



## Travis County Commissioners Court Agenda Request

**Meeting Date:** 3/20/2012

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

**Elected/Appointed Official/Dept. Head:** Leslie Browder, 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 – 13.

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](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 20, 2012**

**ITEM # :**

**DATE:** March 9, 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.**

**FY 12 Temporary Slot Extensions – Pages 7 - 12.**

Approval requested to **extend** temporary slot end dates - temporary employees "02" (less than 6 months) effective April 1, 2012. HRMD has reviewed appropriate documentation; PBO has confirmed FY 12 funding.

**FY 12 Temporary Slot Conversions – Page 13.**

Approval requested to **convert** temporary slots from temporary employee (less than 6 months) to project worker (more than 6 months, includes Retirement Benefits). PBO has confirmed FY 12 funding.

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**

<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>
<b>Civil Courts</b>	58	Assoc Judge Magistrate Referee	97 / \$105,000.00	97 / \$105,000.00
<b>County Atty</b>	89	Law Clerk I Part-time	14 / Minimum / \$16,172.73	14 / Minimum / \$16,172.73
<b>County Atty</b>	176	Law Clerk I Part-time	14 / Minimum / \$16,172.73	14 / Minimum / \$16,172.73
<b>County Clerk</b>	51	Court Clerk Asst	11 / Level 4 / \$29,598.40	11 / Level 4 / \$29,598.40
<b>JP Pct 3</b>	9	Court Clerk I* Part-time	13 / Minimum / \$15,119.42	13 / Minimum / \$15,119.42
<b>JP Pct 4</b>	17	Court Clerk I	13 / Minimum / \$30,238.83	13 / Minimum / \$30,238.83
<b>Juvenile Probation</b>	577	Juvenile Detention Ofcr I**	12 / Level 3 / \$30,804.80	12 / Level 3 / \$30,804.80
<b>Sheriff</b>	538	Cadet**	80 / Step 1 / \$34,594.77	80 / Step 1 / \$34,594.77
<b>Sheriff</b>	613	Crime Scene Spec	18 / Midpoint / \$52,977.60	18 / Midpoint / \$52,977.60
<b>Sheriff</b>	859	Cadet**	80 / Step 1 / \$34,594.77	80 / Step 1 / \$34,594.77
<b>Sheriff</b>	888	Cadet**	80 / Step 1 / \$34,594.77	80 / Step 1 / \$34,594.77
<b>Sheriff</b>	1171	Telecomm 911 Spec**	14 / Level 4 / \$36,212.80	14 / Level 4 / \$36,212.80
<b>Sheriff</b>	1175	Cadet**	80 / Step 1 / \$34,594.77	80 / Step 1 / \$34,594.77
<b>Sheriff</b>	1381	Cadet**	80 / Step 1 / \$34,594.77	80 / Step 1 / \$34,594.77
<b>Sheriff</b>	1868	Security Coord	12 / Minimum / \$28,262.42	12 / Minimum / \$28,262.42
<b>Tax Collector</b>	76	Accounting Clerk	11 / \$29,120.00	11 / \$29,120.00
<b>* Temporary to Regular</b>			<b>** Actual vs Authorized</b>	

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<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>
<b>County Clerk</b>	20092	Elec Clk Operations Clk III	12 / \$14.00	12 / \$14.00	02
<b>District Atty</b>	20019	Office Spec	10 / \$11.87	10 / \$11.87	02
<b>JP Pct 4</b>	20001	Court Clerk I	13 / \$14.54	13 / \$14.54	02
<b>**Temporary Status Type Codes:</b> (Temporary less than 6 mos. = 02) (Project Worker more than 6 mos. = 05, includes Retirement Benefits).					

<b>CAREER LADDERS – 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>Sheriff</b>	331	Corrections Ofcr* / Grd 81	Corrections Ofcr Sr / Grd 83	\$41,752.26	\$45,382.90	Career Ladder. Peace Officer Pay Scale (POPS).
<b>TNR</b>	320	Park Ranger* / Grd 60	Park Ranger Sr / Grd 62	\$47,942.75	\$52,441.17	Career Ladder. Peace Officer Pay Scale (POPS).
<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>Civil Courts</b>	Slot 75 / Financial Analyst Sr* / Grd 19 / \$60,364.04	<b>Civil Courts</b>	Slot 75 / Financial Analyst Ld / Grd 22 / \$65,582.40	Promotion. Pay is between min and midpoint of pay grade.
<b>Juvenile Probation</b>	Slot 200 / Office Spec / Grd 10 / \$31,159.37	<b>Juvenile Probation</b>	Slot 564 / Court Clerk II / Grd 15 / \$35,651.20	Promotion. Pay is between min and midpoint of pay grade.
<b>Juvenile Probation</b>	Slot 440 / Accountant Assoc / Grd 13 / \$34,487.31	<b>Juvenile Probation</b>	Slot 100 / Accountant Assoc / Grd 13 / \$34,487.31	Lateral transfer. Employee transferred to different slot, same position, same department, same pay grade, retains current pay.
<b>* Actual vs Authorized</b>				

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

<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>Juvenile Probation</b>	Slot 617 / Juvenile Detention Ofcr II* / Grd 13 / \$30,599.10	<b>Sheriff</b>	Slot 481 / Cadet* / Grd 80 / \$34,594.77	Promotion. Transition from Classified Pay Scale to Peace Officer Pay Scale (POPS) Step 1.
<b>Sheriff</b>	Slot 720 / Office Spec Sr / Grd 12 / \$29,974.00	<b>Pretrial Services</b>	Slot 63 / Pretrial Ofcr I* / Grd 15 / \$36,691.20	Promotion. Pay is between min and midpoint of pay grade.
<b>Sheriff</b>	Slot 198 / Corrections Ofcr Sr / Grd 83 / \$43,159.58	<b>Sheriff</b>	Slot 950 / 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.
<b>Sheriff</b>	Slot 269 / Certf Peace Ofcr Sr / Grd 84 / \$53,187.26	<b>Sheriff</b>	Slot 429 / 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.
<b>Sheriff</b>	Slot 325 / Corrections Ofcr Sr / Grd 83 / \$43,159.58	<b>Sheriff</b>	Slot 1489 / 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.
<b>Sheriff</b>	Slot 404 / Corrections Ofcr Sr / Grd 83 / \$59,545.41	<b>Sheriff</b>	Slot 113 / Sergeant Corrections / Grd 88 / \$85,772.96	Promotion. Peace Officer Pay Scale (POPS).
<b>Sheriff</b>	Slot 950 / Corrections Ofcr Sr / Grd 83 / \$44,256.37	<b>Sheriff</b>	Slot 906 / Sergeant Corrections / Grd 88 / \$67,513.68	Promotion. Peace Officer Pay Scale (POPS).

**\* Actual vs Authorized**

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

<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>Sheriff</b>	Slot 1381 / Corrections Ofcr Sr / Grd 83 / \$49,889.84	<b>Sheriff</b>	Slot 404 / 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.
<b>Sheriff</b>	Slot 1484 / Corrections Ofcr Sr / Grd 83 / \$48,763.31	<b>Sheriff</b>	Slot 1531 / 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.
<b>Sheriff</b>	Slot 1489 / Corrections Ofcr Sr / Grd 83 / \$43,159.58	<b>Sheriff</b>	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.
<b>Sheriff</b>	Slot 1531 / Corrections Ofcr Sr / Grd 83 / \$43,159.58	<b>Sheriff</b>	Slot 1484 / 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.
<b>Sheriff</b>	Slot 1634 / Security Coord / Grd 12 / \$30,807.40	<b>Sheriff</b>	Slot 1680 / Telecomm 911 Spec* / Grd 14 / \$36,212.80	Promotion. Pay is between min and midpoint of pay grade.
<b>TNR</b>	Slot 14 / Engineering Div Mgr / Grd 28 / \$105,259.75	<b>TNR</b>	Slot 14 / Engineering Div Mgr / Grd 28 / \$110,522.76	Travis County Code § 10.03012 - Temporary assignment. Additional duties performed, Public Works Director, PG 32. Pay increase is 5.00%.

**\* Actual vs Authorized**

<b>AD HOC CLASSIFICATION CHANGES</b>							
		<b>Current</b>			<b>HRMD Recommends</b>		
<b>Dept.</b>	<b>Slot #</b>	<b>Auth Position Title / Position #</b>	<b>FLSA</b>	<b>Pay Grade</b>	<b>Position Title / Position #</b>	<b>FLSA</b>	<b>Pay Grade</b>
<b>County Clerk</b>	89	Business Analyst II / 23877	E	23	Systems Engineer II / 25831	E	25
<b>Pretrial Services</b>	95	Office Spec Sr / 12796	NE	12	Substance Abuse Monitor / 9142	NE	9
<b>Departments request in order to meet departmental needs. PBO has confirmed funding available.</b>							

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**FY 12 TEMPORARY SLOT EXTENSIONS - TEMPORARY EMPLOYEES "02" STATUS**

Department	Slot	Actual Position Title
<b>Constable 3</b>	20003	ACC Intern
<b>Constable 5</b>	20018	ACC Intern
<b>County Attorney</b>	20002, 20003, 20013, 20016, 20017, 20018, 20022, 20023	Office Asst
<b>County Clerk</b>	20005, 20006, 20012, 20013, 20014, 20015, 20018, 20019, 20020, 20021, 20024, 20025, 20068, 20072, 20073, 20075, 20076, 20077, 20078, 20079,  20080, 20081, 20084, 20085, 20086, 20087, 20088, 20090, 20091, 20092, 20095, 20096, 20097, 20098, 20099, 20100, 20101, 20102, 20103, 20104,  20105, 20106, 20107, 20108, 20109, 20110, 20111, 20112, 20113, 20114, 20116, 20117, 20118, 20124, 20125, 20126, 20127, 20128, 20129, 20151,  20152, 20155, 20156, 20161, 20162, 20167, 20169, 20170, 20171, 20180, 20181, 20182, 20184, 20185, 20186, 20187, 20188, 20192, 20193, 20198,  20199, 20200, 20203, 20204, 20205, 20207, 20209, 20210, 20211, 20213, 20215, 20216, 20217, 20219, 20221, 20223, 20226, 20227, 20233, 20234,	Elec Clk Erly Vting Clk

**FY 12 TEMPORARY SLOT EXTENSIONS - TEMPORARY EMPLOYEES "02" STATUS**

Department	Slot	Actual Position Title
<p><b>County Clerk</b></p>	<p>20235, 20237, 20238, 20240,                  20241, 20250, 20251, 20252,                  20253, 20254, 20255, 20256,                  20257, 20258, 20261, 20262,                  20263, 20264, 20267, 20268,                    20269, 20270, 20271, 20276,                  20277, 20279, 20280, 20282,                  20283, 20286, 20287, 20288,                  20289, 20290, 20292, 20293,                  20294, 20295, 20296, 20298,                    20300, 20301, 20303, 20304,                  20305, 20307, 20310, 20312,                  20315, 20316, 20319, 20321,                  20325, 20327, 20332, 20333,                  20335, 20337, 20339, 20340,                    20342, 20343, 20344, 20345,                  20346, 20348, 20349, 20350,                  20351, 20352, 20353, 20355,                  20357, 20358, 20359, 20360,                  20361, 20447, 20448, 20450,                    20451, 20453, 20455, 20456,                  20457, 20458, 20460, 20461,                  20462, 20463, 20464, 20465,                  20467, 20479, 20482, 20486,                  20489, 20492, 20494, 20495,                    20498, 20504, 20505, 20507,                  20510, 20511, 20512, 20514,                  20515, 20516, 20517, 20521,                  20523, 20524, 20525, 20527,                  20528, 20529, 20530, 20532,                    20534, 20535, 20537, 20538,                  20539, 20542, 20550, 20551,                  20552, 20553, 20554, 20555,                  20556, 20557, 20559, 20560,                  20562, 20563, 20564, 20565,</p>	<p>Elec Clk Erly Vting Clk</p>

**FY 12 TEMPORARY SLOT EXTENSIONS - TEMPORARY EMPLOYEES "02" STATUS**

Department	Slot	Actual Position Title
County Clerk	20567, 20568, 20578, 20580, 20582, 20595, 20596, 20598, 20599, 20604, 20605, 20607, 20611, 20612, 20614, 20615, 20616, 20617, 20618, 20620,  20622, 20624, 20625, 20629, 20630, 20633, 20635, 20636, 20637, 20638, 20639, 20640, 20641, 20642, 20644, 20645, 20647, 23015, 23073, 23074,  23079, 23081, 23083, 23085, 23089, 23090, 23091, 23092, 23093, 23097, 23098, 23099, 23100, 23103, 23105, 23106, 23108, 23109, 23110, 23111,  23113, 23114, 23115, 23116, 23117, 23118, 23119, 23121, 23123, 23125, 23126, 23128, 23131, 23132, 23133, 23134, 23135, 23136, 23137, 23138,  23139, 23142, 23143, 23144, 23147, 23148, 23149, 23153, 23154, 23158, 23159, 23161, 23162, 23163, 23164, 23165, 23170, 23175, 23178, 23180,  23182, 23183, 23187, 23188, 23193, 23197, 23198, 23204, 23208, 23214, 23217	Elec Clk Erly Vting Clk
County Clerk	20366, 20368, 20369, 20370, 20373, 20374, 20377, 20378, 20379, 20380, 20381, 20382, 20383, 20384, 20385, 20388, 20389, 20390, 20391, 20392,	Elec Clk Erly Vting Deputy

**FY 12 TEMPORARY SLOT EXTENSIONS - TEMPORARY EMPLOYEES "02" STATUS**

Department	Slot	Actual Position Title
County Clerk	20394, 20397, 20398, 20400, 20401, 20402, 20403, 20405, 20407, 20413, 20475, 20485, 20487, 20488, 20493, 20501, 20508, 20520, 20653, 23014,  23019, 23020, 23021, 23025, 23026, 23027, 23028, 23029, 23030, 23031, 23033, 23042, 23043, 23045, 23046, 23049, 23051, 23052, 23053, 23055,  23059, 23066, 23067, 23068, 23069, 23070, 23075, 23077, 23166, 23169, 23174, 23177, 23202, 23203, 23205, 23206, 23209, 23210	Elec Clk Erly Vting Deputy
County Clerk	20053, 20054, 20055, 20058, 20060, 20157, 20160, 20313, 20314, 20330, 20411, 20412, 20414, 20419, 20422, 20424, 20426, 20427, 20428, 20429,  20431, 20433, 20434, 20435, 20436, 20444, 20446, 20454, 20481, 20484, 20571, 20574, 20575, 20602, 20656, 20659, 20661, 20665, 23016, 23018,  23071, 23076, 23078, 23088, 23096, 23150, 23151, 23152, 23156, 23157, 23181, 23212, 23229, 23230	Elec Clk Operations Clk II
County Clerk	20093, 20094, 20119, 20153, 20165, 20189, 20190, 20222, 20239, 20259, 20285, 20291, 20297, 20317, 20322, 20326, 20338, 20354, 20437, 20440,	Elec Clk Operations Clk III

**FY 12 TEMPORARY SLOT EXTENSIONS - TEMPORARY EMPLOYEES "02" STATUS**

Department	Slot	Actual Position Title
<b>County Clerk</b>	20522, 20531, 20540, 20579, 20600, 20601, 20606, 20610, 20631, 23037, 23038, 23039, 23041, 23044, 23058, 23060, 23064, 23065, 23072, 23101, 23102, 23107, 23120, 23160, 23167, 23173, 23184, 23185, 23186, 23189, 23190, 23191, 23192, 23194, 23196, 23199, 23201, 23207, 23211, 23213, 23215, 23234, 23235, 23236, 23240, 23241, 23242, 23246, 23249, 23250, 23251, 23254, 23261, 23262, 23263, 23265, 23266, 23267, 23269, 23270, 23272, 23275, 23276, 23279, 23280, 23282, 23283, 23284, 23286, 23288, 23289, 23292, 23293	Elec Clk Operations Clk III
<b>County Clerk</b>	20441, 20442, 23253	Elec Clk Operations Clk IV
<b>County Judge</b>	20005	ACC Intern
<b>County Judge</b>	20006	Office Spec Sr
<b>District Attorney</b>	20019, 20036	Office Spec
<b>Emergency Medical Service</b>	20001	Administrative Asst II
<b>Fac Mgt</b>	20010, 20027, 20069, 20070, 20075	Custodian
<b>Fac Mgt</b>	20020, 20025, 20029, 20035, 20076	Groundskeeper
<b>HHS</b>	20064	Case Worker
<b>HHS</b>	20066	Home Repair Supv

**FY 12 TEMPORARY SLOT EXTENSIONS - TEMPORARY EMPLOYEES "02" STATUS**

<b>Department</b>	<b>Slot</b>	<b>Actual Position Title</b>
HHS	20022	Planner
HHS	20028	Social Worker
HRMD	20022, 20043	ACC Intern
JP Pct 1	20008	ACC Intern
JP Pct 1	20004	Court Clerk I
JP Pct 1	20005	Paralegal Sr
JP Pct 4	20001	Court Clerk I
Juvenile Public Defender	20004	Attorney I
PBO	20023, 20024	Financial Analyst Sr
Purchsg & Inventory Mgmt	20005	PUR Purchasing Supprt Spec I
Records Mang & Comm Resrc	20009	ACC Intern
Records Mang & Comm Resrc	20004	Law Librarian
TNR	20108, 20109	Natural Resources Tech
TNR	20061, 20064, 20069, 20070, 20071, 20072, 20073, 20075, 20076, 20077, 20078, 20091, 20096	Park Tech I
TNR	20050, 20055	Park Tech II

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**FY 12 TEMPORARY SLOT STATUS CODE CONVERSION FROM TEMPORARY EMPLOYEES "02" TO PROJECT WORKERS "05"**

<b>Department</b>	<b>Slot</b>	<b>Actual Position Title</b>
District Clerk	50040	Court Clerk I
HHS	50037	Accountant Assoc

**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**