



Travis County Commissioners Court Agenda Request

Meeting Date: 4/24/2012

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

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 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.



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 24, 2012

ITEM # :

DATE: April 13, 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, HRMD *TLO. for D.P.*

SUBJECT: Weekly Personnel Amendments

Attached are Personnel Amendments for Commissioners Court approval.

Routine Personnel Actions – Pages 2 – 5.

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
Emergency Medical Svc	16	Star Flight Helic Pilot Sr	26 / Level 2 / \$77,251.20	26 / Level 2 / \$77,251.20
Juvenile Probation	108	Juvenile Rsdntl Trt Ofcr I**	13 / \$30,395.69	13 / \$30,395.69
Juvenile Probation	161	Juvenile Rsdntl Trt Ofcr I**	13 / \$30,395.69	13 / \$30,395.69
Juvenile Probation	257	Juvenile Rsdntl Trt Ofcr Sr	16 / \$37,271.00	16 / \$37,271.00
Juvenile Probation	529	Counselor Sr	17 / \$39,880.36	17 / \$39,880.36
Sheriff	29	Physician Asst Nurse Pract	25 / Midpoint / \$88,524.59	25 / Midpoint / \$88,524.59
Sheriff	705	Office Spec Sr	13 / Midpoint / \$37,042.72	13 / Midpoint / \$37,042.72
Sheriff	720	Office Spec Sr	13 / Midpoint / \$37,042.72	13 / Midpoint / \$37,042.72
Sheriff	967	Cadet**	80 / Step 1 / \$34,594.77	80 / Step 1 / \$34,594.77
Sheriff	1543	Victim Counselor Sr	17 / Level 2 / \$41,995.20	17 / Level 2 / \$41,995.20
Sheriff	1869	Security Coord	13 / Midpoint / \$37,042.72	13 / Midpoint / \$37,042.72
Sheriff	1912	Cadet**	80 / Step 1 / \$34,594.77	80 / Step 1 / \$34,594.77
Sheriff	1920	Security Coord	13 / Level 4 / \$33,883.20	13 / Level 4 / \$33,883.20
Tax Collector	60003	Tax Spec I	13 / Minimum / \$30,238.83	13 / Minimum / \$30,238.83
TNR	409	Sign Tech	11 / Level 3 / \$28,808.00	11 / Level 3 / \$28,808.00
Temporary to Regular			** Actual vs Authorized	

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TEMPORARY APPOINTMENTS					
Dept.	Slot	Position Title	Dept. Requests Grade/Salary	HRMD Recommends Grade/Salary	**Temporary Status Type Code
County Clerk	20433	Elec Clk Operations Clk II	10 / \$12.00	10 / \$12.00	02
County Clerk	23241	Elec Clk Operations Clk III	12 / \$14.00	12 / \$14.00	02
County Clerk	23254	Elec Clk Operations Clk III	12 / \$14.00	12 / \$14.00	02
County Clerk	23266	Elec Clk Operations Clk III	12 / \$14.00	12 / \$14.00	02
County Clerk	23284	Elec Clk Operations Clk III	12 / \$14.00	12 / \$14.00	02
County Clerk	23293	Elec Clk Operations Clk III	12 / \$14.00	12 / \$14.00	02
Criminal Courts	50007	Court Bailiff	11 / \$12.70	11 / \$12.70	05
Fac Mgmt	20025	Groundskeeper	8 / \$11.68	8 / \$11.68	02
Fac Mgmt	50010	Building Security Guard***	8 / \$10.36	8 / \$10.36	05
Juvenile Probation	50128	Juvenile Rsdntl Trt Ofcr Asst	12 / \$13.59	12 / \$13.59	05
Juvenile Probation	50158	Juvenile Detention Ofcr Asst	12 / \$13.59	12 / \$13.59	05
Tax Collector	50013	Administrative Asst I	13 / \$14.54	13 / \$14.54	05
TNR	20050	Park Tech II	10 / \$12.00	10 / \$12.00	02
TNR	20064	Park Tech I	8 / \$11.00	8 / \$11.00	02
TNR	20069	Park Tech I	8 / \$11.00	8 / \$11.00	02
TNR	20070	Park Tech I	8 / \$11.00	8 / \$11.00	02
TNR	20071	Park Tech I	8 / \$11.00	8 / \$11.00	02
TNR	20072	Park Tech I	8 / \$11.00	8 / \$11.00	02
TNR	20073	Park Tech I	8 / \$11.00	8 / \$11.00	02
TNR	20075	Park Tech I	8 / \$11.00	8 / \$11.00	02
TNR	20077	Park Tech I	8 / \$11.00	8 / \$11.00	02
TNR	20078	Park Tech I	8 / \$11.00	8 / \$11.00	02
TNR	20091	Park Tech I	8 / \$11.00	8 / \$11.00	02

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

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

CAREER LADDERS – NON-POPS						
Dept.	Slot	Current Position Title/Grade	New Posit on Title/Grade	Current Annual Salary	Proposed Annual Salary	Comments Current HRMD Practice
Pretrial Services	34	Pretrial Ofcr I / Grd 16	Pretrial Ofcr I / Grd 16	\$37,271.10	\$39,134.66	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 – Posit on Title – Grade – Salary	Comments
Civil Courts	Slot 59 / Court Legal Mgmt Admin Dir / Grd 30 / \$100,797.73	Civil Courts	Slot 59 / Court Legal Mgmt Admin Dir / Grd 30 / \$104,325.65	Salary adjustment. Pay is between min and midpoint of pay grade.
Civil Courts	Slot 111 / Court Svcs Mgmt Admin Coord / Grd 18 / \$54,566.97	Civil Courts	Slot 111 / Court Svcs Mgmt Admin Coord / Grd 18 / \$56,476.81	Salary adjustment. Pay is between midpoint and max of pay grade.
Civil Courts	Slot 117 / Court Legal Mgmt Admin Dir / Grd 30 / \$118,850.53	Civil Courts	Slot 117 / Court Legal Mgmt Admin Dir / Grd 30 / \$123,010.30	Salary adjustment. Pay is between min and midpoint of pay grade.
Civil Courts	Slot 137 / Court Svcs Mgmt Admin Coord / Grd 18 / \$46,115.66	Civil Courts	Slot 137 / Court Svcs Mgmt Admin Coord / Grd 18 / \$47,729.71	Salary adjustment. Pay is between min and midpoint of pay grade.
Criminal Courts	Slot 13 / Court Legal Mgmt Admin Dir / Grd 30 / \$118,850.72	Criminal Courts	Slot 13 / Court Legal Mgmt Admin Dir / Grd 30 / \$123,010.49	Salary adjustment. Pay is between min and midpoint of pay grade.
Criminal Courts	Slot 175 / Project Mgr I / Grd 27 / \$91,497.76	Criminal Courts	Slot 175 / Project Mgr I / Grd 27 / \$94,700.18	Salary adjustment. Pay is between min and midpoint of pay grade.
Emergency Services	Slot 18 / Fire Marshal Asst Deputy II* *** / Grd 18 / \$56,476.80	Emergency Services	Slot 18 / Fire Marshal Asst Deputy I* / Grd 18 / \$56,476.80	Classification change to new job approved by CC on 3/13/12. Retains current pay.
Actual vs Authorized		*** Title/Pay Grade prior to 4/1/12 MSS implementation		

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

Dept. (From)	Slot – Position Title – Grade – Salary	Dept. (To)	Slot – Position Title – Grade – Salary	Comments
Juvenile Probation	Slot 298 / Juvenile Case Work Mgr / Grd 20 / \$52,907.50	Juvenile Probation	Slot 154 / Court Svcs Program Mgr* / Grd 24 / \$63,638.43	Promotion. Pay is at minimum of pay grade.
Juvenile Probation	Slot 551 / Juvenile Probation Ofcr Asst*** / Grd 12 / \$29,099.20	Juvenile Probation	Slot 551 / Juvenile Probation Ofcr Asst / Grd 13 / \$30,395.70	Error Correction to Pers Amend 3/27/12. Correcting pay grade and salary.
TCCES	Slot 7 / Office Asst / Grd 8 / \$29,070.66	Juvenile Public Defender	Slot 7 / Office Asst / Grd 8 / \$29,070.66	Error Correction to Pers Amend 4/10/12. Correcting department.
* Actual vs Authorized		*** Title/Pay Grade prior to 4/1/12 MSS implementation		

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