



Travis County Commissioners Court Agenda Request

Meeting Date: 5/1/2012

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 "L. Browder", is written over the text for the Elected/Appointed Official/Dept. Head.

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

May 1, 2012

ITEM # :

DATE: April 20, 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 *DP*

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
County Atty	93	Office Spec	12 / Midpoint / \$34,621.60	12 / Midpoint / \$34,621.60
County Atty	117	Office Spec	12 / Midpoint / \$34,621.60	12 / Midpoint / \$34,621.60
Fac Mgmt	61	Groundskeeper*	8 / \$25,883.64	8 / \$25,883.64
JP Pct 4	15	Court Clerk I	13 / Level 6 / \$35,692.80	13 / Level 6 / \$35,692.80
Juvenile Probation	347	Juvenile Rsdntl Trt Ofcr I* **	13 / \$31,248.50	13 / \$31,248.50
Sheriff	1179	Cadet**	80 / Step 1 / \$34,594.77	80 / Step 1 / \$34,594.77
TNR	157	Road Maint Worker	10 / Level 3 / \$26,915.20	10 / Level 3 / \$26,915.20
TNR	234	Road Maint Worker	10 / Level 1 / \$25,417.60	10 / Level 1 / \$25,417.60
TNR	483	Road Maint Worker	10 / Level 2 / \$26,166.40	10 / Level 2 / \$26,166.40
TNR	514	Park Maint Worker*	9 / Level 3 / \$25,126.40	9 / Level 3 / \$25,126.40
* Temporary to Regular			** Actual vs Authorized	

TEMPORARY APPOINTMENTS					
Dept.	Slot	Position Title	Dept. Requests Grade/Salary	HRMD Recommends Grade/Salary	**Temporary Status Type Code
Constable 2	20002	Court Clerk I	13 / \$17.79	13 / \$17.79	02
County Clerk	20427	Elec Clk Operations Clk II	10 / \$12.00	10 / \$12.00	02
County Clerk	20481	Elec Clk Operations Clk II	10 / \$12.00	10 / \$12.00	02
County Clerk	20602	Elec Clk Operations Clk II	10 / \$12.00	10 / \$12.00	02
County Clerk	23151	Elec Clk Operations Clk II	10 / \$12.00	10 / \$12.00	02
County Clerk	23213	Elec Clk Operations Clk III	12 / \$14.00	12 / \$14.00	02
**Temporary Status Type Codes: (Temporary less than 6 mos. = 02) (Project Worker more than 6 mos. = 05, includes Retirement Benefits).					

TEMPORARY APPOINTMENTS

Dept.	Slot	Position Title	Dept. Requests Grade/Salary	HRMD Recommends Grade/Salary	**Temporary Status Type Code
County Clerk	23265	Elec Clk Operations Clk III	12 / \$14.00	12 / \$14.00	02
County Clerk	23267	Elec Clk Operations Clk III	12 / \$14.00	12 / \$14.00	02
County Clerk	23272	Elec Clk Operations Clk III	12 / \$14.00	12 / \$14.00	02
County Clerk	23276	Elec Clk Operations Clk III	12 / \$14.00	12 / \$14.00	02
County Clerk	23286	Elec Clk Operations Clk III	12 / \$14.00	12 / \$14.00	02
County Clerk	23289	Elec Clk Operations Clk III	12 / \$14.00	12 / \$14.00	02
Fac Mgmt	20010	Custodian	7 / \$11.00	7 / \$11.00	02
Fac Mgmt	20027	Custodian	7 / \$11.00	7 / \$11.00	02
Fac Mgmt	20035	Groundskeeper	8 / \$11.68	8 / \$11.68	02
Fac Mgmt	20076	Groundskeeper	8 / \$11.68	8 / \$11.68	02
HHS	20075	Case Worker	16 / \$20.80	16 / \$20.80	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
Fac Mgmt	Slot 50010 / Building Security Guard*** / Grd 8 / \$10.36	Fac Mgmt	Slot 50085 / Building Security Guard*** / Grd 8 / \$10.36	Lateral transfer. Employee transferred to different slot, same position, same department, same pay grade, retains current pay.

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

CAREER LADDERS – POPS						
Dept.	Slot	Current Position Title/Grade	New Position Title/Grade	Current Annual Salary	Proposed Annual Salary	Comments Current HRMD Practice
Sheriff	302	Cadet* / Grd 80	Corrections Ofcr* / Grd 81	\$34,594.77	\$39,706.37	Career Ladder. Peace Officer Pay Scale (POPS).
Sheriff	954	Cadet* / Grd 80	Corrections Ofcr* / Grd 81	\$34,594.77	\$39,706.37	Career Ladder. Peace Officer Pay Scale (POPS).
* 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
County Atty	Slot 107 / Victim Counselor Sr / Grd 17 / \$42,797.46	County Atty	Slot 96 / Office Spec / Grd 12 / \$34,621.60	Voluntary job change. Pay is at midpoint of pay grade.
HHS	Slot 185 / Contract Compliance Spec / Grd 21 / \$59,989.28	HHS	Slot 202 / Financial Analyst Ld / Grd 23 / \$65,400.73	Promotion. Pay is between min and midpoint of pay grade.
HHS	Slot 274 / Social Worker / Grd 18 / \$47,406.32	HHS	Slot 293 / Social Worker / Grd 18 / \$47,406.32	Lateral transfer. Employee transferred to different slot, same position, same department, same pay grade, retains current pay.
HHS	Slot 293 / Social Worker / Grd 18 / \$48,609.18	HHS	Slot 232 / Social Worker / Grd 18 / \$48,609.18	Lateral transfer. Employee transferred to different slot, same position, same department, same pay grade, retains current pay.
Sheriff	Slot 714 / Human Resources Spec I / Grd 18 / \$44,744.79	Sheriff	Slot 627 / Human Resources Spec II / Grd 20 / \$60,663.62	Promotion. Pay is at midpoint of pay grade.
Sheriff	Slot 1844 / Victim Counselor / Grd 16 / \$37,024.00	Sheriff	Slot 1844 / Victim Counselor / Grd 16 / \$39,245.44	Salary adjustment. Pay is between min and midpoint of pay grade.
Actual vs Authorized				

AD HOC CLASSIFICATION CHANGE							
		Current			HRMD Recommends		
Dept.	Slot #	Auth Position Title / Position #	FLSA	Pay Grade	Position Title / Position #	FLSA	Pay Grade
Pretrial Services	91	Intake Ofcr / 13779	NE	13	Chem Dependency Counselor / 16075	NE	16
Department requests reclassification of vacant slot in order to meet departmental needs. PBO has confirmed funding available.							

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