



Travis County Commissioners Court Agenda Request

Meeting Date: 6/5/2012

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 – 4.

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

June 5, 2012

ITEM # :

DATE: May 25, 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 – 4.

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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	54 & 55	Law Clerk I	15 / Minimum / \$34,608.50	15 / Minimum / \$34,608.50
County Atty	100	Law Clerk I Part-time	15 / Minimum / \$17,304.25	15 / Minimum / \$17,304.25
County Atty	121	Law Clerk I Part-time	15 / Minimum / \$17,304.25	15 / Minimum / \$17,304.25
* 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 3	20006	Court Clerk I	13 / \$15.00	13 / \$15.00	02
County Clerk	20240	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	20250	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	20270	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	20282	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	20289	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	20294	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	20304	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	20316	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
Criminal Justice Planning	20007 (Second Job)	Legal Secretary	15 / \$17.13	15 / \$17.13	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
TNR	20060	Park Tech I	8 / \$11.00	8 / \$11.00	02
TNR	20061	Park Tech I	8 / \$11.00	8 / \$11.00	02
TNR	20065	Park Tech I	8 / \$11.00	8 / \$11.00	02
TNR	20066	Park Tech I	8 / \$11.00	8 / \$11.00	02
TNR	20067	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).

TEMPORARY PROMOTIONS / SALARY ADJUSTMENTS / LATERAL TRANSFERS / VOLUNTARY REASSIGNMENTS / TEMPORARY ASSIGNMENTS				
Dept. (From)	Slot – Position Title – Salary	Dept. (To)	Slot – Position Title – Salary	Comments
Pretrial Services	Slot 50005 / Pretrial Ofcr Sr / Grd 19 / \$21.94	Pretrial Services	Slot 50007 / Pretrial Ofcr III / Grd 18 / \$21.94	Voluntary job change.
Pretrial Services	Slot 50007 / Pretrial Ofcr III / Grd 18 / \$21.94	Pretrial Services	Slot 50007 / Pretrial Ofcr III / Grd 18 / \$22.83	Hourly rate change.

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	54	Juvenile Probation Ofcr I* / Grd 15	Juvenile Probation Ofcr II / Grd16	\$34,835.63	\$37,024.00	Career Ladder. Pay is at minimum of pay grade.
Juvenile Probation	598	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**

CAREER LADDERS – NON-POPS						
Dept.	Slot	Current Position Title/Grade	New Position Title/Grade	Current Annual Salary	Proposed Annual Salary	Comments Current HRMD Practice
Pretrial Services	29	Pretrial Ofcr II* / Grd 17	Pretrial Ofcr III / Grd 18	\$41,034.03	\$43,906.41	Career Ladder. Pay is between min and midpoint of pay grade.
Pretrial Services	76	Pretrial Ofcr II* / Grd 17	Pretrial Ofcr III / Grd 18	\$41,796.98	\$44,722.77	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 – Position Title – Grade – Salary	Comments
Criminal Courts	Slot 60003 / Business Analyst II / Grd 24 / \$87,895.60	Criminal Courts	Slot 60004 / Business Analyst III / Grd 26 / \$87,895.60	Promotion. Pay is between min and midpoint of pay grade, retains current pay.
Actual vs Authorized				

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