



## Travis County Commissioners Court Agenda Request

**Meeting Date:** 6/26/2012

**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](mailto: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, 4<sup>th</sup> Floor

• P.O. Box 1748

• Austin, Texas 78767

• (512) 854-9165 / FAX (512) 854-9757

**June 26, 2012**

**ITEM # :**

**DATE:** June 15, 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**

<b>NEW HIRES</b>				
<b>Dept.</b>	<b>Slot</b>	<b>Position Title</b>	<b>Dept. Requests Level/Salary</b>	<b>HRMD Recommends Level/Salary</b>
<b>District Atty</b>	202	Investigator	67 / Step 1 / \$65,047.84	67 / Step 1 / \$65,047.84
<b>District Clerk</b>	119	Court Clerk I*	13 / Minimum / \$30,238.83	13 / Minimum / \$30,238.83
<b>Juvenile Probation</b>	519	Attorney IV	27 / Level 7 / \$94,328.00	27 / Level 7 / \$94,328.00
<b>Sheriff</b>	267	Cadet**	80 / Step 1 / \$34,594.77	80 / Step 1 / \$34,594.77
<b>Sheriff</b>	521	Cadet**	80 / Step 1 / \$34,594.77	80 / Step 1 / \$34,594.77
<b>Sheriff</b>	1060	Cadet**	80 / Step 1 / \$34,594.77	80 / Step 1 / \$34,594.77
<b>Sheriff</b>	1325	Registered Charge Nurse	22 / Midpoint / \$69,473.66	22 / Midpoint / \$69,473.66
<b>* Temporary to Regular</b>			<b>** Actual vs Authorized</b>	

<b>TEMPORARY APPOINTMENTS</b>					
<b>Dept.</b>	<b>Slot</b>	<b>Position Title</b>	<b>Dept. Requests Grade/Salary</b>	<b>HRMD Recommends Grade/Salary</b>	<b>**Temporary Status Type Code</b>
<b>Comm Pct 3</b>	20004	Executive Asst	17 / \$24.04	17 / \$24.04	02
<b>Constable 5</b>	20003	Court Clerk Asst	11 / \$12.70	11 / \$12.70	02
<b>County Clerk</b>	20319	Elec Clk Eryl Vting Clk	7 / \$10.00	7 / \$10.00	02
<b>County Clerk</b>	20321	Elec Clk Eryl Vting Clk	7 / \$10.00	7 / \$10.00	02
<b>District Atty</b>	50057	Law Clerk II	19 / \$21.80	19 / \$21.80	05
<b>HHS</b>	20082	Office Asst	10 / \$11.87	10 / \$11.87	02
<b>HHS</b>	20087	Office Asst	10 / \$11.87	10 / \$11.87	02
<b>Juvenile Public Defender</b>	20009	Office Asst	10 / \$12.00	10 / \$12.00	02
<b>Probate Court</b>	20002	Administrative Asst I	13 / \$14.54	13 / \$14.54	02
<b>Tax Collector</b>	50014	Administrative Asst I	13 / \$14.54	13 / \$14.54	05
<b>**Temporary Status Type Codes: (Temporary less than 6 mos. = 02) (Project Worker more than 6 mos. = 05, includes Retirement Benefits).</b>					

**TEMPORARY APPOINTMENTS**

Dept.	Slot	Position Title	Dept. Requests Grade/Salary	HRMD Recommends Grade/Salary	**Temporary Status Type Code
Tax Collector	50054	Administrative Asst I	13 / \$14.54	13 / \$14.54	05
Tax Collector	50064	Administrative Asst I	13 / \$14.54	13 / \$14.54	05
TNR	20089	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).

**CAREER LADDERS – POPS**

Dept.	Slot	Current Position Title/Grade	New Position Title/Grade	Current Annual Salary	Proposed Annual Salary	Comments Current HRMD Practice
Sheriff	1652	Deputy Sheriff Law Enfcmt* / Grd 72	Deputy Sheriff Sr Law Enfcmt / Grd 74	\$48,506.02	\$52,590.72	Career Ladder. Peace Officer Pay Scale (POPS).
Sheriff	1657	Deputy Sheriff Law Enfcmt* / Grd 72	Deputy Sheriff Sr Law Enfcmt / Grd 74	\$50,465.79	\$55,201.33	Career Ladder. Peace Officer Pay Scale (POPS).
Sheriff	1908	Deputy Sheriff Law Enfcmt* / Grd 72	Deputy Sheriff Sr Law Enfcmt / Grd 74	\$50,465.79	\$55,201.33	Career Ladder. Peace Officer Pay Scale (POPS).
Sheriff	1911	Corrections Ofcr* / Grd 81	Corrections Ofcr Sr / Grd 83	\$41,752.26	\$45,382.90	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	124	Attorney III* / Grd 25	Attorney IV* / Grd 27	\$68,095.87	\$77,956.53	Career Ladder. Pay is at minimum of pay grade.
District Atty	247	Attorney IV* / Grd 27	Attorney V / Grd 28	\$77,956.53	\$83,424.43	Career Ladder. Pay is at minimum of pay grade.
Juvenile Probation	79	Juvenile Detention Ofcr II* / Grd 14	Juvenile Detention Ofcr III / Grd 15	\$32,839.04	\$34,608.50	Career Ladder. Pay is at minimum of pay grade.

\* Actual vs Authorized

**PROMOTIONS / SALARY ADJUSTMENTS / LATERAL TRANSFERS / VOLUNTARY REASSIGNMENTS / TEMPORARY ASSIGNMENTS**

<b>Dept. (From)</b>	<b>Slot – Position Title – Grade – Salary</b>	<b>Dept. (To)</b>	<b>Slot – Position Title – Grade – Salary</b>	<b>Comments</b>
<b>County Auditor</b>	Slot 95 / AUD Financ Auditor Analyst II* / Grd 21 / \$55,370.50	<b>Juvenile Probation</b>	Slot 204 / Accountant Ld / Grd 21 / \$55,370.50	Lateral transfer. Pay is between min and midpoint of pay grade.
<b>County Clerk</b>	Slot 60007 / Elec Clk Elc Cr Spec Pr Tmps / Grd 16 / \$38,311.73	<b>County Clerk</b>	Slot 83 / Elections Mgmt Coord / Grd 22 / \$57,241.60	Promotion. Pay is between min and midpoint of pay grade.
<b>District Clerk</b>	Slot 31 / Court Clerk II / Grd 15 / \$37,710.40	<b>District Clerk</b>	Slot 45 / Court Clerk I / Grd 13 / \$33,939.36	Employee demoted from pay grade 15 to 13. HRMD reviewed supporting documents. Pay is between min and midpoint of pay grade.
<b>District Clerk</b>	Slot 45 / Court Clerk I / Grd 13 / \$31,158.40	<b>District Clerk</b>	Slot 8 / Court Clerk II / Grd 15 / \$34,608.50	Promotion. Pay is at minimum of pay grade.
<b>District Clerk</b>	Slot 119 / Court Clerk I / Grd 13 / \$32,968.00	<b>District Clerk</b>	Slot 31 / Court Clerk II / Grd 15 / \$35,996.25	Promotion. Pay is between min and midpoint of pay grade.
<b>HRMD</b>	Slot 41 / Human Resources Mgr II / Grd 26 / \$79,581.14	<b>HRMD</b>	Slot 16 / Human Resources Mgr II / Grd 26 / \$79,581.14	Lateral transfer. Employee transferred to different slot, same position, same department, same pay grade, retains current pay.
<b>Juvenile Probation</b>	Slot 5 / Juvenile Probation Div Dir / Grd 25 / \$82,145.82	<b>Juvenile Probation</b>	Slot 9 / Juvenile Probation Div Dir / Grd 25 / \$82,145.82	Lateral transfer. Employee transferred to different slot, same position, same department, same pay grade, retains current pay.
<b>Juvenile Probation</b>	Slot 9 / Juvenile Probation Div Dir / Grd 25 / \$70,142.80	<b>Juvenile Probation</b>	Slot 5 / Juvenile Probation Div Dir / Grd 25 / \$70,142.80	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**

<b>Dept. (From)</b>	<b>Slot – Position Title – Grade – Salary</b>	<b>Dept. (To)</b>	<b>Slot – Position Title – Grade – Salary</b>	<b>Comments</b>
<b>Juvenile Probation</b>	Slot 364 / Office Spec / Grd 12 / \$28,590.02	<b>Juvenile Probation</b>	Slot 200 / Office Spec / Grd 12 / \$28,590.02	Lateral transfer. Employee transferred to different slot, same position, same department, same pay grade, retains current pay.
<b>JP Pct 2</b>	Slot 20 / Accountant Sr / Grd 19 / \$52,000.62	<b>Juvenile Probation</b>	Slot 535 / Financial Analyst Sr / Grd 20 / \$54,600.65	Promotion. Pay is between min and midpoint of pay grade.
<b>Sheriff</b>	Slot 185 / Cadet* / Grd 80 / \$34,594.77	<b>Sheriff</b>	Slot 158 / Cadet* / Grd 80 / \$34,594.77	POPS lateral transfer. Employee transferred to different slot, same position, same department, same pay grade, retains current pay.
<b>Sheriff</b>	Slot 309 / Corrections Ofcr* / Grd 81 / \$39,706.37	<b>Sheriff</b>	Slot 328 / Corrections Ofcr* / Grd 81 / \$39,706.37	POPS lateral transfer. Employee transferred to different slot, same position, same department, same pay grade, retains current pay.
<b>Sheriff</b>	Slot 328 / Cadet* / Grd 80 / \$34,594.77	<b>Sheriff</b>	Slot 309 / Cadet* / Grd 80 / \$34,594.77	POPS lateral transfer. Employee transferred to different slot, same position, same department, same pay grade, retains current pay.
<b>Sheriff</b>	Slot 571 / Corrections Ofcr Sr* / Grd 83 / \$45,382.90	<b>Sheriff</b>	Slot 1144 / Corrections Ofcr Sr / Grd 83 / \$45,382.90	POPS lateral transfer. Employee transferred to different slot, same position, same department, same pay grade, retains current pay.

\* Actual vs Authorized

<b>PROMOTIONS / SALARY ADJUSTMENTS / LATERAL TRANSFERS / VOLUNTARY REASSIGNMENTS / TEMPORARY ASSIGNMENTS</b>				
<b>Dept. (From)</b>	<b>Slot – Position Title – Grade – Salary</b>	<b>Dept. (To)</b>	<b>Slot – Position Title – Grade – Salary</b>	<b>Comments</b>
<b>Sheriff</b>	Slot 1144 / Corrections Ofcr* / Grd 81 / \$39,706.37	<b>Sheriff</b>	Slot 571 / Corrections Ofcr* / Grd 81 / \$39,706.37	POPS lateral transfer. Employee transferred to different slot, same position, same department, same pay grade, retains current pay.
<b>* Actual vs Authorized</b>				

**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**