



## Travis County Commissioners Court Agenda Request

**Meeting Date:** 4/17/2012

**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", located to the right of the text for Leslie Browder.

### **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 requests from Travis County District Attorney's Office for a variance to Travis County Code § 10.03002, General Overview for Determining Pay Policy.

### **BACKGROUND/SUMMARY OF REQUEST AND ATTACHMENTS:**

Attached are Personnel Amendments for Commissioners Court approval.

**A. Routine Personnel Actions – Pages 2 – 5, 10 - 13.**

**B. Non-Routine Personnel Actions – Pages 6 - 9.**

**District Attorney** requests approval for two salary adjustments that exceed 10% above midpoint – Travis County Code § 10.03002, Slot 71, Legal Secretary Sr, PG 16 and Slot 75, Legal Secretary Sr, PG 16. HRMD has reviewed supporting documentation; PBO has confirmed sufficient funds.

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

**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.

**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](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

**April 17, 2012**

**ITEM # :**

**DATE:** April 6, 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 Poirot, Director, HRMD

**SUBJECT:** Weekly Personnel Amendments

Attached are Personnel Amendments for Commissioners Court approval.

**A. Routine Personnel Actions – Pages 2 – 5, 10 - 13.**

**B. Non-Routine Personnel Actions – Pages 6 - 9.**

**District Attorney** requests approval for two salary adjustments that exceed 10% above midpoint – Travis County Code § 10.03002, Slot 71, Legal Secretary Sr, PG 16 and Slot 75, Legal Secretary Sr, PG 16. HRMD has reviewed supporting documentation; PBO has confirmed sufficient funds.

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
Criminal Courts	66	Court Reporter***	24 / \$77,242.79	24 / \$77,242.79
District Atty	283	Law Clerk II*** Part-time	18 / Minimum / \$21,191.04	18 / Minimum / \$21,191.04
Sheriff	511	Cadet**	80 / Step 1 / \$34,594.77	80 / Step 1 / \$34,594.77
Sheriff	1910	Cadet**	80 / Step 1 / \$34,594.77	80 / Step 1 / \$34,594.77
Sheriff	1911	Corrections Ofcr	81 / Step 3 / \$41,752.26	81 / Step 3 / \$41,752.26
Sheriff	1913	Cadet**	80 / Step 1 / \$34,594.77	80 / Step 1 / \$34,594.77
Sheriff	1914	Cadet**	80 / Step 1 / \$34,594.77	80 / Step 1 / \$34,594.77
Sheriff	1915	Cadet**	80 / Step 1 / \$34,594.77	80 / Step 1 / \$34,594.77
Sheriff	1916	Cadet**	80 / Step 1 / \$34,594.77	80 / Step 1 / \$34,594.77
Sheriff	1917	Cadet**	80 / Step 1 / \$34,594.77	80 / Step 1 / \$34,594.77
Sheriff	1918	Cadet**	80 / Step 1 / \$34,594.77	80 / Step 1 / \$34,594.77
Sheriff	1919	Cadet**	80 / Step 1 / \$34,594.77	80 / Step 1 / \$34,594.77

\* Temporary to Regular

\*\* Actual vs Authorized

\*\*\* Title/Pay Grade prior to 4/1/12 MSS implementation

**TEMPORARY APPOINTMENTS**

Dept.	Slot	Position Title	Dept. Requests Grade/Salary	HRMD Recommends Grade/Salary	**Temporary Status Type Code
County Clerk	20157	Elec Clk Operations Clk II	10 / \$12.00	10 / \$12.00	02
County Clerk	20354	Elec Clk Operations Clk III	12 / \$14.00	12 / \$14.00	02
County Clerk	20414	Elec Clk Operations Clk II	10 / \$12.00	10 / \$12.00	02
County Clerk	20422	Elec Clk Operations Clk II	10 / \$12.00	10 / \$12.00	02
County Clerk	20428	Elec Clk Operations Clk II	10 / \$12.00	10 / \$12.00	02

**\*\*Temporary Status Type Codes:** (Temporary less than 6 mos. = 02) (Project Worker more than 6 mos. = 05, includes Retirement Benefits).

<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>
County Clerk	20435	Elec Clk Operations Clk II	10 / \$12.00	10 / \$12.00	02
County Clerk	20531	Elec Clk Operations Clk III	12 / \$14.00	12 / \$14.00	02
County Clerk	23167	Elec Clk Operations Clk III	12 / \$14.00	12 / \$14.00	02
County Clerk	23190	Elec Clk Operations Clk III	12 / \$14.00	12 / \$14.00	02
County Clerk	23215	Elec Clk Operations Clk III	12 / \$14.00	12 / \$14.00	02
County Clerk	23234	Elec Clk Operations Clk III	12 / \$14.00	12 / \$14.00	02
County Clerk	23240	Elec Clk Operations Clk III	12 / \$14.00	12 / \$14.00	02
County Clerk	23246	Elec Clk Operations Clk III	12 / \$14.00	12 / \$14.00	02
County Clerk	23250	Elec Clk Operations Clk III	12 / \$14.00	12 / \$14.00	02
HRMD	50003	Registered Nurse II	21 / \$28.00	21 / \$28.00	05
TNR	20061	Park Tech I	8 / \$11.00	8 / \$11.00	02
<b>**Temporary Status Type Codes: (Temporary less than 6 mos. = 02) (Project Worker more than 6 mos. = 05, includes Retirement Benefits).</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>Criminal Justice Planning</b>	Slot 37 / Case Mgmt Coord / Grd 20 / \$55,000.00	<b>Criminal Justice Planning</b>	Slot 37 / Case Mgmt Coord / Grd 20 / \$56,650.00	Salary adjustment. Pay is between min and midpoint of pay grade.
<b>Criminal Justice Planning</b>	Slot 41 / Case Mgmt Coord / Grd 20 / \$57,323.97	<b>Criminal Justice Planning</b>	Slot 41 / Case Mgmt Coord / Grd 20 / \$59,043.69	Salary adjustment. Pay is between min and midpoint of pay grade.
<b>Criminal Justice Planning</b>	Slot 63 / Legal Secretary Sr / Grd 16 / \$41,000.00	<b>Criminal Justice Planning</b>	Slot 63 / Legal Secretary Sr / Grd 16 / \$42,230.00	Salary adjustment. Pay is between min and midpoint of pay grade.
<b>Criminal Justice Planning</b>	Slot 64 / Legal Secretary / Grd 15 / \$34,608.50	<b>Criminal Justice Planning</b>	Slot 64 / Legal Secretary / Grd 15 / \$35,646.76	Salary adjustment. Pay is between min and midpoint of pay grade.
<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>District Atty</b>	Slot 19 / Chief Investigations / Grd 27 / \$96,757.30	<b>District Atty</b>	Slot 19 / Chief Investigations / Grd 27 / \$100,550.19	Salary adjustment. Pay is between min and midpoint of pay grade.
<b>District Atty</b>	Slot 31 / Court Legal Mgmt Admin Dir / Grd 30 / \$122,289.13	<b>District Atty</b>	Slot 31 / Court Legal Mgmt Admin Dir / Grd 30 / \$126,936.12	Salary adjustment. Pay is between midpoint and max of pay grade.
<b>District Atty</b>	Slot 49 / Victim Witness Svcs Div Dir / Grd 25 / \$79,525.53	<b>District Atty</b>	Slot 49 / Victim Witness Svcs Div Dir / Grd 25 / \$82,833.79	Salary adjustment. Pay is between min and midpoint of pay grade.
<b>District Atty</b>	Slot 73 / Legal Secretary Sr / Grd 16 / \$40,350.13	<b>District Atty</b>	Slot 73 / Legal Secretary Sr / Grd 16 / \$42,202.20	Salary adjustment. Pay is between min and midpoint of pay grade.
<b>District Atty</b>	Slot 85 / Legal Secretary Sr / Grd 16 / \$43,350.02	<b>District Atty</b>	Slot 85 / Legal Secretary Sr / Grd 16 / \$45,079.69	Salary adjustment. Pay is between min and midpoint of pay grade.
<b>District Atty</b>	Slot 86 / Records Analyst Supv / Grd 20 / \$56,179.66	<b>District Atty</b>	Slot 86 / Records Analyst Supv / Grd 20 / \$61,039.20	Salary adjustment. Pay is between midpoint and max of pay grade.
<b>JP Pct 4</b>	Slot 2 / Office Mgr Sr / Grd 21 / \$65,909.86	<b>JP Pct 4</b>	Slot 2 / Office Mgr Sr / Grd 21 / \$67,887.30	Salary adjustment. Pay is between midpoint and max of pay grade.
<b>JP Pct 4</b>	Slot 4 / Court Clerk II / Grd 15 / \$38,571.28	<b>JP Pct 4</b>	Slot 4 / Court Clerk II / Grd 15 / \$39,728.41	Salary adjustment. Pay is between min and midpoint of pay grade.
<b>JP Pct 4</b>	Slot 9 / Court Clerk II Sr / Grd 16 / \$44,101.02	<b>JP Pct 4</b>	Slot 9 / Court Clerk II Sr / Grd 16 / \$45,424.05	Salary adjustment. Pay is between min and midpoint of pay grade.
<b>Sheriff</b>	Slot 219 / Corrections Ofcr Sr / Grd 83 / \$47,636.78	<b>Sheriff</b>	Slot 322 / Corrections Ofcr Sr / Grd 83 / \$47,636.78	POPS lateral transfer. Employee transferred to different slot, same position, same department, same pay grade, retains current pay.
<b>Sheriff</b>	Slot 322 / Corrections Ofcr Sr / Grd 83 / \$46,509.42	<b>Sheriff</b>	Slot 219 / Corrections Ofcr Sr / Grd 83 / \$46,509.42	POPS lateral transfer. Employee transferred to different slot, same position, same department, same pay grade, retains current pay.

**Actual vs Authorized**

<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>Sheriff</b>	Slot 420 / Corrections Ofcr Sr / Grd 83 / \$47,636.78	<b>Sheriff</b>	Slot 1526 / Corrections Ofcr Sr / Grd 83 / \$47,636.78	POPS lateral transfer. Employee transferred to different slot, same position, same department, same pay grade, retains current pay.
<b>Sheriff</b>	Slot 1423 / Corrections Ofcr Sr / Grd 83 / \$44,256.37	<b>Sheriff</b>	Slot 562 / Corrections Ofcr Sr / Grd 83 / \$44,256.37	POPS lateral transfer. Employee transferred to different slot, same position, same department, same pay grade, retains current pay.
<b>Sheriff</b>	Slot 1526 / Corrections Ofcr Sr / Grd 83 / \$48,763.31	<b>Sheriff</b>	Slot 420 / 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>TCCES</b>	Slot 2 / CES Mgr / Grd 24 / \$76,854.45	<b>TCCES</b>	Slot 2 / CES Mgr / Grd 24 / \$82,729.92	Salary adjustment. Pay is at midpoint of pay grade.
<b>* Actual vs Authorized</b>				

<b>AD HOC CLASSIFICATION CHANGE</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>TNR</b>	496	Engineer / 24247	E	24	Hydrogeologist / 22XXX	E	22
<b>Department requests reclassification of vacant slot in order to meet departmental needs. PBO has confirmed funding available. See attached new job description, pages 11 - 13.</b>							

**SECTION B. NON-ROUTINE PERSONNEL ACTIONS**

**NON-ROUTINE ACTIONS - Salary Adjustments**

<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>District Atty</b>	Slot 71 / Legal Secretary Sr / Grd 16 / \$54,630.91	<b>District Atty</b>	Slot 71 / Legal Secretary Sr / Grd 16 / \$55,536.00	Salary adjustment. Pay is greater than 10% above midpoint, Travis County Code § 10.03002.
<b>District Atty</b>	Slot 75 / Legal Secretary Sr / Grd 16 / \$50,797.29	<b>District Atty</b>	Slot 75 / Legal Secretary Sr / Grd 16 / \$52,529.48	Salary adjustment. Pay is greater than 10% above midpoint, Travis County Code § 10.03002.

**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**





# HRMD 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: April 6, 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 Poirot, Director of Human Resources *DP*

SUBJECT: District Attorney Non-Routine Salary Actions, Slots 71, 75

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

### District Attorney's Office Request:

The proposed actions would apply to the following slots:

The District Attorney's Office requests approval to increase the salary of two Legal Secretary Seniors (PG 16). For slot #71, the proposed salary adjustment would bring the employee to the salary maximum and result in an increase of \$905.09. For slot #75, the proposed salary adjustment would result in placement between midpoint plus 10% and maximum and result in an increase of \$1732.19. The salary adjustments would apply to the following slots:

<u>Slot #</u>	<u>From</u>	<u>To</u>
71	\$54,630.91	\$55,536.00
75	\$50,797.29	\$52,529.48

### Policy

*Travis County Code §10.03002(b) states that existing employees may be moved along a pay range with permanent salary savings at the manager's discretion. Movement greater than 10% above midpoint requires Commissioners Court approval.*

**Issue**

The actions are non-routine by policy since the proposed increases would result in salaries greater than 10% above midpoint (\$50,908.00).

**Recommendation**

HRMD recommends approval of the District Attorney's proposed salary actions. For slot #71, the proposed increase is only 1.66% and the employee is already beyond the 10% above midpoint threshold. For slot #75, the increase is only 3.41% and the employee is already less than \$200 from the 10% above midpoint threshold. Neither increase is excessive in either dollar or percentage terms and the actions are consistent with the intent of the stated policy. The actions would be effective April 16, 2012.

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**Rosemary Lehmburg ★ Travis County District Attorney**

P.O. Box 1748 Austin, Texas 78767 • Telephone: 512-854-9400 • Fax: 512-854-9695

**MEMORANDUM**

**TO:** Travis County Judge and Commissioners

**FROM:** Rosemary Lehmburg, District Attorney

**DATE:** April 4, 2012

**SUBJECT:** Salary Adjustments

2012 APR -4 PM 5:07

I request approval for salary adjustments for the following five employees in the District Attorney's Office. The Human Resources Management Department (HRMD) reviewed their positions for possible reclassification during the market salary study but did not recommend reclassifying these positions to the titles we requested. As suggested by the HRMD Compensation Manager, I would like to adjust the salaries of these employees on their current pay ranges because of the broad scope and high level of their responsibilities. The salaries for the employees in slots 71 and 75 will be higher than 10% above midpoint. They both have extensive legal secretary experience and because of their high levels of performance have been given increasing levels of responsibility throughout their tenure (employee in slot 71: 30+ years, employee in slot 75: 16 years).

Legal Secretary Senior	slot 71	1.66%
Legal Secretary Senior	slot 73	4.59%
Legal Secretary Senior	slot 85	3.99%
Legal Secretary Senior	slot 75	3.41%
Records Analyst Supervisor	slot 86	8.65%

I request approval for salary adjustments for the following three high-performing employees in the District Attorney's Office because of their levels of responsibility and in order to maintain internal equity:

Victim Witness Services Division Director	slot 49	4.16% increase
Chief of Investigations	slot 19	3.92% increase
Court Legal Management Administration Director	slot 31	3.80% increase

Thank you for your consideration.

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## Human Resources Management

700 Lavaca, 4th Floor • P.O. Box 1748 • Austin, Texas 78701 • (512) 854-9165

### MEMORANDUM

DATE: April 6, 2012  
TO: Members of the Commissioners Court  
VIA: Leslie Browder, County Executive, Planning & Budget Office  
FROM: Diane Poirot, Director of Human Resources  
Todd Osburn, Compensation Manager  
SUBJECT: Proposed New Job Classification

HRMD recommends creation of one new job classification as outlined below:

#### Hydrogeologist

Supporting the County's groundwater and storm water management programs, the Hydrogeologist reviews hydrogeological and environmental data related to the demonstration of groundwater availability for development projects. Supervises and monitors the collection, analysis and interpretation of field test data for the purposes of groundwater characterization, impact analysis and management. Develops and uses hydrogeological models for application. Reviews medium scale to highly complex water quality protection structural controls, drainage infrastructure and public works proposals in support of initiatives.

TNR has requested creation of this job title to provide independent capability to review groundwater availability demonstrations and implement mandated storm water management requirements in the construction of permanent storm water control structures, and to reduce negative impacts from erosion and sedimentation of disturbed sites.

Consistent with market data, the job is recommended to be put in Pay Grade 22 on the Classified Pay Scale.

Should you have questions, contact Diane Poirot at ext. 4-9170 or Todd Osburn at ext. 4-2744.

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# TRAVIS COUNTY JOB DESCRIPTION

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## JOB TITLE: Hydrogeologist

JOB CODE: 22XXX

PAY GRADE: 22

FLSA STATUS: Exempt

LAST REVISED: 4/17/12

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### JOB SUMMARY:

Reviews hydrogeological and environmental data related to the demonstration of groundwater availability for development projects. Supervises and monitors the collection, analysis and interpretation of field test data for the purposes of groundwater characterization, impact analysis and management. Develops and uses hydrogeologic models for application. Reviews medium scale to highly complex water quality protection structural controls, drainage infrastructure and public works proposals in support of initiatives.

### DISTINGUISHING CHARACTERISTICS:

This job is in the Engineering and Support Services job family. This classification is distinguished by the specialization in hydrogeological work. This classification may require a flexible work schedule in order to meet the needs of the department.

### DUTIES AND RESPONSIBILITIES:

- Oversees inspections and the evaluation of data for compliance with laws, regulations and specifications. Oversees and monitors studies on quantities, distribution, disposition, and development of underground and surface water. Develops or uses hydrogeologic models for application.
- Prepares and presents technical evaluations, plans and reports on programs and complex issues. Prepares engineering research and administrative materials associated with groundwater availability, and develops correspondence, records, memorandums and reports, technical criteria, regulations, and guidance documents, attends meetings and training sessions, responds to inquiries and concerns from private and public entities, County officials, and County departments.
- Provides technical review of plans, specifications, and estimates for various infrastructure with an emphasis on ensuring the adequacy of structural best management practices (BMPs) to reduce erosion and sedimentation associated with construction activities. The scope of technical reviews includes development proposals by permit applicants for plats and County development permits, CIP facility, CIP and maintenance roadway projects, and County facility construction projects.
- Analyzes and interprets environmental data to determine existing conditions, long-term trends, compliance with quality assurance requirements and permitting standards, and environmental impact. Provides technical review and oversight over proposed plans and specifications for permanent BMPs that treat and store urban stormwater from roads, drainage, subdivision, and commercial development, to ensure projects sufficiently provide water quality protection in compliance with federal, state, and local (including Travis County Code, Highland Lakes Watershed Ordinance, and municipal) requirements.
- Provides technical review and evaluation of groundwater availability information during the subdivision and permitting review and approval process. Evaluates technical data, analyzes findings, and develops recommendations for programs and projects. Responsible for management of groundwater and geo-scientific data, including organizing data sets into databases, ensuring proper storage and retrieval of data, development of reports, and making data readily accessible to internal and external parties.
- Evaluates and analyzes water samples as part of field investigations and/or to validate data from automatic monitors.
- Researches and evaluates public water supply issues including flood and drought risks, water quality, wastewater, and impacts on wetland habitats. Interprets and researches laws and policies and delivers responses to the public and governmental agencies.
- Oversees project work and provides technical guidance, training, and consultation to staff.
- Performs other job-related duties as assigned.

# TRAVIS COUNTY JOB DESCRIPTION

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## JOB TITLE: Hydrogeologist

JOB CODE: 22XXX

PAY GRADE: 22

FLSA STATUS: Exempt

LAST REVISED: 4/17/12

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### MINIMUM REQUIREMENTS:

#### Education and Experience:

Bachelor's degree in Hydrogeology, Geology, Hydrology, Environmental Science or closely related field AND three to five (3-5) years directly related, increasingly responsible professional hydrogeological experience, including one (1) year of lead or supervisory experience;

OR,

Any combination of education and experience that has been achieved and is equivalent to the stated education and experience and required knowledge, skills, and abilities sufficient to successfully perform the duties and responsibilities of this job.

#### Licenses, Registrations, Certifications, or Special Requirements:

Licensed to practice as a Professional Geoscientist in the State of Texas. If licensed in another state, must acquire license reciprocity in the State of Texas within six (6) months of date of hire.

Valid Texas Driver's License.

#### Knowledge, Skills, and Abilities:

##### **Knowledge of:**

- Principles, procedures, practices, programs, systems, methods and techniques of hydrogeology.
- Federal, State, Local and County applicable laws, rules, regulations, permits, licenses, practices, standards, policies and procedures.
- Advanced mathematical and statistical methods as used in hydrogeology and planning.
- Practical application of hydrology, water quality and water management techniques.
- Project management methodologies, practices and techniques.
- Supervisory principles, practices and techniques.
- Recent developments and current research regarding hydrogeology.
- Methods, practices, and techniques of inspections, compliance and enforcement.
- Computer equipment to include word processing, presentations, spreadsheets, databases, maps, records, graphics, project scheduling and management, and other related hydrogeological data applications.
- Business letter writing, grammar and punctuation, and report preparation.

##### **Skill in:**

- Scientific data management, collection and assessment of hydrogeological data and report generation.
- Applying modeling and statistical procedures in the development of conceptual and numerical groundwater and other models.
- Applying principles and practices as used in hydrogeology.
- Use of computers and related software and other standard tools of the profession.
- Drill supervision and well installation, preparation of lithological logs, aquifer testing, environmental sampling,
- Problem-solving and technical decision-making for developing effective solutions.
- Both verbal and written communication, including presentations and communicating technical issues in non-technical language.

##### **Ability to:**

- Plan, prioritize, coordinate, and oversee projects.
- Conduct inspections.
- Apply hydrogeological concepts.
- Plan, assign, and/or supervise the work of others.
- Exercise sound judgment and make decisions.
- Manage time well, perform multiple tasks and organize diverse activities.
- Perform technical research, calculations, and computations, and prepare plans and reports.
- Establish and maintain effective working relationships with County employees and officials, developers, engineers, contractors, representatives of outside agencies, and the general public.

# TRAVIS COUNTY JOB DESCRIPTION

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**JOB TITLE: Hydrogeologist**

**JOB CODE:** 22XXX  
**PAY GRADE:** 22

**FLSA STATUS:** Exempt  
**LAST REVISED:** 4/17/12

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**WORK ENVIRONMENT AND PHYSICAL DEMANDS:**

Physical requirements include the ability to lift/carry up to 10-60 pounds occasionally, visual acuity, mental effort, speech and hearing, hand and eye coordination and manual dexterity necessary to operate a computer, and viewing screens for long periods. Subject to standing, sitting, walking, climbing stairs, bending, stooping, squatting, crouching, kneeling, pushing, pulling, reaching, twisting, balancing, driving, repetitive motion, and client/customer contact to perform the essential functions. Subject to contact with noise, vibration, fumes, foul odor, dirt, dust, mist, gases, and poor ventilation. Requires use of protective devices such as masks, goggles, and gloves. Requires fieldwork, and exposure to traffic, public work development sites, construction site hazards, climbing and walking and traveling over rough, uneven, mud, rocky, high grass terrain, water hazards and other groundwater conditions, and indoors/outdoors in all types of weather (excessive heat and cold).

**This job description is intended to be generic in nature. It is not necessarily an exhaustive list of all duties and responsibilities. The essential duties, functions and responsibilities and overtime eligibility may vary based on the specific tasks assigned to the position.**

