



Travis County Commissioners Court Agenda Request

Meeting Date: 7/10/2012

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

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

Commissioners Court Sponsor: Judge Samuel T. Biscoe

A handwritten signature in blue ink, appearing to be "JB", is written to the right of the text for Leslie Browder.

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

July 10, 2012

ITEM # :

DATE: June 29, 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 – 4.

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	31	Deputy Constable**	61 / Step 1 / \$44,291.10	61 / Step 1 / \$44,291.10
County Atty	99 & 140	Law Clerk I	15 / Minimum / \$34,608.50	15 / Minimum / \$34,608.50
Sheriff	754	Administrative Asst II	15 / Level 2 / \$36,691.20	15 / Level 2 / \$36,691.20
Sheriff	821	Registered Charge Nurse	22 / Level 6 / \$65,582.40	22 / Level 6 / \$65,582.40
Sheriff	1282	Cadet**	80 / Step 1 / \$34,594.77	80 / Step 1 / \$34,594.77
TCCES	35	Chem Dependency Counselor	16 / Level 3 / \$40,352.00	16 / Level 3 / \$40,352.00
TNR	364	Financial Analyst**	18 / Midpoint / \$52,977.60	18 / Midpoint / \$52,977.60
TNR	518	Road Maint Worker	10 / Level 3 / \$26,915.20	10 / Level 3 / \$26,915.20
* 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 Clerk	50024	Court Clerk Asst	11 / \$12.70	11 / \$12.70	05
TCCES	50065	Office Spec	12 / \$13.59	12 / \$13.59	05
TCCES	50066	Office Spec	12 / \$13.59	12 / \$13.59	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
HRMD	Slot 20041 / Benefits Asst I / Grd 12 / \$15.00	HRMD	Slot 50041 / Benefits Asst I / Grd 12 / \$15.00	Status changed from Temporary Worker (02) to Project Worker (05).

PROMOTIONS / SALARY ADJUSTMENTS / LATERAL TRANSFERS / VOLUNTARY REASSIGNMENTS / TEMPORARY ASSIGNMENTS				
Dept. (From)	Slot – Position Title – Grade – Salary	Dept. (To)	Slot – Position Title – Grade – Salary	Comments
Constable 4	Slot 22 / Office Mgr Sr / Grd 21 / \$61,000.00	Constable 4	Slot 22 / Office Mgr Sr / Grd 21 / \$65,000.00	Salary adjustment. Pay is between midpoint and max of pay grade.
Constable 5	Slot 10 / Constable Sergeant / Grd 64 / \$78,816.19	Constable 5	Slot 72 / Constable Sergeant Succession / Grd 64 / \$78,816.19	Lateral transfer. Employee transferred to different slot, to Succession position, same department, same pay grade, retains current pay. Ending on 9/30/12.
County Clerk	Slot 60010 / Elec Clk Elc Cr Spec Pr Tmps / Grd 16 / \$37,266.94	County Clerk	Slot 60010 / Elec Clk Elc Cr Spec Pr Tmps / Grd 16 / \$39,312.00	Salary adjustment. Pay is between min and midpoint of pay grade.
Juvenile Probation	Slot 485 / Juvenile Probation Ofcr III / Grd 17 / \$44,637.63	Juvenile Probation	Slot 69 / Juvenile Probation Ofcr Ld / Grd 18 / \$46,869.51	Promotion. Pay is between min and midpoint of pay grade.
Constable 5	Slot 31 / Deputy Constable Sr / Grd 62 / \$49,960.98	Constable 5	Slot 10 / Constable Sergeant / Grd 64 / \$67,822.77	Promotion. Peace Officer Pay Scale (POPS).
Sheriff	Slot 61 / Sergeant Corrections / Grd 88 / \$85,772.96	Sheriff	Slot 1063 / Sergeant Corrections / Grd 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				

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 1063 / Sergeant Corrections / Grd 88 / \$77,140.54	Sheriff	Slot 61 / Sergeant Corrections / Grd 88 / \$77,140.54	POPS lateral transfer. Employee transferred to different slot, same position, same department, same pay grade, retains current pay.
TCCES	Slot 37 / Chem Dependency Counselor Sr / Grd 17 / \$44,607.68	TCCES	Slot 37 / Chem Dependency Counselor Sr / Grd 17 / \$45,552.00	Salary adjustment. Pay is between min and midpoint of pay grade.
* 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