



## Travis County Commissioners Court Agenda Request

**Meeting Date:** 3/6/2012

**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 – 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](mailto: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, 4<sup>th</sup> Floor

● P.O. Box 1748

● Austin, Texas 78767

● (512) 854-9165 / FAX (512) 854-9757

**March 6, 2012**

**ITEM # :**

**DATE:** February 24, 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**

<b>NEW HIRES</b>				
<b>Dept.</b>	<b>Slot</b>	<b>Position Title</b>	<b>Dept. Requests Level/Salary</b>	<b>HRMD Recommends Level/Salary</b>
Juvenile Probation	513	Guardian Ad Litem I	16 / Level 4 / \$41,475.20	16 / Level 4 / \$41,475.20
Medical Examiner	37	Records Analyst Asst Part-time	13 / Minimum / \$15,119.42	13 / Minimum / \$15,119.42
Sheriff	1338	Certf Nursing Asst	10 / Level 1 / \$25,417.60	10 / Level 1 / \$25,417.60
Sheriff	1631	Security Coord	12 / Minimum / \$28,262.42	12 / Minimum / \$28,262.42
Sheriff	1867	Security Coord	12 / Level 3 / \$30,804.80	12 / Level 3 / \$30,804.80
Sheriff	1870	Painter	14 / Midpoint / \$39,623.17	14 / Midpoint / \$39,623.17
TNR	493	Records Analyst Asst	13 / Level 1 / \$31,158.40	13 / Level 1 / \$31,158.40
* Temporary to Regular			** Actual vs Authorized	

<b>TEMPORARY APPOINTMENTS</b>					
<b>Dept.</b>	<b>Slot</b>	<b>Position Title</b>	<b>Dept. Requests Grade/Salary</b>	<b>HRMD Recommends Grade/Salary</b>	<b>**Temporary Status Type Code</b>
District Clerk	20040	Court Clerk I	13 / \$15.00	13 / \$15.00	02
**Temporary Status Type Codes: (Temporary less than 6 mos. = 02) (Project Worker more than 6 mos. = 05, includes Retirement Benefits).					

<b>TEMPORARY PROMOTIONS / SALARY ADJUSTMENTS / LATERAL TRANSFERS / VOLUNTARY REASSIGNMENTS / TEMPORARY ASSIGNMENTS</b>				
<b>Dept. (From)</b>	<b>Slot - Position Title - Salary</b>	<b>Dept. (To)</b>	<b>Slot - Position Title - Salary</b>	<b>Comments</b>
HHS	Slot 20068 / Carpenter / Grd 14 / \$15.55	HHS	Slot 50168 / Carpenter / Grd 14 / \$15.55	Status changed from Temporary Worker (02) to Project Worker (05).
HHS	Slot 20069 / Carpenter / Grd 14 / \$15.55	HHS	Slot 50169 / Carpenter / Grd 14 / \$15.55	Status changed from Temporary Worker (02) to Project Worker (05).
HHS	Slot 20070 / Carpenter / Grd 14 / \$17.00	HHS	Slot 50170 / Carpenter / Grd 14 / \$17.00	Status changed from Temporary Worker (02) to Project Worker (05).
HHS	Slot 20085 / Office Spec / Grd 10 / \$12.58	HHS	Slot 50185 / Office Spec / Grd 10 / \$12.58	Status changed from Temporary Worker (02) to Project Worker (05).

<b>CAREER LADDERS – NON-POPS</b>						
<b>Dept.</b>	<b>Slot</b>	<b>Current Position Title/Grade</b>	<b>New Position Title/Grade</b>	<b>Current Annual Salary</b>	<b>Proposed Annual Salary</b>	<b>Comments Current HRMD Practice</b>
<b>County Atty</b>	33	Attorney I* / Grd 21	Attorney II / Grd 22	\$51,934.48	\$55,578.85	Career Ladder. Pay is at minimum of pay grade.
<b>Pretrial Services</b>	11	Pretrial Ofcr II* / Grd 16	Pretrial Ofcr III / Grd 17	\$39,890.11	\$42,682.42	Career Ladder. Pay is between min and midpoint of pay grade.
<b>Pretrial Services</b>	30	Pretrial Ofcr II* / Grd 16	Pretrial Ofcr III / Grd 17	\$38,155.92	\$40,826.83	Career Ladder. Pay is between min and midpoint of pay grade.
<b>* Actual vs Authorized</b>						

<b>PROMOTIONS / SALARY ADJUSTMENTS / LATERAL TRANSFERS / VOLUNTARY REASSIGNMENTS / TEMPORARY ASSIGNMENTS</b>				
<b>Dept. (From)</b>	<b>Slot – Position Title – Grade – Salary</b>	<b>Dept. (To)</b>	<b>Slot – Position Title – Grade – Salary</b>	<b>Comments</b>
<b>County Atty</b>	Slot 121 / Law Clerk I / Grd 14 / Part-time \$16,172.73	<b>County Atty</b>	Slot 214 / Attorney I / Grd 21 / Full-time \$51,934.48	Promotion. Pay is at minimum of pay grade. Status change from part-time to full-time (20 hrs to 40 hrs).
<b>CSCD</b>	Slot 242** / Probation Ofcr II* / Grd 15 / \$33,764.43	<b>CSCD</b>	Slot 367** / Probation Ofcr II / Grd 15 / \$33,764.43	Lateral transfer. Employee transferred to different slot, same position, same department, same pay grade, retains current pay.
<b>District Clerk</b>	Slot 10 / Court Clerk I* / Grd 13 / \$32,043.96	<b>District Clerk</b>	Slot 10 / Court Clerk II / Grd 15 / \$34,608.50	Promotion. Pay is at minimum of pay grade.
<b>HHS</b>	Slot 174 / Interpreter* / Grd 20 / Part-time \$26,447.46	<b>HHS</b>	Slot 174 / Interpreter* / Grd 20 / Part-time \$27,769.83	Salary adjustment. Pay is between min and midpoint of pay grade.
<b>* Actual vs Authorized</b>			<b>**Authorized slot is green-circled.</b>	

<b>PROMOTIONS / SALARY ADJUSTMENTS / LATERAL TRANSFERS / VOLUNTARY REASSIGNMENTS / TEMPORARY ASSIGNMENTS</b>				
<b>Dept. (From)</b>	<b>Slot – Position Title – Grade – Salary</b>	<b>Dept. (To)</b>	<b>Slot – Position Title – Grade – Salary</b>	<b>Comments</b>
<b>Tax Collector</b>	Slot 105 / Tax Spec I* / Grd 12 / \$30,042.00	<b>Tax Collector</b>	Slot 42 / Tax Spec I / Grd 12 / \$30,042.00	Lateral transfer. Employee transferred to different slot, same position, same department, same pay grade, retains current pay.
<b>* Actual vs Authorized</b>				

**BY ORDER OF THE COMMISSIONERS COURT, THE PRECEDING PERSONNEL AMENDMENTS ARE APPROVED.**

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**Samuel T. Biscoe, County Judge**

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**Ron Davis, Commissioner, Pct. 1**

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**Sarah Eckhardt, Commissioner, Pct. 2**

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**Karen L. Huber, Commissioner, Pct. 3**

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**Margaret Gomez, Commissioner, Pct. 4**

<b>PROMOTIONS / SALARY ADJUSTMENTS / LATERAL TRANSFERS / VOLUNTARY REASSIGNMENTS / TEMPORARY ASSIGNMENTS</b>				
<b>Dept. (From)</b>	<b>Slot – Position Title – Grade – Salary</b>	<b>Dept. (To)</b>	<b>Slot – Position Title – Grade – Salary</b>	<b>Comments</b>
<b>JP Pct 1</b>	Slot 16 / Court Clerk I / Grd 13 / \$33,161.29	<b>JP Pct 1</b>	Slot 5 / Court Clerk II / Grd 15 / \$39,811.20	Promotion. Pay is between min and midpoint of pay grade.
<b>JP Pct 4</b>	Slot 11 / Court Clerk I / Grd 13 / \$30,238.83	<b>JP Pct 4</b>	Slot 11 / Court Clerk I / Grd 13 / \$32,968.00	Salary adjustment. Pay is between min and midpoint of pay grade.
<b>JP Pct 4</b>	Slot 14 / Court Clerk II / Grd 15 / \$36,691.20	<b>JP Pct 4</b>	Slot 16 / Juvenile Case Mgr / Grd 14 / \$36,691.20	Voluntary job change. Pay is between min and midpoint of pay grade.
<b>JP Pct 4</b>	Slot 17 / Court Clerk I / Grd 13 / \$34,777.60	<b>JP Pct 4</b>	Slot 14 / Court Clerk II / Grd 15 / \$36,691.20	Promotion. Pay is between min and midpoint of pay grade.
<b>Sheriff</b>	Slot 271 / Cadet* / Grd 80 / \$34,594.77	<b>Sheriff</b>	Slot 1394 / Cadet* / Grd 80 / \$34,594.77	Error correction to Pers Amend 2/14/12. Correcting slot.
<b>Sheriff</b>	Slot 1429 / Corrections Ofcr Sr / Grd 83 / \$59,545.41	<b>Sheriff</b>	Slot 1429 / Certf Peace Ofcr Sr / Grd 84 / \$63,481.39	Error correction to Pers Amend 1/17/12. Correcting POPS demotion.
<b>Sheriff</b>	Slot 1680 / Telecomm 911 Spec Sr / Grd 15 / \$40,827.80	<b>Sheriff</b>	Slot 1247 / Telecomm 911 Spec Supv / Grd 16 / \$46,280.00	Promotion. Pay is at midpoint of pay grade.
<b>Tax Collector</b>	Slot 42 / Tax Spec I / Grd 12 / \$32,360.78	<b>Tax Collector</b>	Slot 105 / Tax Spec I* / Grd 12 / \$32,360.78	Lateral transfer. Employee transferred to different slot, same position, same department, same pay grade, retains current pay.
<b>Actual vs Authorized</b>				

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