



Travis County Commissioners Court Agenda Request

Meeting Date: 2/21/2012

Prepared By/Phone Number: Cynthia Lam-Boldan, 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.



HRMD

Human Resources Management Department

700 Lavaca Street, 4th Floor

• P.O. Box 1748

• Austin, Texas 78767

• (512) 854-9165 / FAX (512) 854-9757

February 21, 2012

ITEM # :

DATE: February 10, 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
District Atty	170	Legal Secretary	15 / Level 6 / \$40,830.40	15 / Level 6 / \$40,830.40
District Atty	218	Office Spec	10 / Level 5 / \$28,371.20	10 / Level 5 / \$28,371.20
Fac Mgmt	38	Custodian*	5 / \$24,960.00	5 / \$24,960.00
Fac Mgmt	45	Custodian*	5 / \$24,960.00	5 / \$24,960.00
JP Pct 2	27	Court Clerk I	13 / Minimum / \$30,238.83	13 / Minimum / \$30,238.83
Juvenile Probation	98	Juvenile Probation Ofcr II	15 / Level 1 / \$35,651.20	15 / Level 1 / \$35,651.20
Sheriff	78	Licensed Vocational Nurse	15 / Level 3 / \$37,710.40	15 / Level 3 / \$37,710.40
Sheriff	185	Cadet**	80 / Step 1 / \$34,594.77	80 / Step 1 / \$34,594.77
Sheriff	328	Cadet**	80 / Step 1 / \$34,594.77	80 / Step 1 / \$34,594.77
Sheriff	1076	Cadet**	80 / Step 1 / \$34,594.77	80 / Step 1 / \$34,594.77
Sheriff	1353	Office Spec Sr	12 / Level 6 / \$33,342.40	12 / Level 6 / \$33,342.40
Sheriff	1481	Cadet**	80 / Step 1 / \$34,594.77	80 / Step 1 / \$34,594.77
Tax Collector	92	Tax Spec I*	12 / Minimum / \$28,262.42	12 / Minimum / \$28,262.42
Tax Collector	126	Tax Spec I Part-time	12 / Minimum / \$14,131.21	12 / Minimum / \$14,131.21
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 3	20003	ACC Intern	98 / \$15.00	98 / \$15.00	02
County Atty	20018	Office Asst	8 / \$10.36	8 / \$10.36	02
County Atty	20022	Office Asst	8 / \$10.36	8 / \$10.36	02
County Clerk	50050	Office Asst	8 / \$10.71	8 / \$10.71	05
TNR	50078	Park Tech II	10 / \$12.00	10 / \$12.00	05
TNR	50118	GIS Spec	16 / \$17.80	16 / \$17.80	05
**Temporary Status Type Codes: (Temporary less than 6 mos. = 02) (Project Worker more than 6 mos. = 05, includes Retirement Benefits).					

TEMPORARY PROMOTIONS / SALARY ADJUSTMENTS / LATERAL TRANSFERS / VOLUNTARY REASSIGNMENTS / TEMPORARY ASSIGNMENTS

Dept. (From)	Slot – Position Title – Salary	Dept (To)	Slot – Position Title –Salary	Comments
Pretrial Services	Slot 50006 / Court Bailiff / Grd 10 / \$11.87	Criminal Courts	Slot 50006 / Court Bailiff / Grd 10 / \$11.87	Lateral transfer. Employee transferred to different slot, same position, different department, same pay grade, retains current pay.
Records Mang & Comm Resrc	Slot 20005 / Imaging Production Tech / Grd 11 / \$12.70	Records Mang & Comm Resrc	Slot 50015 / Imaging Production Tech / Grd 11 / \$12.70	Status changed from Temporary Worker (02) to Project Worker (05).
Records Mang & Comm Resrc	Slot 20006 / Office Asst / Grd 8 / \$12.70	Records Mang & Comm Resrc	Slot 50016 / Office Asst / Grd 8 / \$12.70	Status changed from Temporary Worker (02) to Project Worker (05).
Records Mang & Comm Resrc	Slot 20007 / Imaging Production Tech / Grd 11 / \$12.70	Records Mang & Comm Resrc	Slot 50017 / Imaging Production Tech / Grd 11 / \$12.70	Status changed from Temporary Worker (02) to Project Worker (05).

CAREER LADDERS – POPS

Dept.	Slot	Current Position Title/Grade	New Position Title/Grade	Current Annual Salary	Proposed Annual Salary	Comments Current HRMD Practice
Sheriff	296	Corrections Ofcr* / Grd 81	Corrections Ofcr Sr / Grd 83	\$39,706.37	\$43,159.58	Career Ladder. Peace Officer Pay Scale (POPS).
Sheriff	299	Corrections Ofcr* / Grd 81	Corrections Ofcr Sr / Grd 83	\$39,706.37	\$43,159.58	Career Ladder. Peace Officer Pay Scale (POPS).
Sheriff	759	Corrections Ofcr* / Grd 81	Corrections Ofcr Sr / Grd 83	\$39,706.37	\$43,159.58	Career Ladder. Peace Officer Pay Scale (POPS).
Sheriff	1141	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

CAREER LADDERS – NON POPS

Dept.	Slot	Current Position Title/Grade	New Position Title/Grade	Current Annual Salary	Proposed Annual Salary	Comments Current HRMD Practice
District Atty	165	Attorney V* / Grd 27	Attorney VI / Grd 28	\$77,956.58	\$83,424.43	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
District Atty	Slot 18 / Attorney VII / Grd 29 / \$99,929.87	District Atty	Slot 259 / Attorney VII / Grd 29 / \$99,929.87	Lateral transfer. Employee transferred to different slot, same position, same department, same pay grade, retains current pay.
District Atty	Slot 47 / Investigator* / Grd 67 / \$65,047.84	District Atty	Slot 158 / Investigator / Grd 67 / \$65,047.84	POPS lateral transfer. Employee transferred to different slot, same position, same department, same pay grade, retains current pay.
District Atty	Slot 90 / Legal Secretary / Grd 15 / \$37,710.40	District Atty	Slot 148 / Legal Secretary / Grd 15 / \$37,710.40	Lateral transfer. Employee transferred to different slot, same position, same department, same pay grade, retains current pay.
District Atty	Slot 170 / Legal Secretary / Grd 15 / \$38,384.97	District Atty	Slot 90 / Legal Secretary / Grd 15 / \$38,384.97	Lateral transfer. Employee transferred to different slot, same position, same department, same pay grade, retains current pay.
District Atty	Slot 217 / Legal Secretary / Grd 15 / \$38,384.97	District Atty	Slot 76 / Paralegal / Grd 17 / \$42,223.46	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
District Atty	Slot 220 / Attorney VI* / Grd 28 / \$83,424.43	District Atty	Slot 262 / Attorney VI / Grd 28 / \$83,424.43	Lateral transfer. Employee transferred to different slot, same position, same department, same pay grade, retains current pay.
Juvenile Probation	Slot 400 / Psychologist* / Grd 23 / \$66,603.68	Juvenile Probation	Slot 400 / Psychological Svcs Mgr / Grd 25 / \$73,182.18	Promotion. Pay is between min and midpoint of pay grade.
Juvenile Probation	Slot 563 / Psychologist* / Grd 23 / \$68,394.56	Juvenile Probation	Slot 563 / Psychological Svcs Mgr / Grd 25 / \$73,182.18	Promotion. Pay is between min and midpoint of pay grade.
ITS	Slot 34 / Technical Trainer I / Grd 21 / \$65,184.59	Sheriff	Slot 14 / Business Analyst I / Grd 21 / \$64,918.26	Lateral transfer. Employee transferred to different slot, different position, different department, same pay grade, retains current pay.
Sheriff	Slot 22 / Lieutenant Certf Peace Ofcr* / Grd 89 / \$100,456.10	Sheriff	Slot 43 / 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.
Sheriff	Slot 43 / Lieutenant Corrections / Grd 89 / \$100,456.10	Sheriff	Slot 22 / 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.

*** 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 343 / Deputy Sheriff Law Enforcement* / Grd 72 / \$49,476.75	Sheriff	Slot 271 / Corrections Ofcr Sr / Grd 83 / \$46,509.42	Demotion. Peace Officer Pay Scale (POPS).
Sheriff	Slot 481 / Corrections Ofcr Sr / Grd 83 / \$43,159.58	Sheriff	Slot 325 / 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 567 / Corrections Ofcr Sr / Grd 83 / \$59,545.41	Sheriff	Slot 163 / 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 570 / Corrections Ofcr Sr / Grd 83 / \$43,159.58	Sheriff	Slot 1480 / 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 571 / Certf Peace Ofcr Sr / Grd 84 / \$63,481.39	Sheriff	Slot 1051 / 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.

* 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 573 / Certf Peace Ofcr Sr / Grd 84 / \$62,010.42	Sheriff	Slot 1506 / 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 1076 / Certf Peace Ofcr Sr / Grd 84 / \$53,187.26	Sheriff	Slot 1879 / Certf Peace Ofcr Sr / Grd 84 / \$53,187.26	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 / \$55,407.46	Sheriff	Slot 1878 / 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 1532 / Corrections Ofcr Sr* / Grd 83 / \$48,763.31	Sheriff	Slot 826 / 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 1630 / Security Coord / Grd 12 / \$29,099.20	Sheriff	Slot 1539 / Security Coord / Grd 12 / \$29,099.20	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
Tax Collector	Slot 66 / Tax Spec I / Grd 12 / \$28,323.10	Tax Collector	Slot 107 / Tax Spec II / Grd 14 / \$32,345.46	Promotion. Pay is at minimum of pay grade.
Tax Collector	Slot 84 / Tax Spec I* / Grd 12 / \$30,042.00	Tax Collector	Slot 84 / Tax Spec II / Grd 14 / \$32,345.46	Promotion. Pay is at minimum of pay grade.
Tax Collector	Slot 107 / Tax Spec I* / Grd 12 / \$29,099.20	Tax Collector	Slot 66 / Tax Spec I / Grd 12 / \$29,099.20	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