



Travis County Commissioners Court Agenda Request

Meeting Date: 7/31/2012

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 – 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 31, 2012

ITEM # :

DATE: July 20, 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 – 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
ITS	120	Information Security Anlst III	26 / \$85,009.00	26 / \$85,009.00
Juvenile Probation	349	Juvenile Rsdntl Trt Ofcr I**	13 / Level 4 / \$33,883.20	13 / Level 4 / \$33,883.20
Juvenile Probation	413	Juvenile Detention Ofcr I**	13 / Level 2 / \$32,052.80	13 / Level 2 / \$32,052.80
Juvenile Probation	617	Juvenile Rsdntl Trt Ofcr I**	13 / Level 1 / \$31,158.40	13 / Level 1 / \$31,158.40
Pretrial Services	88	Chem Dependency Counselor**	16 / Level 2 / \$39,249.60	16 / Level 2 / \$39,249.60
Pretrial Services	91	Chem Dependency Counselor	16 / Level 1 / \$38,147.20	16 / Level 1 / \$38,147.20
Sheriff	1862	Cadet**	80 / Step 1 / \$34,594.77	80 / Step 1 / \$34,594.77
* Temporary to Regular			** Actual vs Authorized	

TEMPORARY APPOINTMENTS					
Dept.	Slot	Position Title	Dept. Requests Grade/Salary	HRMD Recommends Grade/Salary	**Temporary Status Type Code
TCCES	50047 (Second Job)	Counselor	16 / \$17.80	16 / \$17.80	05
TNR	20109	Natural Resources Tech	16 / \$17.80	16 / \$17.80	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	506	Cadet* / Grd 80	Corrections Ofcr / Grd 81	\$34,594.77	\$39,706.37	Career Ladder. Peace Officer Pay Scale (POPS).
* Actual vs Authorized						

CAREER LADDERS – POPS						
Dept.	Slot	Current Position Title/Grade	New Position Title/Grade	Current Annual Salary	Proposed Annual Salary	Comments Current HRMD Practice
Sheriff	681	Cadet* / Grd 80	Corrections Ofcr* / Grd 81	\$34,594.77	\$39,706.37	Career Ladder. Peace Officer Pay Scale (POPS).
Sheriff	800	Cadet* / Grd 80	Corrections Ofcr* / Grd 81	\$34,594.77	\$39,706.37	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
Civil Courts	131	Attorney I* / Grd 22	Attorney II / Grd 23	\$58,431.57	\$60,190.36	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
District Clerk	Slot 102 / Court Clerk II Sr / Grd 16 / \$41,466.24	District Clerk	Slot 102 / Court Clerk II Sr / Grd 16 / \$43,372.72	Salary adjustment. Pay is between min and midpoint of pay grade.
JP Pct 2	Slot 12 / Court Clerk II Sr / Grd 16 / \$45,900.00	JP Pct 3	Slot 23 / Business Analyst I* / Grd 22 / \$55,578.85	Promotion. Pay is at minimum of pay grade.
Juvenile Probation	Slot 97 / Paralegal / Grd 18 / \$61,277.01	Juvenile Probation	Slot 298 / Juvenile Case Work Mgr / Grd 20 / \$64,340.86	Promotion. Pay is between midpoint and max of pay grade.
PBO	Slot 3 / Budget Analyst Sr / Grd 24 / \$82,928.98	PBO	Slot 4 / Asst Budget Dir / Grd 27 / \$92,467.02	Promotion. Pay is between min and midpoint of pay grade.
PBO	Slot 11 / Budget Analyst Sr* / Grd 24 / \$84,229.39	PBO	Slot 11 / Asst Budget Dir / Grd 27 / \$92,467.02	Promotion. 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
Sheriff	Slot 273 / Corrections Ofcr Sr / Grd 83 / \$43,159.58	Sheriff	Slot 953 / 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.
Sheriff	Slot 413 / Certf Peace Ofcr Sr / Grd 84 / \$63,481.39	Sheriff	Slot 1387 / 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 871 / Corrections Ofcr Sr / Grd 83 / \$43,159.58	Sheriff	Slot 413 / 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.
Sheriff	Slot 953 / Corrections Ofcr Sr / Grd 83 / \$46,509.42	Sheriff	Slot 273 / Corrections Ofcr Sr / Grd 83 / \$46,509.42	POPS lateral transfer. Employee transferred to different slot, same position, same department, same pay grade, retains current pay.
* 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