



Travis County Commissioners Court Agenda Request

Meeting Date: 7/17/2012

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

A handwritten signature in blue ink, appearing to be "JB", is written over the text "854-9106".

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 – 3.

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 17, 2012

ITEM # :

DATE: July 6, 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 – 3.

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
ITS	116	Network Engineer I	23 / \$66,602.00	23 / \$66,602.00
Sheriff	229	Cadet**	80 / Step 1 / \$34,594.77	80 / Step 1 / \$34,594.77
Sheriff	541	Cadet**	80 / Step 1 / \$34,594.77	80 / Step 1 / \$34,594.77
TNR	156	Road Maint Worker	10 / Minimum / \$24,681.49	10 / Minimum / \$24,681.49
TNR	339	Road Maint Worker	10 / Level 3 / \$26,915.20	10 / Level 3 / \$26,915.20
TNR	520	Road Maint Worker	10 / Level 1 / \$25,417.60	10 / Level 1 / \$25,417.60
TNR	521	Road Maint Worker	10 / Level 1 / \$25,417.60	10 / Level 1 / \$25,417.60

* 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	50056	Law Clerk II	19 / \$21.80	19 / \$21.80	05
TNR	50073	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).

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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
County Clerk	Slot 113 / Business Consultant I / Grd 27 / \$82,636.32	County Clerk	Slot 113 / Business Consultant I / Grd 27 / \$84,988.80	Salary adjustment. Pay is between min and midpoint of pay grade.
Sheriff	Slot 747 / Office Specialist Sr / Grd 13 / \$35,682.82	Sheriff	Slot 51 / Records Analyst Supv / Grd 20 / \$60,663.62	Promotion. Pay is at midpoint of pay grade.
Sheriff	Slot 1214 / Security Coord / Grd 13 / \$30,238.83	Sheriff	Slot 794 / Cadet / Grd 80 / \$34,594.77	Promotion. Transition from Classified Pay Scale to Peace Officer Pay Scale (POPS). Step I.
Sheriff	Slot 1539 / Security Coord / Grd 13 / \$30,395.66	Sheriff	Slot 1859 / Cadet / Grd 80 / \$34,594.77	Promotion. Transition from Classified Pay Scale to Peace Officer Pay Scale (POPS). Step I.

* Actual vs Authorized

AD HOC CLASSIFICATION CHANGE							
		Current			HRMD Recommends		
Dept.	Slot #	Auth Position Title / Position #	FLSA	Pay Grade	Position Title / Position #	FLSA	Pay Grade
PBO	11	Budget Analyst Sr / 24042	E	24	Asst Budget Director / 27043	E	27

Department requests 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