



Travis County Commissioners Court Agenda Request

Meeting Date: 5/15/2012

Prepared By/Phone Number: Cynthia Lam-Roldan, 854-4822 JB

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


May 15, 2012

ITEM # :

DATE: May 4, 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.

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
Civil Courts	11	Court Reporter	25 / \$72,000.00	25 / \$72,000.00
Civil Courts	84	Judicial Aide	16 / \$40,000.00	16 / \$40,000.00
Constable 2	28	Court Clerk I*	13 / \$37,000.00	13 / \$37,000.00
HHS	95	Office Spec*	12 / \$29,120.00	12 / \$29,120.00
Juvenile Probation	277	Juvenile Detention Ofcr I**	13 / \$31,248.50	13 / \$31,248.50
Juvenile Probation	396	Chem Dependency Counselor Sr	17 / Level 1 / \$40,809.60	17 / Level 1 / \$40,809.60
Sheriff	979	Deputy Sheriff Law Enforcement*	72 / Step 3 / \$48,506.02	72 / Step 3 / \$48,506.02
Sheriff	1047	Deputy Sheriff Law Enforcement*	72 / Step 5 / \$50,465.79	72 / Step 5 / \$50,465.79
Sheriff	1652	Deputy Sheriff Law Enforcement*	72 / Step 3 / \$48,506.02	72 / Step 3 / \$48,506.02
Sheriff	1691	Deputy Sheriff Law Enforcement	72 / Step 3 / \$48,506.02	72 / Step 3 / \$48,506.02
Sheriff	1901	Deputy Sheriff Law Enforcement	72 / Step 1 / \$46,622.16	72 / Step 1 / \$46,622.16
Sheriff	1902	Deputy Sheriff Law Enforcement	72 / Step 1 / \$46,622.16	72 / Step 1 / \$46,622.16
Sheriff	1903	Deputy Sheriff Law Enforcement	72 / Step 1 / \$46,622.16	72 / Step 1 / \$46,622.16
Sheriff	1904	Deputy Sheriff Law Enforcement	72 / Step 1 / \$46,622.16	72 / Step 1 / \$46,622.16
Sheriff	1905	Deputy Sheriff Law Enforcement	72 / Step 1 / \$46,622.16	72 / Step 1 / \$46,622.16
Sheriff	1906	Deputy Sheriff Law Enforcement	72 / Step 1 / \$46,622.16	72 / Step 1 / \$46,622.16
Sheriff	1907	Deputy Sheriff Law Enforcement	72 / Step 3 / \$48,506.02	72 / Step 3 / \$48,506.02
Sheriff	1908	Deputy Sheriff Law Enforcement	72 / Step 5 / \$50,465.79	72 / Step 5 / \$50,465.79
TNR	318	Park Ranger	60 / Step 1 / \$44,291.10	60 / Step 1 / \$44,291.10
TNR	328	Park Ranger	60 / Step 1 / \$44,291.10	60 / Step 1 / \$44,291.10
TNR	583	Park Ranger	60 / Step 5 / \$47,942.75	60 / Step 5 / \$47,942.75
* Temporary to Regular			** Actual vs Authorized	

TEMPORARY APPOINTMENTS					
Dept.	Slot	Position Title	Dept. Requests Grade/Salary	HRMD Recommends Grade/Salary	**Temporary Status Type Code
Co. Agricultural Ext Serv	20005	Volunteer Coord	15 / \$16.64	15 / \$16.64	02
County Clerk	20091	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	20109	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	20127	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	23157	Elec Clk Operations Clk III	12 / \$14.00	12 / \$14.00	02
County Clerk	23181	Elec Clk Operations Clk III	12 / \$14.00	12 / \$14.00	02
Fac Mgmt	20070	Custodian	7 / \$11.00	7 / \$11.00	02
Fac Mgmt	50060	Custodian	7 / \$10.00	7 / \$10.00	05
Fac Mgmt	50061	Custodian	7 / \$10.00	7 / \$10.00	05
**Temporary Status Type Codes: (Temporary less than 6 mos. = 02) (Project Worker more than 6 mos. = 05, includes Retirement Benefits).					

CAREER LADDERS – NON-POPS						
Dept.	Slot	Current Position Title/Grade	New Position Title/Grade	Current Annual Salary	Proposed Annual Salary	Comments Current HRMD Practice
Juvenile Probation	112	Juvenile Detention Ofcr I* / Grd 13	Juvenile Detention Ofcr II* / Grd 14	\$31,590.42	\$33,169.94	Career Ladder. Pay is between min and midpoint of pay grade.
Juvenile Probation	612	Juvenile Detention Ofcr II* / Grd 14	Juvenile Detention Ofcr III / Grd 15	\$32,345.46	\$34,608.50	Career Ladder. Pay is at minimum 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 – Position Title – Grade – Salary	Comments
County Atty	Slot 69 / Office Spec / Grd 12 / \$30,794.82	County Atty	Slot 62 / Office Spec Sr / Grd 13 / \$37,042.72	Promotion. Pay is at midpoint of pay grade.
County Atty	Slot 68 / Office Spec / Grd 12 / \$32,673.06	County Atty	Slot 194 / Legal Secretary / Grd 15 / \$34,608.50	Promotion. Pay is at minimum of pay grade.
County Clerk	Slot 3 / Elections Div Dir / Grd 28 / \$95,246.90	County Clerk	Slot 140 / Elections Div Dir Succession / Grd 28 / \$95,246.90	Lateral transfer. Employee transferred to different slot, to Succession position, same department, same pay grade, retains current pay. Ending on 1/31/13.
District Atty	Slot 259 / Attorney IV* / Grd 27 / \$77,956.53	District Atty	Slot 20 / Attorney IV* / Grd 27 / \$77,956.53	Lateral transfer. Employee transferred to different slot, same position, same department, same pay grade, retains current pay.
HHS	Slot 73 / Planner / Grd 19 / \$53,501.14	HHS	Slot 171 / Planner Sr / Grd 21 / \$57,955.00	Promotion. Pay is between min and midpoint of pay grade.
Juvenile Probation	Slot 208 / Juvenile Probation Ofcr II / Grd 16 / \$38,311.10	Juvenile Probation	Slot 190 / Juvenile Probation Ofcr III / Grd 17 / \$40,226.65	Promotion. Pay is between min and midpoint of pay grade.
Juvenile Probation	Slot 299 / Accounting Clerk / Grd 12 / \$28,418.21	Juvenile Probation	Slot 440 / Accountant Assoc / Grd 14 / \$32,345.46	Promotion. Pay is at minimum of pay grade.
PBO	Slot 4 / Asst Budget Dir / Grd 27 / \$92,467.02	PBO	Slot 8 / Budget Dir / Grd 32 / \$119,225.60	Promotion. Pay is between min and midpoint of pay grade.
Sheriff	Slot 826 / Corrections Ofcr Sr* / Grd 83 / \$48,763.31	Sheriff	Slot 1909 / Deputy Sheriff Law Enforcement / Grd 72 / \$51,475.42	Promotion. Peace Officer Pay Scale (POPS).
Sheriff	Slot 1191 / Corrections Ofcr Sr / Grd 83 / \$43,159.58	Sheriff	Slot 196 / Deputy Sheriff Law Enforcement* / Grd 72 / \$46,622.16	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
Tax Collector	Slot 7 / Tax Supv / Grd 20 / \$58,260.38	Tax Collector	Slot 7 / Tax Supv / Grd 20 / \$61,539.92	Salary adjustment. Pay is between midpoint and max of pay grade
Tax Collector	Slot 10 / Business Analyst I / Grd 22 / \$56,726.38	Tax Collector	Slot 10 / Business Analyst I / Grd 22 / \$60,005.92	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
TNR	33	Planner Sr / 21452	E	21	GIS Analyst / 18661	NE	18
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