



Travis County Commissioners Court Agenda Request

Meeting Date: 6/19/2012

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 proposed routine personnel amendments.

BACKGROUND/SUMMARY OF REQUEST AND ATTACHMENTS:

Attached are Personnel Amendments for Commissioners Court approval.

Routine Personnel Actions – Pages 2 – 6.

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 19, 2012

ITEM # :

DATE: June 8, 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 – 6.

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
Constable 5	17	Deputy Constable**	61 / Step 3 / \$46,080.53	61 / Step 3 / \$46,080.53
Constable 5	46	Deputy Constable**	61 / Step 1 / \$44,291.10	61 / Step 1 / \$44,291.10
County Atty	167	Victim Counselor Sr Part-time	17 / Level 1 / \$20,404.80	17 / Level 1 / \$20,404.80
Criminal Justice Planning	64	Legal Secretary	15 / \$35,646.76	15 / \$35,646.76
Sheriff	454	Cadet**	80 / Step 1 / \$34,594.77	80 / Step 1 / \$34,594.77
TNR	33	GIS Analyst*	18 / Level 6 / \$50,024.00	18 / Level 6 / \$50,024.00

* 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 5	20011	Office Asst	10 / \$11.87	10 / \$11.87	02
County Atty	20024	Victim Counselor	16 / \$17.80	16 / \$17.80	02
District Atty	20039	Office Spec	12 / \$13.59	12 / \$13.59	02
District Atty	20047	Law Clerk II	19 / \$21.80	19 / \$21.80	02
District Atty	50054 (Second Job)	Attorney III	25 / \$32.80	25 / \$32.80	05
JP Pct 1	20010	Court Clerk I	13 / \$15.00	13 / \$15.00	02
Probate Court	20001 (Second Job)	Law Clerk I	15 / \$16.64	15 / \$16.64	02
TNR	20076	Park Tech I	8 / \$11.00	8 / \$11.00	02
TNR	20090	Park Tech I	8 / \$11.00	8 / \$11.00	02
TNR	20092	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
PBO	Slot 20023 / Financial Analyst Sr / Grade 20 / \$27.25	PBO	Slot 50023 / Financial Analyst Sr / Grade 20 / \$27.25	Status changed from Temporary Worker (02) to Project Worker (05).

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	203	Juvenile Probation Ofcr I* / Grade 15	Juvenile Probation Ofcr II / Grade 16	\$36,770.03	\$38,608.53	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
Juvenile Probation	Slot 37 / Financial Analyst Sr / Grade 20 / \$67,250.35	Juvenile Probation	Slot 458 / Accountant Ld / Grade 21 / \$70,612.86	Promotion. Pay is between midpoint and max of pay grade.
Juvenile Probation	Slot 101 / Administrative Asst II / Grade 15 / \$38,253.49	Juvenile Probation	Slot 103 / Legal Secretary / Grade 15 / \$38,253.49	Lateral transfer. Employee transferred to different slot, different 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 816 / Sergeant Corrections / Grade 88 / \$85,772.96	Sheriff	Slot 68 / Sergeant Corrections / Grade 88 / \$85,772.96	POPs lateral transfer. Employee transferred to different slot, same position, same department, same pay grade, retains current pay.
Sheriff	Slot 1594 / Accountant / Grade 17 / \$49,442.85	TNR	Slot 383 / Fleet Svcs Coord / Grade 21 / \$55,057.60	Promotion. Pay is between min and midpoint of pay grade.
Tax Collector	Slot 33 / Tax Spec I / Grade 13 / \$30,438.51	Tax Collector	Slot 39 / Tax Spec II / Grade 15 / \$34,608.50	Promotion. Pay is at minimum of pay grade.
Tax Collector	Slot 39 / Tax Spec I* / Grade 13 / \$32,264.13	Tax Collector	Slot 33 / Tax Spec I / Grade 13 / \$32,264.13	Lateral transfer. Employee transferred to different slot, same position, same department, same pay grade, retains current pay.
* 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
Juvenile Probation	Slot 103 / Legal Secretary / Grade 15 / \$40,117.94	Juvenile Probation	Slot 101 / Administrative Asst II / Grade 15 / \$40,117.94	Lateral transfer. Employee transferred to different slot, different position, same department, same pay grade, retains current pay.
Juvenile Probation	Slot 232 / Juvenile Probation Ofcr III / Grade 17 / \$39,615.06	Juvenile Probation	Slot 518 / Juvenile Probation Ofcr III / Grade 17 / \$39,615.06	Lateral transfer. Employee transferred to different slot, same position, same department, same pay grade, retains current pay.
Pretrial Services	Slot 34 / Pretrial Ofcr I* / Grade 16 / \$39,134.66	Pretrial Services	Slot 76 / Pretrial Ofcr II* / Grade 17 / \$41,091.39	Promotion. Pay is between min and midpoint of pay grade.
Pretrial Services	Slot 76 / Pretrial Ofcr III / Grade 18 / \$44,722.77	Pretrial Services	Slot 34 / Pretrial Ofcr III / Grade 18 / \$44,722.77	Lateral transfer. Employee transferred to different slot, same position, same department, same pay grade, retains current pay.
Sheriff	Slot 68 / Sergeant Corrections / Grade 88 / \$85,772.96	Sheriff	Slot 816 / Sergeant Corrections / Grade 88 / \$85,772.96	POPs lateral transfer. Employee transferred to different slot, same position, same department, same pay grade, retains current pay.
Actual vs Authorized				

AD HOC CLASSIFICATION CHANGES							
		Current			HRMD Recommends		
Dept.	Slot #	Auth Position Title / Position #	FLSA	Pay Grade	Position Title / Position #	FLSA	Pay Grade
Constable 5	72*	Court Clerk I / 13746	NE	13	Constable Sergeant Succession / 64XXX	NE	64
HHS	78	Social Svcs Asst / 11811	NE	11	Office Spec / 12798	NE	12

Departments request reclassification of vacant slots in order to meet departmental needs. PBO has confirmed funding available. *Succession slot ending 09/30/12*

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