



Travis County Commissioners Court Agenda Request

Meeting Date: 6/12/2012

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

Elected/Appointed Official/Dept. Head: Leslie Browder, 854-9106 *LB*

Commissioners Court Sponsor: Judge Samuel T. Biscoe

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 Human Resources Management Department for a variance to Travis County Code § 10.03008, Promotion Policy.

Non-routine request from Juvenile Probation for a variance to Travis County Code § 10.030010, Demotion Policy.

BACKGROUND/SUMMARY OF REQUEST AND ATTACHMENTS:

Attached are Personnel Amendments for Commissioners Court approval.

A. Routine Personnel Actions – Pages 2 – 6, 8 - 13.

B. Non-Routine Personnel Actions – Pages 7, 14 - 18.

HRMD requests approval for a promotion that is above midpoint and greater than a 5% increase in salary. Travis County Code § 10.03008, Slot 10, Risk Safety Spec I, PG 18. HRMD has reviewed supporting documentation and recommends approval; PBO has confirmed sufficient funds.

Juvenile Probation requests approval for a demotion retaining the employee's pay which is outside of the policy of 5% for each pay grade that the position is lower than the former position - Travis County Code § 10.030010, from Training Education Coord Sr, PG 20 to Training Education Coord II, PG 18. HRMD has reviewed supporting documentation and recommends approval.

If you have any questions or comments, please contact Diane Poirot at 854-9170 or Todd L. Osburn at 854-2744.

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.

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 12, 2012

ITEM # :

DATE: June 1, 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 – 6, 8 - 13.

B. Non-Routine Personnel Actions – Pages 7, 14 - 18.

HRMD requests approval for a promotion that is above midpoint and greater than a 5% increase in salary. Travis County Code § 10.03008, Slot 10, Risk Safety Spec I, PG 18. HRMD has reviewed supporting documentation and recommends approval; PBO has confirmed sufficient funds.

Juvenile Probation requests approval for a demotion retaining the employee's pay which is outside of the policy of 5% for each pay grade that the position is lower than the former position - Travis County Code § 10.030010, from Training Education Coord Sr, PG 20 to Training Education Coord II, PG 18. HRMD has reviewed supporting documentation and recommends approval.

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
Facilities	6	Building Maint Worker	11 / Midpoint / \$32,361.47	11 / Midpoint / \$32,361.47
Facilities	86	Building Maint Worker	11 / \$29,473.60	11 / \$29,473.60
County Atty	90	Law Clerk I Part-time	15 / Minimum / \$17,304.25	15 / Minimum / \$17,304.25
County Atty	227	Office Spec	12 / Level 4 / \$31,657.60	12 / Level 4 / \$31,657.60
Juvenile Probation	61	Juvenile Probation Ofcr II	16 / Minimum / \$37,024.00	16 / Minimum / \$37,024.00
Juvenile Probation	615	Juvenile Detention Ofcr I* **	13 / Level 1 / \$31,158.40	13 / Level 1 / \$31,158.40
Sheriff	910	Registered Charge Nurse	22 / Level 4 / \$62,254.40	22 / Level 4 / \$62,254.40
Sheriff	1919	Cadet**	80 / Step 1 / \$34,594.77	80 / Step 1 / \$34,594.77
* Temporary to Regular			** Actual vs Authorized	

TEMPORARY APPOINTMENTS					
Dept.	Slot	Position Title	Dept. Requests Grade/Salary	HRMD Recommends Grade/Salary	**Temporary Status Type Code
District Atty	20052	Law Clerk II	19 / \$21.80	19 / \$21.80	02
HHS	20028	Social Worker	18 / \$20.38	18 / \$20.38	02
HHS	20032	Social Svcs Asst	11 / \$12.70	11 / \$12.70	02
HHS	20077	Office Asst	10 / \$11.87	10 / \$11.87	02
HHS	20078	Office Asst	10 / \$11.87	10 / \$11.87	02
HHS	20079	Office Asst	10 / \$11.87	10 / \$11.87	02
HHS	20080	Office Asst	10 / \$11.87	10 / \$11.87	02
HHS	20084	Office Asst	10 / \$12.22	10 / \$12.22	02
HHS	20085	Office Asst	10 / \$11.87	10 / \$11.87	02
HHS	20086	Office Asst	10 / \$11.87	10 / \$11.87	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
Records Mang & Comm Resrc	20005	Office Asst	10 / \$15.00	10 / \$15.00	02
Records Mang & Comm Resrc	50010	Law Librarian	17 / \$19.05	17 / \$19.05	05
TNR	20075	Park Tech I	8 / \$11.00	8 / \$11.00	02
TNR	50069	School Crossing Guard	11 / \$13.00	11 / \$13.00	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
TCCES	Slot 50054 (Second Job) / Counselor / Grd 16 / \$17.80	TCCES	Slot 50048 (Second Job) / Counselor / Grd 16 / \$17.80	Lateral transfer.
TNR	Slot 20061 / Park Tech I / Grd 8 / \$11.00	TNR	Slot 20050 / Park Tech II / Grd 10 / \$12.00	Promotion temporary.

CAREER LADDERS – POPS						
Dept.	Slot	Current Position Title/Grade	New Position Title/Grade	Current Annual Salary	Proposed Annual Salary	Comments Current HRMD Practice
Sheriff	1073	Cadet* / Grd 80	Corrections Ofcr* / Grd 81	\$34,594.77	\$39,706.37	Career Ladder. Peace Officer Pay Scale (POPS).
Sheriff	1408	Cadet* / Grd 80	Corrections Ofcr* / Grd 81	\$34,594.77	\$39,706.37	Career Ladder. Peace Officer Pay Scale (POPS).
Sheriff	1455	Deputy Sheriff Law Enforcement* / Grd 72	Deputy Sheriff Sr Law Enfcmt / Grd 74	\$50,465.79	\$55,201.33	Career Ladder. Peace Officer Pay Scale (POPS).
Sheriff	1734	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 Clerk	Slot 21 / Elections Mgmt Coord / Grd 22 / \$69,965.18	County Clerk	Slot 100 / Elections Asst Admin / Grd 26 / \$75,046.40	Promotion. Pay is between min and midpoint of pay grade. Temporary assignment completed.
County Clerk	Slot 134 / Business Analyst I / Grd 22 / \$58,331.10	County Clerk	Slot 134 / Business Analyst I / Grd 22 / \$60,836.29	Salary adjustment. Pay is between min and midpoint of pay grade.
HRMD	Slot 16 / Risk Benefits Mgr Sr / Grd 28 / \$111,705.41	HRMD	Slot 49 / Risk Benefits Mgr Sr Succession / Grd 28 / \$111,705.41	Lateral transfer. Employee transferred to different slot, to Succession position, same department, same pay grade, retains current pay. Ending on 3/31/13.
HRMD	Slot 17 / Risk Safety Spec Sr* / Grd 21 / \$70,465.75	HRMD	Slot 17 / Human Resources Mgr II / Grd 26 / \$79,581.14	Promotion. Pay is between min and midpoint of pay grade.
HRMD	Slot 29 / Benefits Admin / Grd 24 / \$77,774.71	HRMD	Slot 48 / Benefits Admin Succession / Grd 24 / \$77,774.71	Lateral transfer. Employee transferred to different slot, to Succession position, same department, same pay grade, retains current pay. Ending on 12/31/12.
Juvenile Probation	Slot 152 / Juvenile Probation Div Mgr / Grd 22 / \$71,431.15	Juvenile Probation	Slot 5 / Juvenile Probation Div Dir / Grd 25 / \$82,145.82	Promotion. Pay is between min and midpoint of pay grade.
Sheriff	Slot 262 / Certf Peace Ofcr Sr* / Grd 84 / \$63,481.39	Sheriff	Slot 826 / Certf Peace Ofcr Sr / Grd 84 / \$63,481.39	POPS lateral transfer. Employee transferred to different slot, same position, same department, same pay grade, retains current pay.

* 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 279 / Certf Peace Ofcr Sr / Grd 84 / \$57,598.94	Sheriff	Slot 991 / Certf Peace Ofcr Sr / Grd 84 / \$57,598.94	POPS lateral transfer. Employee transferred to different slot, same position, same department, same pay grade, retains current pay.
Sheriff	Slot 435 / Corrections Ofcr Sr / Grd 83 / \$44,256.37	Sheriff	Slot 692 / Corrections Ofcr Sr* / Grd 83 / \$44,256.37	POPS lateral transfer. Employee transferred to different slot, same position, same department, same pay grade, retains current pay.
Sheriff	Slot 692 / Corrections Ofcr Sr* / Grd 83 / \$43,159.58	Sheriff	Slot 435 / Corrections Ofcr Sr / Grd 83 / \$43,159.58	POPS lateral transfer. Employee transferred to different slot, same position, same department, same pay grade, retains current pay.
Sheriff	Slot 786 / Human Resources Asst II / Grd 14 / \$36,222.68	Sheriff	Slot 714 / Human Resources Spec I / Grd 18 / \$47,465.60	Promotion. Pay is between min and midpoint of pay grade.
Sheriff	Slot 794 / Cadet* / Grd 80 / \$34,594.77	Sheriff	Slot 1194 / Telecomm 911 Spec* / Grd 15 / \$37,710.40	Voluntary job change. Transition from Peace Officer Pay Scale (POPS) to Classified Pay Scale. Pay is between min and midpoint of pay grade.
Sheriff	Slot 991 / Certf Peace Ofcr Sr / Grd 84 / \$63,481.39	Sheriff	Slot 279 / Certf Peace Ofcr Sr / Grd 84 / \$63,481.39	POPS lateral transfer. Employee transferred to different slot, same position, same department, same pay grade, retains current pay.

* 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 72 / Tax Spec II* / Grd 15 / \$38,448.38	Tax Collector	Slot 72 / Tax Spec III / Grd 16 / \$38,554.06	Promotion. Pay is between min and midpoint of pay grade.
Tax Collector	Slot 77 / Tax Spec II* / Grd 15 / \$37,197.68	Tax Collector	Slot 77 / Tax Spec III / Grd 16 / \$37,303.36	Promotion. Pay is between min and midpoint of pay grade.
Tax Collector	Slot 105 / Tax Spec I* / Grd 13 / \$33,657.31	Tax Collector	Slot 105 / Tax Spec II / Grd 15 / \$34,608.50	Promotion. Pay is at minimum of pay grade.
Actual vs Authorized				

NEW JOB DESCRIPTIONS

Position Title / Position #	FLSA	Pay Grade
Assistant Veterans Services Officer / 17204	NE	17
Technical Home Repair Supervisor / 19597	E	19
HRMD is providing the attached proposed job descriptions to accompany the Commissioners Court approved new job classifications on 3/13/12 agenda item #6. See attached job descriptions, pages 8 - 13.		

THIS SECTION LEFT BLANK INTENTIONALLY.

SECTION B. NON-ROUTINE PERSONNEL ACTIONS

NON-ROUTINE – Promotion & Demotion

Dept. (From)	Slot – Position Title – Grade – Salary	Dept. (To)	Slot – Position Title – Grade – Salary	Comments
HRMD	Slot 10 / Administrative Assoc* / Grd 16 / \$49,275.11	HRMD	Slot 10 / Risk Safety Spec I / Grd 18 / \$52,983.54	Promotion. Pay is above midpoint and greater than a 5% increase in salary. Travis County Code § 10.03008.
Juvenile Probation	Slot 21 / Training Education Coord Sr / Grd 20 / \$56,640.00	Juvenile Probation	Slot 173 / Training Education Coord II / Grd 18 / \$56,640.00	Employee demoted from pay grade 20 to 18. HRMD reviewed supporting documents. Retains current pay. Pay is between midpoint and max of pay grade. Travis County Code § 10.030010.

* 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

TRAVIS COUNTY JOB DESCRIPTION

JOB TITLE: Assistant Veterans Services Officer

JOB CODE: 17204
PAY GRADE: 17

FLSA STATUS: Non-Exempt
LAST REVISED: 6/12/12

JOB SUMMARY:

Assists military veterans and their dependents in matters pertaining to their rights and benefits based on various Federal and State laws, including compensation (disability benefits), pension, insurance, death benefits, hospitalization and education. Files appeals before the Board of Veterans Appeals. Provides legal and medical research in support of veteran claims. Screens, reviews and analyzes case-related material, provides information for use in writing legal briefs and assists in preparing legal documentation.

DISTINGUISHING CHARACTERISTICS:

This classification is a specialized Veterans Services class and provides assistance to citizens eligible for Federal and State veterans' benefits. This classification may require a flexible work schedule in order to meet the needs of the department.

DUTIES AND RESPONSIBILITIES:

- Provides counseling related to disability and or pension benefits. Prepares claim forms and legal briefs and assembles required information to establish the validity of a veteran claim under Federal and State statutes. Contacts doctors, employers, criminal justice system organizations, Department of Defense and any other individuals and/or agencies relative to furnishing official affidavits and evidence for individual claimants. Analyzes medical records and legal correspondence. Prepares veteran for, and occasionally accompanies veteran to Compensation and Pension exams.
- Conducts initial veteran eligibility assessment, interviews veteran, dependents and/or survivors. Reviews and analyzes documentation, determines benefits, establishes and maintains records of information.
- Assists veterans in preparing appeals for correction of military records submitted before the Armed Services Military Board of Appeals.
- Assists in screening, reviewing and evaluating case matters. Provides summary of facts, retrieves information for case documentation and coordinates with other agencies for case preparation.
- May assist in providing legal assistance to veteran when claim is denied or disputed. Prepares and files notices, conducts legal and medical research, analyzes case-related materials and documents assigned cases, coordinates witnesses, prepares legal brief documentation, presents arguments, responds to inquiries, and drafts correspondence.
- Provides information and referral services to veterans and City, County and State agencies. Answers telephone, email and other inquiries.
- Assists in the commitment of veterans to hospitals, rehabilitation facilities and homeless shelters. Assists incapacitated and incarcerated veterans in filing benefit claims.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:

Bachelor's degree in business administration, public administration or related field AND three (3) years experience in law, regulations and rulings of the Veterans Administration. Must have served in the active Armed Forces or Nurses Corps of the United States (preferred during a war time period) at least four (4) months and have been honorably discharged or have a service connected disability from such service; or be a widowed Gold Star mother or unremarried widow of a serviceman or veteran whose death resulted from service; or be the spouse of a disabled veteran who has a total disability rating of 100 percent or on individual unemployability.

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TRAVIS COUNTY JOB DESCRIPTION

JOB TITLE: Assistant Veterans Services Officer

JOB CODE: 17204
PAY GRADE: 17

FLSA STATUS: Non-Exempt
LAST REVISED: 6/12/12

MINIMUM REQUIREMENTS: (Cont.)

Education and Experience: (Cont.)

OR,

Any combination of education and experience that has been achieved and is equivalent to the stated education and experience and required knowledge, skills, and abilities sufficient to successfully perform the duties and responsibilities of this job.

Licenses, Registrations, Certifications, or Special Requirements:

Valid Texas Driver's License may be required.

Special Requirements:

Must be both certified and an Accredited Veterans Service Officer with the Texas Veterans Commission or be actively completing certification within specified time frame.

Must be (or become) a member of the Veterans County Service Officers Association of Texas.

Must be (or become) a member of the National Association of County Veterans Service Officers.

Knowledge, Skills, and Abilities:

Knowledge of:

- Federal, State and Local program laws and requirements.
- Policies, practices, procedures and legal and medical terminology of assigned function.
- Law office management and administration practices before the US Court of Appeals for Veterans Claims.
- Current legal trends in the interaction of law and professional ethics.
- Policies, practices, procedures and legal and medical terminology of assigned function.
- Advocacy groups, social service providers and community outreach organizations.
- Principles and procedures of record keeping.
- Computer equipment to include word processing, spreadsheets, databases and a variety of software packages.

Skill in:

- Assessing and analyzing veterans' benefits eligibility.
- Interviewing and counseling veterans and/or veteran's family members related to benefits.
- Researching, analyzing and documenting case related material.
- Problem solving and decision-making.
- Both verbal and written communication, including presentations.

Ability to:

- Perform legal research and documentation.
- Counsel and provide assistance to clients.
- Work independently and efficiently.
- Manage time well and meet timelines.
- Communicate effectively.
- Establish and maintain effective working relationships with clients, County employees and officials, community and other organizations and the public.

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TRAVIS COUNTY JOB DESCRIPTION

JOB TITLE: Assistant Veterans Services Officer

JOB CODE: 17204
PAY GRADE: 17

FLSA STATUS: Non-Exempt
LAST REVISED: 6/12/12

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

Physical requirements include the ability to lift/carry up to 25 pounds occasionally, visual acuity, speech and hearing, hand and eye coordination and manual dexterity necessary to operate a computer and office equipment. Subject to standing, sitting, walking, climbing stairs, bending, stooping, crouching, kneeling, pushing, pulling, reaching, twisting, balancing, repetitive motion, driving, client/customer contact, and squatting to perform the essential functions.

This job description is intended to be generic in nature. It is not necessarily an exhaustive list of all duties and responsibilities. The essential duties, functions and responsibilities and overtime eligibility may vary based on the specific tasks assigned to the position.

TRAVIS COUNTY JOB DESCRIPTION

JOB TITLE: Technical Home Repair Supervisor

JOB CODE: 19597
PAY GRADE: 19

FLSA STATUS: Exempt
LAST REVISED: 6/12/12

JOB SUMMARY:

Provides technical analysis, production management and tracking and problem resolution services support services for a housing services operation within a department. Resolves day-to-day and longer-term technology needs, creates and/or develops enhancements needed for complex departmental databases and provides end-user and system support for specified department applications and functions.

DISTINGUISHING CHARACTERISTICS:

This classification performs technical business process analysis and database management services within a housing services operation. This classification may require a flexible work schedule in order to meet the needs of the department.

DUTIES AND RESPONSIBILITIES:

- Resolves day-to-day technology needs with a focus on the analysis of processes, dissecting problems and suggesting solutions. Reviews business processes, analyzes existing procedures and systems and makes recommendations for improvements. Develops process performance measures and assists in planning the transition to a new process.
- Creates and/or develops enhancements needed for complex departmental databases. Maintains production, development and test database systems to meet user needs and provides systems support and security for self-contained departmental databases.
- Researches departmental data and recommends effective use of business information. Researches, documents and catalogues business and information system processes.
- Uses reporting tools to develop simple to moderately complex business process and statistical reports for use in evaluating department productivity and workload. Produces periodic status and operational reports for management review.
- Provides end-user and system support for specified department applications and functions. Assists in, or configures document management systems. Develops and maintains systems to manage the flow of records and files.
- Researches departmental data and recommends effective use of business information. Researches, documents and catalogues business and information system processes.
- Functions as an operational Home Repair Supervisor as needed within the department. Supervises and coordinates on-site work performed by housing services crews. Plans, schedules, assigns, supervises and performs carpentry work projects.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:

Bachelor's degree in Computer Science, Information Systems, Construction Management, Civil Engineering, or directly related field and five (5) years of increasingly responsible experience in a combination of construction management, skilled carpentry, and information technology including one (1) year of supervisory experience;

TRAVIS COUNTY JOB DESCRIPTION

JOB TITLE: Technical Home Repair Supervisor

JOB CODE: 19597
PAY GRADE: 19

FLSA STATUS: Exempt
LAST REVISED: 6/12/12

OR,

Any combination of education and experience that has been achieved and is equivalent to the stated education and experience and required knowledge, skills, and abilities sufficient to successfully perform the duties and responsibilities of this job.

Licenses, Registrations, Certifications, or Special Requirements:

Valid Texas Driver's License.

Knowledge, Skills, and Abilities:

Knowledge of:

- Residential and multifamily construction trades.
- Information technology systems.
- Federal, State and Local applicable laws, rules, regulations, guidelines regarding home repair and weatherization programs.
- Management and supervisory principles, practices and techniques.
- Computer equipment to include word processing, spreadsheets, databases and a variety of software packages.
- Business letter writing, grammar and punctuation, and report preparation.

Skill in:

- Carpentry and construction, including estimating time, labor and quantities of materials needed.
- Information technology systems and software applications.
- Database management.
- Budgeting associated to job costing.
- Inventory management.
- Production management and tracking.
- Problem solving and decision-making.
- Supervising others, including team-building.
- Creating and updating reports.
- Creating and updating production status.
- Both verbal and written communication, including presentations and communicating technical issues in non-technical language.

Ability to:

- Perform complex tasks independently and with little direction.
- Create complex tracking systems to manage large amounts of data.
- Train, supervise and motivate employees and train end users.
- Implement and maintain job costing and inventory control systems.
- Manage complex data.
- Manage time well, perform multiple tasks and organize diverse activities.
- Establish and maintain effective working relationships with departmental clientele, other County employees and officials, representatives of outside agencies, and the general public.

TRAVIS COUNTY JOB DESCRIPTION

JOB TITLE: Technical Home Repair Supervisor

JOB CODE: 19597
PAY GRADE: 19

FLSA STATUS: Exempt
LAST REVISED: 6/12/12

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

Physical requirements include the ability to lift/carry up to 50 pounds on a regular basis, occasional heavy lifting with assistance, visual acuity, speech and hearing, hand and eye coordination and manual dexterity necessary to operate a computer. Subject to standing, sitting, walking, climbing stairs, bending, stooping, crouching, kneeling, pushing, pulling, reaching, twisting, balancing, repetitive motion, client/customer contact, squatting, occasional crawling, working in cramped or confined spaces or areas for extended periods of time to perform the essential functions. Subject to contact with hazardous waste, foul odors, animal and human fecal matter, insects and rodents, toxic or potential hazardous chemical or substances, dirt, dust, fumes, smoke, loud noises, and high voltage. Requires work indoors/outdoors in all types of weather (excessive heat and cold). Requires working at heights from ladders and scaffolds.

This job description is intended to be generic in nature. It is not necessarily an exhaustive list of all duties and responsibilities. The essential duties, functions and responsibilities and overtime eligibility may vary based on the specific tasks assigned to the position.



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: June 1, 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 Office *LB*

FROM: Todd Osburn, Compensation Manager, HRMD *TO*

SUBJECT: HRMD Non-Routine Salary Action, Slot #10

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

HRMD Request:

The Human Resources Management Department (HRMD) requests approval to increase the current salary of one Administrative Associate (PG 16) in the amount of \$3,708.42. The pay action would accompany a promotion to Risk/Safety Specialist I (PG 18). The proposed increase is approximately 7.53 percent. The salary adjustment would apply to the following slot:

From

Slot #	Title	Salary
10	Administrative Associate	\$49,275.11

To

Slot #	Title	Salary
10	Risk/Safety Specialist I	\$52,983.54

Policy

Travis County Code §10.03008(b) states that Elected and Appointed Officials and Department Heads have flexibility in determining the amount of pay increase and that the increase may be any of the following: 1) Minimum up to midpoint, 2) Less than or equal to an increase of 5% of the employee's current salary, 3) Above midpoint and greater than a 5% increase in the employee's current salary, if approved by Commissioners Court.

Issue

The guiding policy calls for Commissioners Court approval since the increase would be greater than 5% and the resulting salary would be greater than midpoint of the proposed grade. The proposed salary is \$52,983.54, while the midpoint of the proposed grade is \$52,977.60.

Recommendation

HRMD recommends approval of the proposed salary action. The proposed salary was derived using the salary increase formula from the Market Salary Survey and is only \$5.94 greater than the midpoint of the proposed pay grade. The Planning and Budget Office (PBO) has reviewed the proposed action and verified sufficient funding is available.

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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: June 1, 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 & Budget *LB*

FROM: Diane Poirot, Director of HRMD *DP*

SUBJECT: Juvenile Probation Non-Routine Personnel Action, Slot 21

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

Juvenile Probation Request:

Juvenile Probation requests approval to move one Training & Educational Coordinator Sr. (slot #21, PG 20) to Training & Education Coordinator II (slot #173, PG 18) and retain the employee's current salary of \$56,640.

Policy

Travis County Code §10.030010(a) specifies that employee's adjusted salary must be decreased and must be no less than minimum and no more than maximum of the new job's pay grade. Additionally, Travis County Code §10.030010 (b) specifies that Elected and Appointed Officials and Department Heads have flexibility in determining the amount of pay adjustment. The pay adjustment can be any of the following: 1) If the employee returns to a job from which he or she was promoted within the last 12 months, the decrease is equivalent to the amount of the promotional increase, or 2) Decrease of 5% for each pay grade that the position is lower than the former position.

Issues

The Market Salary Survey recommended that three Training & Education Coordinator Sr. positions be reclassified to Training & Education Coordinator II positions. At the request of the department, HRMD agreed to leave one position as a Senior position

until a vacancy occurred at the Coordinator II position. This has occurred and the department wishes to move the incumbent to the proper Coordinator II position and advertise for the Coordinator Senior position.

The Department desires to maintain the pay of the incumbent in the same manner as the other two Training & Education Coordinators that were reclassified in March 2012. The salary would leave the incumbent within the range of the Coordinator II; the level would be between midpoint and 10% above midpoint. While policy requires the action be processed as a demotion, HRMD views this action as the final reclassification of the MSS and does not believe a 5% per grade decrease would be equitable with the salary actions taken during the MSS.

HRMD Recommendation

HRMD supports the request from Juvenile Probation. In this case, the action in question is similar to those downward reclassifications that took place during the Market Salary Survey that were approved in March 2012. Employees retained the same pay level during those actions and HRMD believes that precedent should be applied to this case. The effective date of the action should be June 1, 2012. The Planning and Budget Office has confirmed funding.

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TRAVIS COUNTY JUVENILE PROBATION DEPARTMENT

ESTELA P. MEDINA
Chief Juvenile Probation Officer

ADMINISTRATIVE SERVICES
COURT SERVICES
DETENTION SERVICES
DOMESTIC RELATIONS OFFICE
PROBATION SERVICES
RESIDENTIAL SERVICES
SUBSTANCE ABUSE SERVICES

MEMORANDUM

To: Diane Poirot, Director, Human Resources Management Department
Todd Osburn, Compensation Manager, Human Resources Management Department

From: Estela P. Medina, Chief Juvenile Probation Officer
Estela P. Medina

Subject: Non-routine personnel action

Date: May 18, 2012

The Juvenile Probation Department (JPD) is requesting to move [redacted], Training and Education Coordinator Senior slot #21 to slot #173 Training and Education Coordinator II. This request is based on an outgrowth from the Market Salary Study. The MSS recognized that the three Training and Education Coordinator Sr. positions fit more appropriately as Training and Education Coordinator II's. The Department requested that we keep one of the positions at the level of the TEC Sr. The intent was to move one of the incumbents once a position became vacant. We left slot #21 as the TEC Sr. and now slot# 173 (TEC II) has become vacant. This position change will allow the Department the opportunity to post the Training Education Coordinator position.

This position is funded within the Department's budget and PBO has confirmed adequate funds to cover the cost of this reclassification request.

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