



Travis County Commissioners Court Agenda Request

Meeting Date: 4/3/2012

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 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

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

April 3, 2012

ITEM # :

DATE: March 23, 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 *[Signature]*

SUBJECT: Weekly Personnel Amendments *[Signature]*

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.

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
District Atty	278	Legal Secretary	15 / Minimum / \$34,608.50	15 / Minimum / \$34,608.50
Juvenile Probation	589	Court Clerk I	13 / Minimum / \$30,238.83	13 / Minimum / \$30,238.83
Juvenile Probation	594	Juvenile Detention Ofcr I* **	12 / Level 1 / \$29,099.20	12 / Level 1 / \$29,099.20
TNR	241	Road Maint Worker Sr	9 / \$28,600.00	9 / \$28,600.00
* Temporary to Regular			** Actual vs Authorized	

TEMPORARY APPOINTMENTS					
Dept.	Slot	Position Title	Dept. Requests Grade/Salary	HRMD Recommends Grade/Salary	**Temporary Status Type Code
Emergency Medical Service	20002	Star Flight Helic Pilot Sr	25 / \$43.47	25 / \$43.47	02
**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
County Clerk	Slot 23250 / Elec Clk Operations Clk III / Grd 12 / \$14.00	County Clerk	Slot 20058 / Elec Clk Operations Clk II / Grd 10 / \$12.00	Election Worker Reassignment.

CAREER LADDERS – POPS						
Dept.	Slot	Current Position Title/Grade	New Position Title/Grade	Current Annual Salary	Proposed Annual Salary	Comments Current HRMD Practice
Sheriff	542	Cadet* / Grd 80	Corrections Ofcr / Grd 81	\$34,594.77	\$39,706.37	Career Ladder. Peace Officer Pay Scale (POPS).
Sheriff	893	Cadet* / Grd 80	Corrections Ofcr / Grd 81	\$34,594.77	\$39,706.37	Career Ladder. Peace Officer Pay Scale (POPS).
Sheriff	1131	Cadet* / Grd 80	Corrections Ofcr / Grd 81	\$34,594.77	\$39,706.37	Career Ladder. Peace Officer Pay Scale (POPS).
Sheriff	1144	Cadet* / Grd 80	Corrections Ofcr* / Grd 81	\$34,594.77	\$39,706.37	Career Ladder. Peace Officer Pay Scale (POPS).
Sheriff	1817	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
Sheriff	366	Counselor* / Grd 15	Counselor Sr / Grd 16	\$36,691.20	\$38,147.20	Career Ladder. Pay is between min and midpoint of pay grade.
Sheriff	1436	Counselor* / Grd 15	Counselor Sr / Grd 16	\$42,073.77	\$46,280.00	Career Ladder. Pay is between min and midpoint of pay grade.
TCCES	36	Chem Dependency Counselor* / Grd 15	Chem Dependency Counselor Sr / Grd 16	\$39,804.44	\$41,794.66	Career Ladder. 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 119 / Legal Secretary / Grd 15 / \$44,765.10	District Atty	Slot 217 / Legal Secretary / Grd 15 / \$44,765.10	Lateral transfer. Employee transferred to different slot, same position, same department, same pay grade, retains current pay.
District Clerk	Slot 117 / Business Consultant I / Grd 27 / \$77,956.53	District Clerk	Slot 117 / Business Consultant I / Grd 27 / \$79,156.53	Salary adjustment. Pay is between min and midpoint of pay grade.
Fac Mgmt	Slot 136 / Building Maint Worker Sr* / Grd 11 / \$41,529.90	Fac Mgmt	Slot 12 / Building Maint Worker Sr / Grd 11 / \$41,529.90	Lateral transfer. Employee transferred to different slot, same position, same department, same pay grade, retains current pay.
Juvenile Probation	Slot 229 / Juvenile Probation Ofcr III / Grd 16 / \$38,970.23	Juvenile Probation	Slot 191 / Juvenile Probation Ofcr III / Grd 16 / \$38,970.23	Lateral transfer. Employee transferred to different slot, same position, same department, same pay grade, retains current pay.
Sheriff	Slot 705 / Office Spec Sr / Grd 12 / \$35,069.89	Sheriff	Slot 1595 / Office Spec Sr / Grd 12 / \$35,069.89	Lateral transfer. Employee transferred to different slot, same position, same department, same pay grade, retains current pay.
Sheriff	Slot 1194 / Telecomm 911 Spec Sr / Grd 15 / \$42,745.46	Sheriff	Slot 710 / Office Spec Sr / Grd 12 / \$36,333.64	Voluntary job change. Pay is between midpoint and max 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
TNR	Slot 224 / Road Maint Worker / Grd 8 / \$31,236.78	TNR	Slot 447 / Road Maint Worker Sr / Grd 9 / \$32,798.62	Promotion. Pay is between midpoint and max of pay grade.
TNR	Slot 339 / Road Maint Worker / Grd 8 / \$30,220.26	TNR	Slot 151 / Equipment Operator / Grd 10 / \$31,731.27	Promotion. Pay is between midpoint and max of pay grade.
TNR	Slot 445 / Road Maint Worker / Grd 8 / \$32,004.54	TNR	Slot 337 / Road Maint Worker Sr / Grd 9 / \$33,604.77	Promotion. 5% pay increase, pay exceeds max of pay grade. CC approved on 6/17/08.
TNR	Slot 520 / Road Maint Worker / Grd 8 / \$25,702.56	TNR	Slot 354 / Equipment Operator / Grd 10 / \$29,577.60	Promotion. Pay is between min and midpoint of pay grade.
TNR	Slot 521 / Road Maint Worker / Grd 8 / \$27,186.80	TNR	Slot 479 / Equipment Operator / Grd 10 / \$29,577.60	Promotion. Pay is between min and midpoint of pay grade.
* 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