



Travis County Commissioners Court Agenda Request

Meeting Date: 3/27/2012

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

JB

AGENDA LANGUAGE:

Consider and take appropriate action on the following items for Human Resources Management Department:

- A. Proposed routine personnel amendments; and
- B. Non-routine request from Travis County Sheriff's Office for a variance to Travis County Code § 10.03008, Promotion.

BACKGROUND/SUMMARY OF REQUEST AND ATTACHMENTS:

Attached are Personnel Amendments for Commissioners Court approval.

A. Routine Personnel Actions – Pages 2 – 3.

B. Non-Routine Personnel Action – Pages 4 - 7.

Sheriff's Office requests approval for a promotion that is above midpoint and greater than a 5% increase in salary. Travis County Code § 10.03008, Slot 1059, Financial Analyst Ld; PG 22. HRMD has reviewed supporting documentation; PBO has confirmed sufficient funds.

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

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.

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

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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 27, 2012

ITEM # :

DATE: March 16, 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 *LB*

FROM: Diane Blankenship, Director, HRMD *DB*

SUBJECT: Weekly Personnel Amendments

Attached are Personnel Amendments for Commissioners Court approval.

A. Routine Personnel Actions – Pages 2 – 3.

B. Non-Routine Personnel Action – Pages 4 - 7.

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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
JP Pct 1	16	Court Clerk I	13 / Level 2 / \$32,052.80	13 / Level 2 / \$32,052.80
Juvenile Probation	417	Juvenile Detention Ofcr I**	12 / Level 1 / \$29,099.20	12 / Level 1 / \$29,099.20
Juvenile Probation	551	Juvenile Probation Ofcr Asst	12 / Level 1 / \$29,099.20	12 / Level 1 / \$29,099.20
Juvenile Public Defender	14	Attorney I*	21 / Level 1 / \$53,497.60	21 / Level 1 / \$53,497.60
Sheriff	269	Cadet**	80 / Step 1 / \$34,594.77	80 / Step 1 / \$34,594.77
Sheriff	1520	Cadet**	80 / Step 1 / \$34,594.77	80 / Step 1 / \$34,594.77
Tax Collector	131	Tax Spec I	12 / Minimum / \$28,262.42	12 / Minimum / \$28,262.42
TNR	607	Office Spec	10 / Level 4 / \$27,643.20	10 / Level 4 / \$27,643.20
* Temporary to Regular			** Actual vs Authorized	

TEMPORARY APPOINTMENTS					
Dept.	Slot	Position Title	Dept. Requests Grade/Salary	HRMD Recommends Grade/Salary	**Temporary Status Type Code
District Atty	20036	Office Spec	10 / \$11.87	10 / \$11.87	02
Fac Mgmt	50051	Building Security Guard	8 / \$10.36	8 / \$10.36	05
HHS	20022	Planner*	18 / \$21.60	18 / \$21.60	02
JP Pct 1	20004	Court Clerk I	13 / \$14.54	13 / \$14.54	02
JP Pct 1	20005	Paralegal Sr	18 / \$20.38	18 / \$20.38	02
Juvenile Probation	50083	Juvenile Rsdntl Trt Ofcr Asst	11 / \$12.70	11 / \$12.70	05
TNR	20108	Natural Resources Tech	16 / \$17.80	16 / \$17.80	02
* Regular to Temporary		**Temporary Status Type Codes: (Temporary less than 6 mos. = 02) (Project Worker more than 6 mos. = 05, includes Retirement Benefits).			

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

Dept. (From)	Slot – Position Title – Grade – Salary	Dept. (To)	Slot – Position Title – Grade – Salary	Comments
Constable 3	Slot 7 / Office Mgr* / Grd 19 / \$56,683.12	Constable 3	Slot 7 / Office Mgr Sr / Grd 21 / \$59,716.80	Promotion. Pay is between min and midpoint of pay grade.
District Atty	Slot 18 / Attorney IV* / Grd 26 / \$72,861.57	District Atty	Slot 259 / Attorney IV* / Grd 26 / \$72,861.57	Lateral transfer. Employee transferred to different slot, same position, same department, same pay grade, retains current pay.
District Atty	Slot 114 / Office Spec / Grd 10 / \$26,271.60	District Atty	Slot 249 / Court Clerk I / Grd 13 / \$30,238.83	Promotion. Pay is at minimum of pay grade.
District Atty	Slot 259 / Attorney VII / Grd 29 / \$99,929.87	District Atty	Slot 18 / Attorney VII / Grd 29 / \$99,929.87	Lateral transfer. Employee transferred to different slot, same position, same department, same pay grade, retains current pay.
HHS	Slot 202 / Financial Analyst Ld / Grd 22 / \$72,904.02	HHS	Slot 231 / Financial Mgr / Grd 24 / \$76,549.22	Promotion. Pay is between min and midpoint of pay grade.
JP Pct 3	Slot 3 / Court Clerk II Sr* / Grd 16 / \$46,108.52	JP Pct 3	Slot 3 / Court Svcs Mgmt Admin Coord / Grd 18 / \$52,977.60	Promotion. Pay is at midpoint of pay grade.
Sheriff	Slot 411 / Community Liaison / Grd 18 / \$44,921.24	Sheriff	Slot 411 / Community Liaison / Grd 18 / \$48,964.15	Salary adjustment. Pay is between min and midpoint of pay grade.
Sheriff	Slot 1642 / Security Coord / Grd 12 / \$28,262.42	Sheriff	Slot 198 / Cadet / Grd 80 / \$34,594.77	Promotion. Transition from Classified Pay Scale to Peace Officer Pay Scale (POPS) Step 1.
Tax Collector	Slot 52 / Accounting Clerk / Grd 11 / \$34,082.20	Tax Collector	Slot 52 / Accounting Clerk / Grd 11 / \$35,210.23	Salary adjustment. Pay is between midpoint and max of pay grade.

*** Actual vs Authorized**

SECTION B. NON-ROUTINE PERSONNEL ACTION

NON-ROUTINE ACTION

Dept. (From)	Slot – Position Title – Grade – Salary	Dept. (To)	Slot – Position Title – Grade – Salary	Comments
Sheriff	Slot 65 / Financial Analyst Sr / Grd 19 / \$64,670.53	Sheriff	Slot 1059 / Financial Analyst Ld / Grd 22 / \$71,137.58	Promotion. Pay is above midpoint and greater than a 5% increase in salary. Travis County Code § 10.03008.

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



Human Resources Management Department

700 Lavaca Street, 4th Floor

• P.O. Box 1748

• Austin, Texas 78767

• (512) 854-9165 / FAX(512) 854-4203

MEMORANDUM

DATE: March 16, 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 of Human Resources

SUBJECT: Sheriff Non-Routine Promotion Salary Action, Slot 1059

HRMD requests Commissioners Court to discuss and consider the following action.

Travis County Sheriff's Office Request:

The Travis County Sheriff's Office (TCSO) requests approval to increase the salary of one Financial Analyst Sr. (PG 19) from \$64,670.53 to \$71,137.58 upon promotion to Financial Analyst Lead (PG 22). The total dollar increase is \$6,467.05 and represents a 10% increase. The proposed action would apply to the following slots:

From:

Slot #	Title	Salary
65	Financial Analyst Sr.	\$64,670.53

To:

Slot #	Title	Salary
1059	Financial Analyst Lead	\$71,137.58

Policy

Travis County Code §10.03008(b)(3) states that Elected Officials may give a salary increase upon promotion of greater than 5% and above midpoint if approved by Commissioners Court.

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Issue

The action is non-routine by policy since the proposed increase is greater than 5% and places the employee beyond the midpoint value of pay grade 22 (\$69,473.66).

Recommendation

HRMD recommends approval of TCSO's proposed salary action. The proposed 10% increase is consistent with County practice for an increase of three pay grades and the employee would end up being between midpoint and 10% above midpoint. This level of range penetration is consistent with an employee who has served in a Financial Analyst capacity for over 15 years. The action would be effective March 16, 2012.



GREG HAMILTON
TRAVIS COUNTY SHERIFF

P.O. Box 1748
Austin, Texas 78767
(512) 854-9770
www.tcsheriff.org

JAMES N. SYLVESTER
Chief Deputy

PHYLLIS CLAIR
Major - Law Enforcement

DARREN LONG
Major - Corrections

MARK SAWA
Major - Administration & Support

March 9, 2012

2012 MAR 12 AM 11:50

MEMORANDUM

TO: County Judge and Commissioners' Court Members
FROM: Greg Hamilton, Sheriff *GH*
SUBJECT: Promotion - Salary Increase for *Slot 1059*

I am requesting approval from the Commissioners' Court to offer a 10% salary increase based on the promotion from Financial Analyst Sr, Pay Grade 19, to Financial Analyst Lead, Pay Grade 22. The 10% increase will place this employee above midpoint for the new position.

This employee has over sixteen years of supervisory experience working in the Finance Section of this agency. *[Name]* has served as a Financial Analyst for 11 years, and a Financial Analyst Senior over five years. *[Name]* has proven to be a valuable asset with an extensive working knowledge of maintaining a \$129 million dollar general fund budget, and numerous discretionary accounts. As a Financial Analyst Sr, *[Name]* current salary is \$ 64,670.53. 10% for the new position of Financial Analyst Lead would place *[Name]* salary at \$ 71,137.58. Mid point for this position is \$69,473.66.

I appreciate your consideration and approval of this issue.

GH/tb

cc: Chief Jim Sylvester
Major Mark Sawa
Financial Manager Paul Matthews
Travis County HRMD
TCSO HR



Safety, Integrity, Tradition of Service