



Travis County Commissioners Court Agenda Request

Meeting Date: 5/8/2012

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 the following items for Human Resources Management Department:

- A. Proposed routine personnel amendments; and
- B. Non-routine request from Pretrial Services 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 – 7,
- B. Non-Routine Personnel Action – Pages 8 - 11.

Pretrial Services requests approval for a salary adjustment that exceeds 10% above midpoint – Travis County Code § 10.03002, Slot 47, Financial Analyst Sr, PG 20. HRMD has reviewed supporting documentation and recommends approval; 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 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 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 8, 2012

ITEM # :

DATE: April 27, 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.

A. Routine Personnel Actions – Pages 2 – 7,

B. Non-Routine Personnel Action – Pages 8 - 11.

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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	11	Attorney VII	30 / Minimum / \$95,524.21	30 / Minimum / \$95,524.21
ITS	6	Application Dev Analyst III	27 / Level 1 / \$80,288.00	27 / Level 1 / \$80,288.00
ITS	113	Systems Engineer I	23 / \$65,000.00	23 / \$65,000.00
Juvenile Probation	41	Juvenile Probation Ofcr II	16 / \$38,311.00	16 / \$38,311.00
Juvenile Probation	602	Juvenile Detention Ofcr I* **	13 / Minimum / \$30,238.83	13 / Minimum / \$30,238.83
PBO	22	Planner Sr	21 / \$60,000.00	21 / \$60,000.00
Sheriff	516	Cadet**	80 / Step 1 / \$34,594.77	80 / Step 1 / \$34,594.77
Sheriff	536	Cadet**	80 / Step 1 / \$34,594.77	80 / Step 1 / \$34,594.77
Sheriff	649	Cadet**	80 / Step 1 / \$34,594.77	80 / Step 1 / \$34,594.77
Sheriff	912	Cadet**	80 / Step 1 / \$34,594.77	80 / Step 1 / \$34,594.77
Sheriff	1733	Cadet**	80 / Step 1 / \$34,594.77	80 / Step 1 / \$34,594.77
Sheriff	1780	Building Maint Worker Sr	13 / Midpoint / \$37,042.72	13 / Midpoint / \$37,042.72
Tax Collector	136	Tax Spec I*	13 / Minimum / \$30,238.83	13 / Minimum / \$30,238.83
TNR	340	Road Maint Worker	10 / Level 2 / \$26,166.40	10 / Level 2 / \$26,166.40
TNR	385	Environmental Spec	18 / Level 4 / \$47,465.60	18 / Level 4 / \$47,465.60
* 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	20081	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	20108	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	20116	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	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	20117	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	20161	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	20169	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	20180	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	20182	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	20184	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	20187	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	20192	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	20215	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	20368	Elec Clk Erly Vting Deputy	10 / \$12.00	10 / \$12.00	02
County Clerk	20493	Elec Clk Erly Vting Deputy	10 / \$12.00	10 / \$12.00	02
County Clerk	20571	Elec Clk Operations Clk II	10 / \$12.00	10 / \$12.00	02
County Clerk	23249	Elec Clk Operations Clk III	12 / \$14.00	12 / \$14.00	02
Fac Mgmt	20020	Groundskeeper	8 / \$11.68	8 / \$11.68	02
Probate Court	50025	Law Clerk I	15 / \$16.64	15 / \$16.64	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 50056 / Office Asst / Grd 8*** / \$10.71	County Clerk	Slot 20442 / Elec Clk Operations Clk IV / Grd 14 / \$16.00	Promotion temporary.
*** 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	201	Corrections Ofcr* / Grd 81	Corrections Ofcr Sr / Grd 83	\$39,706.37	\$43,159.58	Career Ladder. Peace Officer Pay Scale (POPS).
Sheriff	454	Corrections Ofcr* / Grd 81	Corrections Ofcr Sr / Grd 83	\$39,706.37	\$43,159.58	Career Ladder. Peace Officer Pay Scale (POPS).
Sheriff	543	Corrections Ofcr* / Grd 81	Corrections Ofcr Sr / Grd 83	\$39,706.37	\$43,159.58	Career Ladder. Peace Officer Pay Scale (POPS).
Sheriff	570	Corrections Ofcr* / Grd 81	Corrections Ofcr Sr / Grd 83	\$39,706.37	\$43,159.58	Career Ladder. Peace Officer Pay Scale (POPS).
Sheriff	577	Corrections Ofcr* / Grd 81	Corrections Ofcr Sr / Grd 83	\$39,706.37	\$43,159.58	Career Ladder. Peace Officer Pay Scale (POPS).
Sheriff	603	Corrections Ofcr* / Grd 81	Corrections Ofcr Sr / Grd 83	\$39,706.37	\$43,159.58	Career Ladder. Peace Officer Pay Scale (POPS).
Sheriff	675	Corrections Ofcr* / Grd 81	Corrections Ofcr Sr / Grd 83	\$39,706.37	\$43,159.58	Career Ladder. Peace Officer Pay Scale (POPS).
Sheriff	692	Corrections Ofcr* / Grd 81	Corrections Ofcr Sr* / Grd 83	\$39,706.37	\$43,159.58	Career Ladder. Peace Officer Pay Scale (POPS).
Sheriff	874	Corrections Ofcr* / Grd 81	Corrections Ofcr Sr / Grd 83	\$39,706.37	\$43,159.58	Career Ladder. Peace Officer Pay Scale (POPS).
Sheriff	969	Corrections Ofcr* / Grd 81	Corrections Ofcr Sr / Grd 83	\$39,706.37	\$43,159.58	Career Ladder. Peace Officer Pay Scale (POPS).
Sheriff	993	Corrections Ofcr* / Grd 81	Corrections Ofcr Sr / Grd 83	\$39,706.37	\$43,159.58	Career Ladder. Peace Officer Pay Scale (POPS).
Sheriff	1078	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 – POPS						
Dept.	Slot	Current Position Title/Grade	New Position Title/Grade	Current Annual Salary	Proposed Annual Salary	Comments Current HRMD Practice
Sheriff	1363	Corrections Ofcr* / Grd 81	Corrections Ofcr Sr / Grd 83	\$39,706.37	\$43,159.58	Career Ladder. Peace Officer Pay Scale (POPS).
Sheriff	1392	Corrections Ofcr* / Grd 81	Corrections Ofcr Sr / Grd 83	\$39,706.37	\$43,159.58	Career Ladder. Peace Officer Pay Scale (POPS).
Sheriff	1395	Corrections Ofcr* / Grd 81	Corrections Ofcr Sr / Grd 83	\$39,706.37	\$43,159.58	Career Ladder. Peace Officer Pay Scale (POPS).
Sheriff	1477	Corrections Ofcr* / Grd 81	Corrections Ofcr Sr / Grd 83	\$39,706.37	\$43,159.58	Career Ladder. Peace Officer Pay Scale (POPS).
Sheriff	1518	Corrections Ofcr* / Grd 81	Corrections Ofcr Sr / Grd 83	\$39,706.37	\$43,159.58	Career Ladder. Peace Officer Pay Scale (POPS).
Sheriff	1786	Corrections Ofcr* / Grd 81	Corrections Ofcr Sr / Grd 83	\$39,706.37	\$43,159.58	Career Ladder. Peace Officer Pay Scale (POPS).
Sheriff	1838	Cadet* / Grd 80	Corrections Ofcr / Grd 81	\$34,594.77	\$39,706.37	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
District Atty	260	Attorney IV* / Grd 27	Attorney V* / Grd 28	\$77,956.53	\$83,424.43	Career Ladder. Pay is at minimum of pay grade.
* Actual vs Authorized						

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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 Clerk	Slot 123 / Business Analyst II / Grd 24 / \$67,005.54	District Clerk	Slot 137 / Business Analyst III / Grd 26 / \$76,176.78	Promotion. Pay is between min and midpoint of pay grade.
ITS	Slot 75 / Planning Mgr / Grd 24 / \$67,291.12	ITS	Slot 75 / Planning Mgr / Grd 24 / \$70,655.55	Salary adjustment. Pay is between min and midpoint of pay grade.
PBO	Slot 8 / Budget Dir / Grd 32 / \$132,493.92	PBO	Slot 23 / Budget Dir Succession / Grd 32 / \$132,493.92	Lateral transfer. Employee transferred to different slot, to Succession position, same department, same pay grade, retains current pay. Ending on 3/31/13.
Sheriff	Slot 134 / Detective Law Enforcement / Grd 75 / \$74,503.10	Sheriff	Slot 1751 / Sergeant Law Enforcement / Grd 76 / \$78,711.78	Promotion. Peace Officer Pay Scale (POPS).
Sheriff	Slot 196 / Deputy Sheriff Sr Law Enfrmnt / Grd 74 / \$64,206.06	Sheriff	Slot 1109 / Detective Law Enforcement / Grd 75 / \$77,605.84	Promotion. Peace Officer Pay Scale (POPS).
Sheriff	Slot 243 / Detective Law Enforcement / Grd 75 / \$81,275.38	Sheriff	Slot 1899 / Sergeant Law Enforcement / Grd 76 / \$89,203.71	Promotion. Peace Officer Pay Scale (POPS).
Sheriff	Slot 979 / Deputy Sheriff Sr Law Enfrmnt / Grd 74 / \$69,001.92	Sheriff	Slot 243 / Detective Law Enforcement / Grd 75 / \$81,275.38	Promotion. Peace Officer Pay Scale (POPS).
Sheriff	Slot 1047 / Deputy Sheriff Sr Law Enfrmnt / Grd 74 / \$56,506.11	Sheriff	Slot 1448 / Detective Law Enforcement / Grd 75 / \$71,794.11	Promotion. Peace Officer Pay Scale (POPS).
Sheriff	Slot 1273 / Detective Law Enforcement / Grd 75 / \$76,731.41	Sheriff	Slot 1900 / Sergeant Law Enforcement / Grd 76 / \$81,770.42	Promotion. Peace Officer Pay Scale (POPS).
Sheriff	Slot 1356 / Sergeant Law Enforcement / Grd 76 / \$89,203.71	Sheriff	Slot 38 / Lieutenant Law Enforcement / Grd 77 / \$103,659.30	Promotion. 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
Sheriff	Slot 1448 / Detective Law Enforcement / Grd 75 / \$81,275.38	Sheriff	Slot 1356 / Sergeant Law Enforcement / Grd 76 / \$86,653.42	Promotion. Peace Officer Pay Scale (POPS).
Sheriff	Slot 1652 / Deputy Sheriff Sr Law Enfrmnt / Grd 74 / \$56,506.11	Sheriff	Slot 1273 / Detective Law Enforcement / Grd 75 / \$71,794.11	Promotion. Peace Officer Pay Scale (POPS).
Sheriff	Slot 1657 / Deputy Sheriff Sr Law Enfrmnt / Grd 74 / \$53,895.50	Sheriff	Slot 134 / Detective Law Enforcement / Grd 75 / \$69,084.91	Promotion. Peace Officer Pay Scale (POPS).
Sheriff	Slot 1751 / Sergeant Law Enforcement / Grd 76 / \$84,176.14	Sheriff	Slot 1593 / Sergeant Law Enforcement / Grd 76 / \$84,176.14	POPS lateral transfer. Employee transferred to different slot, same position, same department, same pay grade, retains current pay.
Sheriff	Slot 1771 / Security Coord / Grd 13 / \$35,918.90	Sheriff	Slot 1533 / Security Coord / Grd 13 / \$35,918.90	Lateral transfer. Employee transferred to different slot, same position, same department, same pay grade, retains current pay.
Sheriff	Slot 1919 / Cadet* / Grd 80 / \$34,594.77	Sheriff	Slot 1634 / Security Coord / Grd 13 / \$30,238.83	Voluntary job change. Transition from Peace Officer Pay Scale (POPS) to Classified Pay Scale. Pay is at minimum of pay grade.
Tax Collector	Slot 82 / Tax Spec I / Grd 13 / \$31,727.07	Tax Collector	Slot 144 / Tax Spec III / Grd 16 / \$37,024.00	Promotion. Pay is at minimum of pay grade.
Tax Collector	Slot 91 / Business Analyst II* / Grd 24 / \$68,526.64	Tax Collector	Slot 91 / Business Consultant I / Grd 27 / \$77,956.53	Promotion. Pay is at minimum of pay grade.
Tax Collector	Slot 96 / Customer Support Tech* / Grd 17 / \$39,867.98	Tax Collector	Slot 96 / Customer Support Analyst I / Grd 20 / \$48,530.77	Promotion. Pay is at minimum of pay grade.

* Actual vs Authorized

SECTION B. NON-ROUTINE PERSONNEL ACTION

NON-ROUTINE – Salary Adjustment

Dept. (From)	Slot – Position Title – Grade – Salary	Dept. (To)	Slot – Position Title – Grade – Salary	Comments
Pretrial Services	Slot 47 / Financial Analyst Sr / Grd 20 / \$70,143.01	Pretrial Services	Slot 47 / Financial Analyst Sr / Grd 20 / \$71,714.21	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.**

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



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 27, 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: Pretrial Services Non-Routine Salary Action, Slot 47

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

Pretrial Services Request:

Pretrial Services requests approval to increase the salary of one Financial Analyst Sr. from \$70,143.01 to \$71,714.21. The proposed salary adjustment would result in an increase of \$1,571.20. The employee is already paid more than 10% above midpoint. The salary adjustment would apply to the following slot:

<u>Slot #</u>	<u>From</u>	<u>To</u>
47	\$70,143.01	\$71,714.21

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 proposed action is non-routine by policy since the proposed increase would result in a salary greater than 10% above midpoint (\$66,729.94).

Recommendation

HRMD recommends approval of the proposed salary action. The proposed increase is only 2.24% and the employee is already beyond the 10% above midpoint threshold. The increase is not excessive in either dollar or percentage terms and is consistent with the intent of the stated policy. The action would be effective May 1, 2012.



**Travis County Drug Diversion Court
S.H.O.R.T. Program**

a division of Pretrial Services & Adult Probation Department

PO Box 1748 Austin, TX 78767

2201 Post Road Austin, TX 78704

512-854-4646 & 512-854-4200

512-854-4643 Fax

2012 APR 11 AM 10:30

Dr. Geraldine Nagy, Director

Rosie Ramon-Duran, Assistant Director

Sharon Caldwell-Hernandez, Program Administrator

MEMORANDUM

TO: Todd L. Osburn, HRMD

FROM: Rosie Ramón-Durán, Assistant Director *RR-D*

DATE: April 11, 2012

SUBJECT: Salary Increase – Financial Analyst – *Slot 47*

On 11/29/11, Commissioner's Court approved a 2.76% salary increase for the Pretrial Financial Analyst's position because of added responsibilities from the transfer of the Drug Court Program from Criminal Courts to Pretrial Services. Now that the Market Salary Survey has processed, which increased this position's maximum pay, we are requesting the additional 2.24% increase for the Pretrial Services Financial Analyst.

Please contact me if you have any questions or concerns at 854-4608.

CC: Cynthia Lam-Roldan, HRMD

