



Travis County Commissioners Court Agenda Request

Meeting Date: 7/24/2012

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

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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 – 11.

If you have any questions or comments, please contact Diane Poirot at 854-9170 or Todd L. Osburn at 854-2744.

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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 24, 2012

ITEM # :

DATE: July 13, 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 – 11.

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
HHS	78	Office Spec*	12 / \$29,425.00	12 / \$29,425.00
HHS	294	Social Worker*	18 / Level 2 / \$44,928.00	18 / Level 2 / \$44,928.00
Juvenile Probation	481	Juvenile Rsdntl Trt Ofcr Sr	16 / Level 2 / \$39,249.60	16 / Level 2 / \$39,249.60
Sheriff	779	Office Spec Sr	13 / Level 6 / \$35,692.80	13 / Level 6 / \$35,692.80
Sheriff	1704	Cadet**	80 / Step 1 / \$34,594.77	80 / Step 1 / \$34,594.77
Sheriff	1839	Corrections Ofcr	81 / Step 5 / \$43,826.02	81 / Step 5 / \$43,826.02
Sheriff	1929	Social Svcs Program Admin	21 / \$59,794.40	21 / \$59,794.40
Tax Collector	82	Tax Spec I	13 / Level 1 / \$31,158.40	13 / Level 1 / \$31,158.40
TNR	108	Office Spec**	12 / \$30,530.59	12 / \$30,530.59
* 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 Clerk	50594	Records Analyst	17 / \$19.05	17 / \$19.05	05
District Atty	50015	Law Clerk II	19 / \$21.80	19 / \$21.80	05
Probate Court	50027	Accountant Assoc	14 / \$15.55	14 / \$15.55	05
TNR	50096	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).					

CAREER LADDERS – POPS						
Dept.	Slot	Current Position Title/Grade	New Position Title/Grade	Current Annual Salary	Proposed Annual Salary	Comments Current HRMD Practice
Sheriff	328	Corrections Ofcr* / Grd 81	Corrections Ofcr Sr / Grd 83	\$39,706.37	\$43,159.58	Career Ladder. Peace Officer Pay Scale (POPS).
Sheriff	452	Cadet* / Grd 80	Corrections Ofcr* / Grd 81	\$34,594.77	\$39,706.37	Career Ladder. Peace Officer Pay Scale (POPS).
Sheriff	470	Cadet* / Grd 80	Corrections Ofcr* / Grd 81	\$34,594.77	\$39,706.37	Career Ladder. Peace Officer Pay Scale (POPS).
Sheriff	477	Corrections Ofcr* / Grd 81	Corrections Ofcr Sr / Grd 83	\$39,706.37	\$43,159.58	Career Ladder. Peace Officer Pay Scale (POPS).
Sheriff	505	Corrections Ofcr* / Grd 81	Corrections Ofcr Sr / Grd 83	\$39,706.37	\$43,159.58	Career Ladder. Peace Officer Pay Scale (POPS).
Sheriff	534	Corrections Ofcr* / Grd 81	Corrections Ofcr Sr / Grd 83	\$39,706.37	\$43,159.58	Career Ladder. Peace Officer Pay Scale (POPS).
Sheriff	553	Corrections Ofcr* / Grd 81	Corrections Ofcr Sr / Grd 83	\$39,706.37	\$43,159.58	Career Ladder. Peace Officer Pay Scale (POPS).
Sheriff	679	Cadet* / Grd 80	Corrections Ofcr / Grd 81	\$34,594.77	\$39,706.37	Career Ladder. Peace Officer Pay Scale (POPS).
Sheriff	882	Corrections Ofcr* / Grd 81	Corrections Ofcr Sr / Grd 83	\$39,706.37	\$43,159.58	Career Ladder. Peace Officer Pay Scale (POPS).
Sheriff	1135	Corrections Ofcr* / Grd 81	Corrections Ofcr Sr / Grd 83	\$39,706.37	\$43,159.58	Career Ladder. Peace Officer Pay Scale (POPS).
Sheriff	1495	Corrections Ofcr* / Grd 81	Corrections Ofcr Sr / Grd 83	\$39,706.37	\$43,159.58	Career Ladder. Peace Officer Pay Scale (POPS).
Sheriff	1659	Corrections Ofcr* / Grd 81	Corrections Ofcr Sr / Grd 83	\$39,706.37	\$43,159.58	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	271	Attorney V* / Grd 28	Attorney VI / Grd 29	\$83,424.43	\$89,265.70	Career Ladder. Pay is at minimum 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 92 / Records Analyst / Grd 17 / \$47,426.72	County Clerk	Slot 92 / Records Analyst / Grd 17 / \$49,518.98	Salary adjustment. Pay is at midpoint of pay grade.
JP Pct 2	Slot 18 / Financial Analyst Ld / Grd 23 / \$68,542.03	JP Pct 2	Slot 18 / Financial Analyst Ld / Grd 23 / \$70,941.00	Salary adjustment. Pay is between min and midpoint of pay grade.
JP Pct 2	Slot 19 / Accountant Assoc / Grd 14 / \$41,291.74	JP Pct 2	Slot 20 / Accountant Sr / Grd 19 / \$50,336.61	Promotion. Pay is between min and midpoint of pay grade.
JP Pct 2	Slot 21 / Accounting Clerk / Grd 12 / \$32,892.29	JP Pct 2	Slot 21 / Accounting Clerk / Grd 12 / \$34,044.37	Salary adjustment. Pay is between min and midpoint of pay grade.
JP Pct 2	Slot 60002 / Accounting Clerk / Grd 12 / \$28,262.42	JP Pct 2	Slot 19 / Accountant Assoc / Grd 14 / \$39,404.71	Promotion. Pay is between min and midpoint of pay grade.
Sheriff	Slot 646 / Corrections Ofcr Sr* / Grd 83 / \$43,159.58	Sheriff	Slot 1925 / Corrections Ofcr Sr* / Grd 83 / \$43,159.58	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 1387 / Certf Peace Ofcr Sr / Grd 84 / \$63,481.39	Sheriff	Slot 1924 / Certf 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.
Sheriff	Slot 1496 / Corrections Ofcr Sr / Grd 83 / \$43,159.58	Sheriff	Slot 1926 / Corrections Ofcr Sr* / Grd 83 / \$43,159.58	POPS lateral transfer. Employee transferred to different slot, same position, same department, same pay grade, retains current pay.
TNR	Slot 563 / Park Maint Worker / Grd 9 / \$32,533.90	TNR	Slot 509 / Park Maint Worker Sr / Grd 11 / \$34,160.59	Promotion. Pay is between midpoint and max of pay grade.
* Actual vs Authorized				

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AD HOC CLASSIFICATION CHANGES							
		Current			HRMD Recommends		
Dept.	Slot #	Auth Position Title / Position #	FLSA	Pay Grade	Position Title / Position #	FLSA	Pay Grade
County Clerk	24	Recording Spec Sr / 16565	NE	16	Web and Social Media Administrator / 20XXX*	E	20
District Attorney	189	Financial Analyst Lead / 23013	E	23	Financial Manager / 26014	E	26
District Attorney	103	Legal Secretary / 15789	NE	15	Records Analyst / 17490	NE	17
District Attorney	106	Human Resources Spec I / 18314	E	18	Human Resources Spec II / 20320	E	20
Fac Mgmt	149	Building Security Guard / 9055	NE	9	Building Security Guard Supv / 11056	NE	11

Departments request reclassifications in order to meet departmental needs. PBO has confirmed funding available. *New job classification.

NEW JOB CLASSIFICATIONS		
Position Title / Position #	FLSA	Pay Grade
Web and Social Media Administrator / 20XXX	E	20
Groundskeeper Lead / 10XXX	NE	10

See attached memo and job descriptions, pages 7 - 11.

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



Human Resources Management

700 Lavaca, 4th Floor • P.O. Box 1748 • Austin, Texas 78701 • (512) 854-9165

MEMORANDUM

DATE: July 13, 2012
TO: Members of the Commissioners Court
VIA: Leslie Browder, County Executive, Planning and Budget
FROM: Diane Poirot, Director, HRMD
SUBJECT: Proposed New Job Classifications

HRMD recommends creation of two new job classifications as outlined below:

Web and Social Media Administrator

With the advent of different forms of communication, it has become necessary to find employees well versed in new ways of disseminating and receiving information. The Web and Social Media Administrator will be responsible for department-level duties in the planning, design, and creation of information dissemination and feedback. Incumbents will be responsible for web page updates and communicating with the public in social media forums such as Facebook and Twitter. While this job classification has been created at the request of the County Clerk, this job could be used by other Departments and Offices county-wide. PBO has verified funding for the County Clerk request.

Groundskeeper Lead

This job classification has been created at the request of Facilities Management. Currently, Travis County has two jobs within the Groundskeeper series. These jobs are Groundskeeper (PG 8) and Groundskeeper Supervisor (PG 12). Facilities Management has identified a need for a lead position in between these two levels, the proposed Groundskeeper Lead (PG 10). Currently, the department is using two Supervisor positions, but believes only one is truly required to fulfill current business needs if a lead position can be created. The job functions for the Groundskeeper Lead would be similar to a Groundskeeper, but the lead would serve as a crew leader without the additional responsibilities of scheduling or conducting performance evaluations. These functions would be retained by the Groundskeeper Supervisor.

Should you have questions, please contact Diane Poirot at ext. 49170 or Todd Osburn at ext. 42744.

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TRAVIS COUNTY JOB DESCRIPTION

JOB TITLE: Web and Social Media Administrator

JOB CODE: 20XXX
PAY GRADE: 20

FLSA STATUS: Exempt
LAST REVISED: 7/24/12

JOB SUMMARY:

Plans, designs, creates or assists in creating, and updates departmental web page and social media sites. Monitors, tests and troubleshoots content on web page and in social media channels and facilitates easy-to-use website that meets the diverse information needs of the public. Ensures current and accurate information is continuously available. Monitors and responds to customer feedback.

DISTINGUISHING CHARACTERISTICS:

This classification is a department-level web and social media administrator classification within the Information Technology job family. Responsibilities include creating web-based and social media resources to communicate departmental information to the public and other customers. This classification may require a flexible work schedule in order to meet the needs of the department.

DUTIES AND RESPONSIBILITIES:

- Plans, designs and creates or assists in creating departmental web page and social media sites. Regularly updates information on web and social media sites, including updates occurring continuously.
- Works with departmental management and staff to generate current and accurate information and publishes information on the web. Monitors, tests and troubleshoots information on web page and facilitates easy customer access to the information.
- Works with departmental and county information technology staff to recommend methods for managing the increasing demand for internet services. Suggests ways to improve organization of web page content from a user perspective. Provides the ability to rapidly transmit and update information that has short and unchanging deadlines.
- Ensures customers are receiving information requested through the internet and social media channels in a timely manner. Answers user questions and refers customers to needed resources.
- Works with departmental staff to identify, collect, develop and edit content for social media platforms. Manages day-to-day activities of social media channels, such as Facebook and Twitter.
- Collects and analyzes data and prepares reports on customer usage of web and social media sites and related feedback. Tracks, measures and analyzes the impact of social media on the overall marketing efforts. Disperses related information to appropriate management and staff, builds performance measures and identifies areas of need.
- Coordinates with vendors and departmental staff regarding systems providing internet services and web-related databases available on website. Functions as liaison with county information technology staff, other departments and organizations to ensure customers have streamlined processes to achieve maximum services.
- Develops and implements outreach strategies to ensure the public has knowledge of web-based and social media resources and services. Monitors and stays abreast of related websites, internet technology and trends in social media tools and applications and adapts emerging strategies to maximize the use of internet technology for both internal departmental use and as a method of conveying information to the public.
- Coordinates activities with county information technology staff to ensure overall consistency with organization-wide web and social media services and continuous access to departmental website.
- Assists in researching, identifying and selecting appropriate Internet-based information products, packages and vendors to meet County needs.
- Assists in and develops departmental website and social media policies, procedures and standards. Ensures adherence to policies and procedures. Monitors website and social media channels for unauthorized and outdated information.
- Performs other job-related duties as assigned.

TRAVIS COUNTY JOB DESCRIPTION

JOB TITLE: Web and Social Media Administrator

JOB CODE: 20XXX
PAY GRADE: 20

FLSA STATUS: Exempt
LAST REVISED: 7/24/12

MINIMUM REQUIREMENTS:

Education and Experience:

Bachelor's degree in Computer Science, Information Systems, Journalism, English, Technical Writing, Business Administration, Graphic Design or a directly related field AND three (3) years of experience in web page and social media development or related work;

OR,

Any combination of education and experience that has been achieved and is equivalent to the stated education and experience and required knowledge, skills, and abilities sufficient to successfully perform the duties and responsibilities of this job.

Licenses, Registrations, Certifications, or Special Requirements:

Valid Texas Driver's License.

Knowledge, Skills, and Abilities:

Knowledge of:

- Policies, practices, procedures and terminology of assigned function.
- Federal, State, Local and County applicable laws, rules, regulations and guidelines.
- Information technology hardware, software and peripherals as related to assigned function.
- Hypertext Markup Language (HTML), Adobe Photoshop, Adobe Dreamweaver, graphic layout, scripting languages, web publishing procedures and/or similar software.
- Facebook, Twitter, YouTube, blogging and other social media networking tools.
- Computer equipment to include word processing, spreadsheets, databases and a variety of software packages.
- Business English, web and social media content writing, grammar and punctuation, and report preparation.

Skill in:

- Problem-solving and decision-making.
- Designing, implementing and maintaining web and social media sites.
- Managing the day-to-day activities of multiple social media sites, including Facebook, Twitter and YouTube.
- Both verbal and written communication, including presentations and communicating technical issues in non-technical language.

Ability to:

- Plan, design, create and edit departmental web page and social media sites.
- Research, receive, create and edit diverse and rapidly changing, time-sensitive departmental information and translate into web and social media sites.
- Work independently and efficiently and as part of a team.
- Manage time well, perform multiple tasks and organize diverse activities.
- Establish and maintain effective working relationships with departmental clientele, representatives of outside agencies and providers, other County employees and officials, and the general public.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

Physical requirements include the ability to lift/carry up to 5-25 pounds occasionally, visual acuity, speech and hearing, hand and eye coordination and manual dexterity necessary to operate a computer and office equipment. Subject to standing, sitting, walking, climbing, crawling, bending, stooping, crouching, kneeling, pushing, pulling, reaching, twisting, balancing, repetitive motion, and squatting to perform the essential functions. Subject to exposure to variations in extreme heat, cold, mechanical, fume/odor, and dust/mites.

This job description is intended to be generic in nature. It is not necessarily an exhaustive list of all duties and responsibilities. The essential duties, functions and responsibilities and overtime eligibility may vary based on the specific tasks assigned to the position.

TRAVIS COUNTY JOB DESCRIPTION

JOB TITLE: Groundskeeper Lead

JOB CODE: 10xxx
PAY GRADE: 10

FLSA STATUS: Non-Exempt
LAST REVISED: 7/24/2012

JOB SUMMARY:

Functions as working crew leader for a small crew performing grounds maintenance work. Coordinates the work of assigned groundskeepers. Assigns tools and equipment to crew members. Maintains the grounds surrounding County buildings, including mowing, planting, and equipment care. Cleans parking lots, garages, driveways and sidewalks.

DISTINGUISHING CHARACTERISTICS:

This is the second in a series of three groundskeeper-related job classifications within the General/Road Maintenance job family. This classification is distinguished from the Groundskeeper Supervisor, which is responsible for the full range of supervisory duties over groundskeeper team or teams. This classification functions as a working lead over the activities of other groundkeeper positions in addition to the normal range of groundskeeping duties.

DUTIES AND RESPONSIBILITIES:

- Coordinates and assigns the activities of crewmembers, inspects work for quality and explains needed improvements in performance.
- Provides on-the-job training for assigned staff related to proper grounds care techniques.
- Performs general maintenance of grounds, including mowing lawns, trimming trees, pruning shrubs, edging walks and gathering litter.
- Plants, trees and shrubs. Prunes shrubs and trees to shape and improve growth or remove damaged branches, twigs or leaves.
- Waters lawns, shrubs, flowers, and trees. Applies fertilizer.
- Services and makes minor repairs on lawnmowers, tractors and other equipment. Cleans outdoor equipment.
- Removes litter and debris from parking areas. Removes weeds from cracks and around signage, as required.
- Operates trucks, tractors, chippers, edgers, saws, blowers, mowers and other equipment.
- Assists in planning duties and objectives for each workday.
- May train workers in the use and maintenance of equipment.
- May maintain first-aid equipment.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:

Two (2) year of experience performing groundskeeping or related work;

OR,

Any combination of education and experience that has been achieved and is equivalent to the stated education and experience and required knowledge, skills, and abilities sufficient to successfully perform the duties and responsibilities of this job.

Licenses, Registrations, Certifications, or Special Requirements:

Valid Texas Driver's License.

Preferred:

Using lawnmowers and trimming equipment experience. Experience in a lead position.

TRAVIS COUNTY JOB DESCRIPTION

JOB TITLE: Groundskeeper Lead

JOB CODE: 10xxx
PAY GRADE: 10

FLSA STATUS: Non-Exempt
LAST REVISED: 7/24/2012

MINIMUM REQUIREMENTS: (Cont.)**Knowledge, Skills, and Abilities:****Knowledge of:**

- Policies, practices, procedures and methods of lawn and grounds care.
- Applicable safety practices and regulations.
- Equipment and tools of grounds maintenance.
- Principles and practices of leading assigned staff.
- Fertilizers, insecticides and herbicides used in grounds maintenance.

Skill in:

- Operating grounds maintenance equipment.
- Using fertilizers, insecticides and herbicides to properly maintain and enhance grounds.
- Coordinating the work activities of assigned staff.
- Resolving routine issues effectively at the crew level.
- Both verbal and written communication.

Ability to:

- Understand and follow instructions and communicate effectively, as required.
- Supervise the work of subordinates and instruct them in proper work methods and procedures.
- Safely and correctly operate grounds maintenance equipment.
- Work independently and efficiently.
- Manage time well and meet timelines.
- Communicate effectively.
- Establish and maintain effective working relationships with County employees and officials, representatives of outside agencies, and the general public.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

Physical requirements include the ability to lift up to 75 pounds/carry up to 50 pounds, visual acuity, speech and hearing, hand and eye coordination and manual dexterity. Subject to standing, walking, sitting, repetitive motion, reaching, climbing stairs, bending, stooping, kneeling, crouching, crawling, pushing, pulling, balancing, client/customer contact, squatting to perform the essential functions. Subject to contact with hazardous waste, foul odors, animal and human fecal matter, insects and rodents, and exposure to outside elements. Subject to extreme temperatures, outside elements, noise, vibration, and contact with dust, fumes and hazardous chemicals.

This job description is intended to be generic in nature. It is not necessarily an exhaustive list of all duties and responsibilities. The essential duties, functions and responsibilities and overtime eligibility may vary based on the specific tasks assigned to the position.