



Travis County Commissioners Court Agenda Request

Meeting Date: 2/14/2012

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

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 – 10.

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 14, 2012

ITEM # :

DATE: February 3, 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 – 10.

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
HHS	296	Social Svcs Asst	11 / Midpoint / \$32,361.47	11 / Midpoint / \$32,361.47
Juvenile Probation	144	Office Asst*	8 / \$22,880.00	8 / \$22,880.00
Juvenile Probation	186	Juvenile Probation Ofcr III	16 / Level 3 / \$40,352.00	16 / Level 3 / \$40,352.00
Juvenile Probation	224	Juvenile Probation Ofcr II	15 / Level 1 / \$35,651.20	15 / Level 1 / \$35,651.20
Sheriff	184	Cadet**	80 / Step 1 / \$34,594.77	80 / Step 1 / \$34,594.77
Sheriff	271	Cadet**	80 / Step 1 / \$34,594.77	80 / Step 1 / \$34,594.77
Sheriff	474	Cadet**	80 / Step 1 / \$34,594.77	80 / Step 1 / \$34,594.77
Sheriff	602	Deputy Sheriff Law Enforcement**	72 / Step 3 / \$48,506.02	72 / Step 3 / \$48,506.02
Sheriff	1374	Cadet**	80 / Step 1 / \$34,594.77	80 / Step 1 / \$34,594.77
Sheriff	1452	Deputy Sheriff Law Enforcement**	72 / Step 1 / \$46,622.16	72 / Step 1 / \$46,622.16
Sheriff	1630	Security Coord	12 / Level 1 / \$29,099.20	12 / Level 1 / \$29,099.20
Sheriff	1846	Deputy Sheriff Law Enforcement	72 / Step 1 / \$46,622.16	72 / Step 1 / \$46,622.16
Sheriff	1876	Registered Charge Nurse	21 / Midpoint / \$64,918.26	21 / Midpoint / \$64,918.26
Tax Collector	105	Tax Spec I**	12 / \$30,042.00	12 / \$30,042.00
TCCES	48	Chem Dependency Counselor	15 / Level 5 / \$39,811.20	15 / Level 5 / \$39,811.20
* Temporary to Regular			** Actual vs Authorized	

TEMPORARY APPOINTMENTS					
Dept.	Slot	Position Title	Dept. Requests Grade/Salary	HRMD Recommends Grade/Salary	**Temporary Status Type Code
Emergency Medical Service	20001	Administrative Asst II	13 / \$16.26	13 / \$16.26	02
HHS	50786	Interpreter Sign Language IV	22 / \$34.00	22 / \$34.00	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
Sheriff	231	Corrections Ofcr* / Grd 81	Corrections Ofcr Sr / Grd 83	\$39,706.37	\$43,159.58	Career Ladder. Peace Officer Pay Scale (POPS).
Sheriff	1388	Corrections Ofcr* / Grd 81	Corrections Ofcr Sr / Grd 83	\$39,706.37	\$43,159.58	Career Ladder. Peace Officer Pay Scale (POPS).
Sheriff	1830	Cadet* / Grd 80	Corrections Ofcr / Grd 81	\$34,594.77	\$39,706.37	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
County Atty	211	Attorney I* / Grd 21	Attorney II / Grd 22	\$51,934.48	\$55,578.85	Career Ladder. Pay is at minimum of pay grade.
Juvenile Probation	81	Juvenile Detention Ofcr I* / Grd 12	Juvenile Detention Ofcr II* / Grd 13	\$30,031.81	\$31,533.40	Career Ladder. Pay is between min and midpoint of pay grade.
Juvenile Probation	610	Juvenile Detention Ofcr I* / Grd 12	Juvenile Detention Ofcr II* / Grd 13	\$30,807.40	\$32,347.77	Career Ladder. Pay is between min and midpoint of pay grade.
* Actual vs Authorized						

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PROMOTIONS / SALARY ADJUSTMENTS / LATERAL TRANSFERS / VOLUNTARY REASSIGNMENTS / TEMPORARY ASSIGNMENTS				
Dept. (From)	Slot – Position Title – Grade – Salary	Dept. (To)	Slot – Position Title – Grade – Salary	Comments
HHS	Slot 276 / Planner / Grd 18 / \$48,734.40	HHS	Slot 295 / Planner / Grd 18 / \$48,734.40	Lateral transfer. Employee transferred to different slot, same position, same department, same pay grade, retains current pay.
JP Pct 1	Slot 6 / Planner Sr / Grd 20 / \$48,530.77	JP Pct 1	Slot 6 / Planner Sr / Grd 20 / \$60,000.00	Salary adjustment. Pay is between min and midpoint of pay grade.
Juvenile Probation	Slot 100 / Accountant Assoc / Grd 13 / \$34,749.72	Juvenile Probation	Slot 439 / Office Spec / Grd 10 / \$30,217.15	Voluntary reassignment. Pay is between min and midpoint of pay grade.
Juvenile Probation	Slot 529 Counselor Sr / Grd 16 / Full-time \$38,186.76	Juvenile Probation	Slot 517 Counselor Sr / Grd 16 / Part-time \$19,093.38	Lateral transfer. Employee transferred to different slot, same position, same department, same pay grade. Status change from full-time to part-time (40 hrs to 20 hrs). Retains current rate of pay.
Pretrial Services	Slot 63 / Pretrial Ofcr I* / Grd 15 / \$37,429.39	Pretrial Services	Slot 74 / Pretrial Ofcr II / Grd 16 / \$39,300.86	Promotion. Pay is between min and midpoint of pay grade.
Pretrial Services	Slot 74 / Pretrial Ofcr III / Grd 17 / \$43,916.93	Pretrial Services	Slot 79 / Pretrial Ofcr III / Grd 17 / \$43,916.93	Lateral transfer. Employee transferred to different slot, same position, same department, same pay grade, retains current pay.
Sheriff	Slot 22 / Lieutenant Corrections / Grd 89 / \$100,456.10	Sheriff	Slot 43 / Lieutenant Corrections / Grd 89 / \$100,456.10	POPS lateral transfer. Employee transferred to different slot, same position, same department, same pay grade, retains current pay.
Sheriff	Slot 43 / Lieutenant Certf Peace Ofcr* / Grd 89 / \$100,456.10	Sheriff	Slot 22 / Lieutenant Certf Peace Ofcr* / Grd 89 / \$100,456.10	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 184 / Corrections Ofcr Sr / Grd 83 / \$43,159.58	Sheriff	Slot 261 / 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.
Sheriff	Slot 211 / Certf Peace Ofcr Sr / Grd 84 / \$62,010.42	Sheriff	Slot 479 / Certf Peace Ofcr Sr / Grd 84 / \$62,010.42	POPS lateral transfer. Employee transferred to different slot, same position, same department, same pay grade, retains current pay.
Sheriff	Slot 261 / Certf Peace Ofcr Sr / Grd 84 / \$63,481.39	Sheriff	Slot 1080 / 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 271 / Corrections Ofcr Sr / Grd 83 / \$48,763.31	Sheriff	Slot 214 / Deputy Sheriff Law Enforcement* / Grd 72 / \$51,475.42	Promotion. Peace Officer Pay Scale (POPS).
Sheriff	Slot 325 / Cadet* / Grd 80 / \$34,594.77	Sheriff	Slot 1143 / Cadet* / Grd 80 / \$34,594.77	POPS lateral transfer. Employee transferred to different slot, same position, same department, same pay grade, retains current pay.
Sheriff	Slot 328 / Corrections Ofcr* / Grd 81 / \$41,752.26	Sheriff	Slot 331 / Corrections Ofcr* / Grd 81 / \$41,752.26	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 331 / Corrections Ofcr* / Grd 81 / \$39,706.37	Sheriff	Slot 1532 / Corrections Ofcr* / Grd 81 / \$39,706.37	POPS lateral transfer. Employee transferred to different slot, same position, same department, same pay grade, retains current pay.
Sheriff	Slot 332 / Corrections Ofcr Sr / Grd 83 / \$55,407.46	Sheriff	Slot 1481 / Corrections Ofcr Sr / Grd 83 / \$55,407.46	POPS lateral transfer. Employee transferred to different slot, same position, same department, same pay grade, retains current pay.
Sheriff	Slot 333 / Certf Peace Ofcr Sr / Grd 84 / \$63,481.39	Sheriff	Slot 1154 / Sergeant Corrections / Grd 88 / \$83,321.26	Promotion. Peace Officer Pay Scale (POPS).
Sheriff	Slot 378 / Certf Peace Ofcr Sr / Grd 84 / \$63,481.39	Sheriff	Slot 333 / 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 406 / Certf Peace Ofcr Sr / Grd 84 / \$57,598.94	Sheriff	Slot 1148 / Certf Peace Ofcr Sr / Grd 84 / \$57,598.94	POPS lateral transfer. Employee transferred to different slot, same position, same department, same pay grade, retains current pay.
Sheriff	Slot 412 / Certf Peace Ofcr Sr / Grd 84 / \$63,481.39	Sheriff	Slot 463 / 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 451 / Corrections Ofcr Sr* / Grd 83 / \$46,509.42	Sheriff	Slot 319 / Corrections Ofcr Sr / Grd 83 / \$46,509.42	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 474 / Corrections Ofcr Sr / Grd 83 / \$48,763.31	Sheriff	Slot 1773 / 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.
Sheriff	Slot 570 / Corrections Ofcr Sr / Grd 83 / \$51,268.46	Sheriff	Slot 1414 / Corrections Ofcr Sr / Grd 83 / \$51,268.46	POPS lateral transfer. Employee transferred to different slot, same position, same department, same pay grade, retains current pay.
Sheriff	Slot 618 / Building Maint Worker Sr / Grd 11 / \$32,360.78	Sheriff	Slot 852 / Building Maint Supv / Grd 15 / \$43,260.67	Promotion. Pay is at midpoint of pay grade.
Sheriff	Slot 650 / Corrections Ofcr Sr / Grd 83 / \$43,159.58	Sheriff	Slot 1842 / 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.
Sheriff	Slot 798 / Certf Peace Ofcr Sr / Grd 84 / \$63,481.39	Sheriff	Slot 451 / 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 852 / Building Maint Supv / Grd 15 / \$43,260.63	Sheriff	Slot 1845 / Risk Safety Spec II / Grd 20 / \$57,262.40	Promotion. Pay is between min and midpoint of pay grade.
Sheriff	Slot 966 / Certf Peace Ofcr Sr / Grd 84 / \$59,069.71	Sheriff	Slot 1880 / Certf Peace Ofcr Sr / Grd 84 / \$59,069.71	POPS lateral transfer. Employee transferred to different slot, same position, same department, same pay grade, retains current pay.
Sheriff	Slot 1051 / Corrections Ofcr Sr* / Grd 83 / \$49,889.84	Sheriff	Slot 1716 / Corrections Ofcr Sr* / Grd 83 / \$49,889.84	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 1080 / Corrections Ofcr Sr* / Grd 83 / \$43,159.58	Sheriff	Slot 459 / 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.
Sheriff	Slot 1148 / Certf Peace Ofcr Sr / Grd 84 / \$57,598.94	Sheriff	Slot 378 / Certf Peace Ofcr Sr / Grd 84 / \$57,598.94	POPS lateral transfer. Employee transferred to different slot, same position, same department, same pay grade, retains current pay.
Sheriff	Slot 1374 / Corrections Ofcr Sr / Grd 83 / \$43,159.58	Sheriff	Slot 798 / 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.
Sheriff	Slot 1394 / Corrections Ofcr Sr / Grd 83 / \$49,889.84	Sheriff	Slot 412 / Corrections Ofcr Sr* / Grd 83 / \$49,889.84	POPS lateral transfer. Employee transferred to different slot, same position, same department, same pay grade, retains current pay.
Sheriff	Slot 1414 / Corrections Ofcr Sr / Grd 83 / \$43,159.58	Sheriff	Slot 570 / 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.
Sheriff	Slot 1481 / Corrections Ofcr Sr / Grd 83 / \$44,256.37	Sheriff	Slot 332 / Corrections Ofcr Sr / Grd 83 / \$44,256.37	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 1506 / Corrections Ofcr Sr* / Grd 83 / \$45,382.90	Sheriff	Slot 211 / Corrections Ofcr Sr / Grd 83 / \$45,382.90	POPS lateral transfer. Employee transferred to different slot, same position, same department, same pay grade, retains current pay.
Sheriff	Slot 1716 / Certf Peace Ofcr Sr / Grd 84 / \$63,481.39	Sheriff	Slot 1389 / 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 1842 / Cadet* / Grd 80 / \$34,594.77	Sheriff	Slot 650 / Cadet* / Grd 80 / \$34,594.77	POPS lateral transfer. Employee transferred to different slot, same position, same department, same pay grade, retains current pay.
Sheriff	Slot 1878 / Corrections Ofcr Sr* / Grd 83 / \$43,159.58	Sheriff	Slot 966 / 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.
Sheriff	Slot 1879 / Certf Peace Ofcr Sr / Grd 84 / \$63,481.39	Sheriff	Slot 406 / 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.
Tax Collector	Slot 105 / Tax Spec I* / Grd 12 / Full-time \$30,042.00	Tax Collector	Slot 127 / Tax Spec I / Grd 12 / Part-time \$15,021.00	Lateral transfer. Employee transferred to different slot, same position, same department, same pay grade. Status change from full-time to part-time (40 hrs to 20 hrs). Retains current rate of pay.
* Actual vs Authorized				

AD HOC CLASSIFICATION CHANGES							
		Current			HRMD Recommends		
Dept.	Slot #	Auth Position Title / Position #	FLSA	Pay Grade	Position Title / Position #	FLSA	Pay Grade
District Clerk	10	Court Clerk I / 13746	NE	13	Court Clerk II / 15747	NE	15
HHS	129	Carpenter Sr / 15428	NE	15	Social Svcs Prog Spec / 16562	NE	16
HHS	224	Admin Associate / 14506	NE	14	Social Svcs Prog Coord / 17564	E	17
Departments request 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

