 12 / \$36,529.01	Tax Collector	Slot 87 / Administrative Asst II / Grd 13 / \$39,451.33	Promotion. Pay is above midpoint and greater than a 5% increase in salary. Travis County Code § 10.03008.

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 Department*

700 Lavaca Street, 4th Floor • P.O. Box 1748 • Austin, Texas 78767 • (512) 854-9165 / FAX(512) 854-4203

MEMORANDUM

DATE: January 27, 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*
 Leroy Nellis, Acting County Executive, Planning & Budget Office

FROM: Diane Blankenship, Director of Human Resources *[Signature]*

SUBJECT: Tax Office Non-Routine Salary Actions, Slots 32, 87

HRMD requests Commissioners Court to discuss and consider the following action.

Tax Office Requests:

Request #1 (slot 32)

The Tax Office requests approval to grant a salary adjustment to one Administrative Assistant II (Slot #32). The proposed salary increase is in the amount of \$1,928.72, which translates to an increase of 4.60%. The specifics of the proposed action are shown below:

<u>Slot #</u>	<u>Title</u>	<u>PG</u>	<u>From</u>	<u>To</u>
32	Administrative Asst II	13	\$41,917.68	\$43,846.40

Policy:

Travis County Code §10.03002(b) states that existing employees may be moved along a pay range with permanent salary savings at the manager's discretion. Movement greater than 10% above midpoint requires Commissioners Court approval.

Request #2 (slot 87)

The Tax Office requests approval to promote one Tax Specialist I (Slot #38) to an Administrative Assistant II (Slot #87) and provide a pay increase in the amount of \$2,922.32 which translates to an increase of 8.00%. The specifics of the proposed action are shown below:

From:

<u>Slot #</u>	<u>Department</u>	<u>Title</u>	<u>PG</u>	<u>Salary</u>
38	Tax Office	Tax Specialist I	12	\$36,529.01

To:

<u>Slot #</u>	<u>Department</u>	<u>Title</u>	<u>PG</u>	<u>Salary</u>
87	Tax Office	Admin Assistant II	13	\$39,451.33

Policy:

Travis County Code §10.03008(b)(3) states that Elected/Appointed Officials and Department Heads have flexibility in determining the amount of pay increase accompanying promotions but that any increase "above midpoint and greater than a 5% increase in the employee's current salary" must be approved by Commissioners Court.

Recommendations:

HRMD recommends approval of both requests. For *Request #1*, the employee is already beyond the 'midpoint plus 10%' mark that triggers a non-routine action. The salary action simply takes the employee to the maximum of the pay range. The amount of the increase is not excessive.

For *Request #2*, the promotion to Administrative Assistant II is consistent with HRMD's analysis. The proposed salary is both above midpoint and more than 5%, which is what is triggering a non-routine action. The proposed salary is between midpoint and 10% above midpoint. The percentage increase (8%) is on the higher end for a one pay grade increase in Travis County, but well within standard compensation practices.

The Planning & Budget Office (PBO) has confirmed that the Office has sufficient permanent salary savings to fund these actions.

8



COMMUNICATIONS SECTION

www.traviscountytax.org

(512) 854-9473

Tina Morton
Travis County Tax Assessor-Collector
& Voter Registrar

Main Office: 5501 Airport Blvd.
Austin, TX 78751-1410

Date: January 23, 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: Diane Blankenship, Director of HRMD
Diana Ramirez, PBO

FROM: Tina Morton, Tax Assessor-Collector

SUBJECT: Tax Office Personnel Action Forms

Attached are **two** personnel action forms for review and approval.

The first personnel action form moves Tax Specialist 1 (Slot 38) to Administrative Assistant II (Slot 87). This action increases salary by 8% from \$36,529 to \$39,451. The second action adjusts (Slot 32) from \$41,917 to \$43,846, a 4% increase. We believe these two positions have been historically underpaid and this action brings both into line with internal equity.

All personnel actions are funded with the current budget. Please contact me at 854-9005 if there are any questions or concerns.