



Travis County Commissioners Court Agenda Request

Meeting Date: 3/13/2012

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

Elected/Appointed Official/Dept. Head: Leslie Browder, 854-9106

Commissioners Court Sponsor: Judge Samuel T. Biscoe

A handwritten signature in blue ink, appearing to be "S. Biscoe", located to the right of the "Elected/Appointed Official/Dept. Head" line.

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 – 6.

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

Leslie Browder, 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

March 13, 2012

ITEM # :

DATE: March 2, 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: Leslie Browder, 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 – 6.

If you have any questions or comments, please contact Diane Blankenship at 854-9170 or Todd L. Osburn at 854-2744.

LB/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
County Atty	32	Attorney I	21 / Minimum / \$51,934.48	21 / Minimum / \$51,934.48
County Atty	183	Attorney I	21 / Minimum / \$51,934.48	21 / Minimum / \$51,934.48
Juvenile Probation	249	Building Maint Coord	13 / \$35,318.40	13 / \$35,318.40
Juvenile Probation	271	Juvenile Probation Ofcr II	15 / Level 1 / \$35,651.20	15 / Level 1 / \$35,651.20
Juvenile Probation	325	Juvenile Probation Ofcr Asst	12 / Level 1 / \$29,099.20	12 / Level 1 / \$29,099.20
Juvenile Probation	622	Juvenile Probation Ofcr III	16 / Level 4 / \$41,475.20	16 / Level 4 / \$41,475.20
Medical Examiner	11	Forensic Autopsy Tech	13 / \$36,585.13	13 / \$36,585.13
PBO	1	County Exec PBO	34 / \$144,637.75	34 / \$144,637.75
Sheriff	1630	Security Coord	12 / Midpoint / \$34,621.60	12 / Midpoint / \$34,621.60
Sheriff	1877	Registered Charge Nurse	21 / Midpoint / \$64,918.26	21 / Midpoint / \$64,918.26
* Temporary to Regular			** Actual vs Authorized	

TEMPORARY APPOINTMENTS					
Dept.	Slot	Position Title	Dept. Requests Grade/Salary	HRMD Recommends Grade/Salary	**Temporary Status Type Code
County Atty	20023	Office Asst	8 / \$10.36	8 / \$10.36	02
HHS	20064	Case Worker*	15 / \$17.64	15 / \$17.64	02
HHS	20066	Home Repair Supv*	16 / \$22.25	16 / \$22.25	02
* Regular to Temporary		**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
HHS	Slot 20075 / Case Worker / Grd 15 / \$17.14	HHS	Slot 50031 / Office Spec / Grd 10 / \$14.53	Voluntary job change. 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	1081	Cadet* / Grd 80	Corrections Ofcr* / Grd 81	\$34,594.77	\$39,706.37	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
County Atty	Slot 32 / Attorney III / Grd 24 / \$63,638.43	District Atty	Slot 214 / Attorney III* / Grd 24 / \$63,638.43	Lateral transfer. Employee transferred to different slot, same position, different department, same pay grade, retains current pay.
County Atty	Slot 183 / Attorney IV / Grd 26 / \$72,861.57	District Atty	Slot 18 / Attorney IV* / Grd 26 / \$72,861.57	Lateral transfer. Employee transferred to different slot, same position, different 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
JP Pct 3	Slot 2 / Office Mgr Sr / Grd 21 / \$64,918.12	JP Pct 3	Slot 2 / Office Mgr Sr / Grd 21 / \$71,410.14	Salary adjustment. Pay is between midpoint and max of pay grade.
JP Pct 3	Slot 4 / Court Clerk II / Grd 15 / \$41,069.39	JP Pct 3	Slot 4 / Court Clerk II / Grd 15 / \$41,890.78	Salary adjustment. Pay is between min and midpoint of pay grade.
JP Pct 3	Slot 6 / Court Clerk II Sr / Grd 16 / \$44,445.81	JP Pct 3	Slot 6 / Court Clerk II Sr / Grd 16 / \$45,334.73	Salary adjustment. Pay is between min and midpoint of pay grade.
JP Pct 3	Slot 7 / Court Clerk II / Grd 15 / \$36,578.31	JP Pct 3	Slot 7 / Court Clerk II / Grd 15 / \$39,193.00	Salary adjustment. Pay is between min and midpoint of pay grade.
JP Pct 3	Slot 11 / Court Clerk II Sr / Grd 16 / \$41,836.48	JP Pct 3	Slot 11 / Court Clerk II Sr / Grd 16 / \$42,673.21	Salary adjustment. Pay is between min and midpoint of pay grade.
JP Pct 3	Slot 12 / Court Clerk I / Grd 13 / \$35,111.75	JP Pct 3	Slot 12 / Court Clerk I / Grd 13 / \$35,813.99	Salary adjustment. Pay is between min and midpoint of pay grade.
JP Pct 3	Slot 19 / Court Clerk I / Grd 13 / \$32,880.79	JP Pct 3	Slot 19 / Court Clerk I / Grd 13 / \$33,538.41	Salary adjustment. Pay is between min and midpoint of pay grade.
JP Pct 4	Slot 16 / Juvenile Case Mgr / Grd 14 / \$36,691.20	JP Pct 4	Slot 16 / Juvenile Case Mgr / Grd 14 / \$38,168.00	Salary adjustment. Pay is between min and midpoint of pay grade.
Sheriff	Slot 389 / Building Maint Worker Sr / Grd 11 / \$32,360.78	Sheriff	Slot 609 / Locksmith / Grd 14 / \$37,211.20	Promotion. Pay is between min and midpoint of pay grade.
Sheriff	Slot 429 / Certf Peace Ofcr Sr / Grd 84 / \$53,187.26	Sheriff	Slot 1898 / 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 859 / Corrections Ofcr / Grd 81 / \$39,706.37	Sheriff	Slot 570 / 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.

*** 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 888 / Corrections Ofcr Sr / Grd 83 / \$45,382.90	Sheriff	Slot 571 / 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 1175 / Corrections Ofcr / Grd 81 / \$39,706.37	Sheriff	Slot 567 / 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 1520 / Cadet* / Grd 80 / \$34,594.77	Sheriff	Slot 573 / Cadet* / Grd 80 / \$34,594.77	POPS lateral transfer. Employee transferred to different slot, same position, same department, same pay grade, retains current pay.
Tax Collector	Slot 13 / Tax Supv / Grd 18 / \$43,699.79	Tax Collector	Slot 13 / Tax Supv / Grd 18 / \$46,758.78	Salary adjustment. Pay is between min and midpoint of pay grade.
Tax Collector	Slot 36 / Tax Supv / Grd 18 / \$43,663.36	Tax Collector	Slot 36 / Tax Supv / Grd 18 / \$46,196.80	Salary adjustment. Pay is between min and midpoint of pay grade.
* Actual vs Authorized				

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AD HOC CLASSIFICATION CHANGE							
		Current			HRMD Recommends		
Dept.	Slot #	Auth Position Title / Position #	FLSA	Pay Grade	Position Title / Position #	FLSA	Pay Grade
JP Pct 3	3	Court Clerk II Sr / 16748	NE	16	Court Svcs Mgmt Admin Coord / 18396	E	18
Department requests 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

