



Travis County Commissioners Court Agenda Request

Meeting Date: 4/10/2012

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 "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 – 4.

If you have any questions or comments, please contact Diane Poirot 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 Poirot, 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.



Human Resources Management Department

700 Lavaca Street, 4th Floor

• P.O. Box 1748

• Austin, Texas 78767

• (512) 854-9165 / FAX (512) 854-9757

April 10, 2012

ITEM # :

DATE: March 30, 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 *JB*

FROM: Diane Poirot, Director, HRMD *DP*

SUBJECT: Weekly Personnel Amendments

Attached are Personnel Amendments for Commissioners Court approval.

Routine Personnel Actions – Pages 2 – 3.

FY 12 Temporary Slot Extension – Page 4.

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.

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

LB/DP/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 2	60002	Accounting Clerk	11 / Minimum / \$26,417.46	11 / Minimum / \$26,417.46
TNR	211	Accountant	16 / Level 3 / \$40,352.00	16 / Level 3 / \$40,352.00
TNR	277	Equipment Operator	10 / \$34,394.88	10 / \$34,394.88
* 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 Clerk	20285	Elec Clk Operations Clk III	12 / \$14.00	12 / \$14.00	02
County Clerk	20297	Elec Clk Operations Clk III	12 / \$14.00	12 / \$14.00	02
County Clerk	20330	Elec Clk Operations Clk II	10 / \$12.00	10 / \$12.00	02
County Clerk	20424	Elec Clk Operations Clk II	10 / \$12.00	10 / \$12.00	02
County Clerk	20601	Elec Clk Operations Clk III	12 / \$14.00	12 / \$14.00	02
County Clerk	23037	Elec Clk Operations Clk III	12 / \$14.00	12 / \$14.00	02
County Clerk	23185	Elec Clk Operations Clk III	12 / \$14.00	12 / \$14.00	02
County Clerk	23201	Elec Clk Operations Clk III	12 / \$14.00	12 / \$14.00	02
County Clerk	23242	Elec Clk Operations Clk III	12 / \$14.00	12 / \$14.00	02
County Clerk	50059	Office Asst	8 / \$10.71	8 / \$10.71	05
HHS	50021	Interpreter Sign Language III	21 / \$29.00	21 / \$29.00	05
**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 20427 / Elec Clk Operations Clk II / Grd 10 / \$12.00	County Clerk	Slot 23196 / Elec Clk Operations Clk III / Grd 12 / \$14.00	Election worker reassignment.

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

Dept. (From)	Slot – Position Title – Grade – Salary	Dept. (To)	Slot – Position Title – Grade – Salary	Comments
Criminal Courts	Slot 27 / Court Svcs Program Mgr / Grd 24 / \$78,189.83	Criminal Courts	Slot 27 / Court Svcs Program Mgr / Grd 24 / \$80,926.47	Salary adjustment. Pay is between min and midpoint of pay grade.
Criminal Courts	Slot 157 / Court Svcs Mgmt Admin Coord / Grd 18 / \$55,304.08	Criminal Courts	Slot 157 / Court Svcs Mgmt Admin Coord / Grd 18 / \$57,239.72	Salary adjustment. Pay is between midpoint and max of pay grade.
ITS	Slot 55 / Financial Mgr / Grd 24 / \$78,878.84	ITS	Slot 55 / Financial Mgr / Grd 24 / \$80,850.81	Salary adjustment. Pay is between min and midpoint of pay grade.
ITS	Slot 119 / Financial Analyst / Grd 17 / \$49,760.21	ITS	Slot 119 / Financial Analyst / Grd 17 / \$51,004.21	Salary adjustment. Pay is between midpoint and max of pay grade.
Pretrial Services	Slot 95 / Office Spec Sr* / Grd 12 / \$30,804.80	Pretrial Services	Slot 95 / Substance Abuse Monitor / Grd 9 / \$30,804.80	Classification change approved by CC on 3/20/12. Retains current pay.
Sheriff	Slot 268 / Corrections Ofcr Sr* / Grd 83 / \$43,159.58	Sheriff	Slot 566 / 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.
Sheriff	Slot 566 / Certf Peace Ofcr Sr / Grd 84 / \$53,187.26	Sheriff	Slot 268 / 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.
TCCES	Slot 7 / Office Asst / Grd 8 / \$29,070.66	JP Pct 4	Slot 13 / Court Clerk I / Grd 13 / \$32,052.80	Promotion. Pay is between min and midpoint of pay grade.
TNR	Slot 92 / Equipment Operator / Grd 10 / \$32,104.94	TNR	Slot 164 / Equipment Operator Sr / Grd 11 / \$36,521.47	Promotion. Pay is between midpoint and max of pay grade.

* Actual vs Authorized

FY 12 TEMPORARY SLOT EXTENSIONS – TEMPORARY EMPLOYEES “02” STATUS

Department	Slot	Actual Position Title
HRMD	20041	Benefits Asst I

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

