



Travis County Commissioners Court Agenda Request

Meeting Date: 7/3/2012

Prepared By/Phone Number: Elijio Arjona Jr., 854-4555

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 – 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

July 3, 2012

ITEM # :

DATE: June 22, 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
Comm Pct 3	4	Executive Asst*	17 / \$50,000.00	17 / \$50,000.00
County Clerk	89	Systems Engineer II	25 / \$75,000.00	25 / \$75,000.00
District Atty	119	Legal Secretary	15 / \$37,710.40	15 / \$37,710.40
ITS	54	Webmaster I	22 / \$62,500.00	22 / \$62,500.00
TNR	224	Road Maint Worker	10 / Level 1 / \$25,417.60	10 / Level 1 / \$25,417.60
TNR	236	Road Maint Worker	10 / Level 1 / \$25,417.60	10 / Level 1 / \$25,417.60
TNR	252	Road Maint Worker	10 / Level 1 / \$25,417.60	10 / Level 1 / \$25,417.60
TNR	445	Road Maint Worker	10 / Level 2 / \$26,166.40	10 / Level 2 / \$26,166.40
Temporary to Regular			** Actual vs Authorized	

TEMPORARY APPOINTMENTS

Dept.	Slot	Position Title	Dept. Requests Grade/Salary	HRMD Recommends Grade/Salary	**Temporary Status Type Code
County Judge	20002	Office Asst	10 / \$11.87	10 / \$11.87	02
HHS	20088	Planner	19 / \$25.00	19 / \$25.00	02
TNR	20094	Park Tech I	8 / \$11.00	8 / \$11.00	02
TNR	50065	School Crossing Guard	11 / \$13.00	11 / \$13.00	05
TNR	50072	School Crossing Guard	11 / \$13.00	11 / \$13.00	05
County Clerk	50590	Office Asst	10 / \$11.87	10 / \$11.87	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
District Atty	210	Attorney V* / Grd 28	Attorney VI* / Grd 29	\$88,569.31	\$92,997.78	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
County Clerk	Slot 5 / County Dist Clerk Div Dir / Grd 26 / \$77,674.03	County Clerk	Slot 5 / County Dist Clerk Div Dir / Grd 26 / \$88,150.44	Salary adjustment. Pay is between min and midpoint of pay grade.
County Clerk	Slot 6 / County Dist Clerk Div Dir / Grd 26 / \$77,674.03	County Clerk	Slot 6 / County Dist Clerk Div Dir / Grd 26 / \$88,150.44	Salary adjustment. Pay is between min and midpoint of pay grade.
County Clerk	Slot 8 / Executive Asst Electd Official / Grd 19 / \$55,486.91	County Clerk	Slot 8 / Executive Asst Electd Official / Grd 19 / \$57,428.95	Salary adjustment. Pay is between midpoint and max of pay grade.
County Clerk	Slot 54 / County Dist Clerk Div Dir / Grd 26 / \$77,674.03	County Clerk	Slot 54 / County Dist Clerk Div Dir / Grd 26 / \$88,150.44	Salary adjustment. Pay is between min and midpoint of pay grade.
County Clerk	Slot 78 / IT Dept Div Mgr / Grd 29 / \$100,833.69	County Clerk	Slot 78 / IT Dept Div Mgr / Grd 29 / \$105,352.00	Salary adjustment. Pay is between min and midpoint of pay grade.
County Clerk	Slot 60011 / Elec Clk Elc Cr Spec Pr Tmps / Grd 16 / \$44,409.66	County Clerk	Slot 21 / Elections Mgmt Coord / Grd 22 / \$57,241.60	Promotion. Pay is between min and midpoint of pay grade. Temporary assignment completed.
Sheriff	Slot 390 / Corrections Ofcr Sr* / Grd 83 / \$44,256.37	Sheriff	Slot 1302 / 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.
* 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 1302 / Cert Peace Ofcr Sr / Grd 84 / \$63,481.39	Sheriff	Slot 390 / Cert 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.
Tax Collector	Slot 53 / Tax Specialist I / Grd 13 / Part-time \$15,337.61	Tax Collector	Slot 129 / Tax Specialist I / Grd 13 / Full-time \$30,675.22	Lateral transfer. Employee transferred to different slot, same position, same department, same pay grade. Status change from part-time to full-time (20 hrs to 40 hrs). Pay is between min and midpoint of pay grade.
TNR	Slot 518 / Road Maint Worker / Grd 10 / \$30,845.78	TNR	Slot 209 / Road Maint Worker / Grd 10 / \$30,845.78	Lateral transfer. Employee transferred to different slot, same position, same department, same pay grade, retains current pay.

*** Actual vs Authorized**

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AD HOC CLASSIFICATION CHANGE							
		Current			HRMD Recommends		
Dept.	Slot #	Auth Position Title / Position #	FLSA	Pay Grade	Position Title / Position #	FLSA	Pay Grade
Juvenile Probation	521	Juvenile Case Work Mgr / 20391	E	20	Psychologist / 23694	E	23
Department requests reclassification 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