



Travis County Commissioners Court Agenda Request

Meeting Date: 8/7/2012

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

JS

AGENDA LANGUAGE:

Consider and take appropriate action on the following items for Human Resources Management Department:

- A. Proposed routine personnel amendments; and
- B. Non-routine request from Facilities Management Department for a variance to Travis County Code § 10.03008, Promotion Policy.

BACKGROUND/SUMMARY OF REQUEST AND ATTACHMENTS:

Attached are Personnel Amendments for Commissioners Court approval.

A. Routine Personnel Actions – Pages 2 – 4.

B. Non-Routine Personnel Action – Pages 5 - 8.

Facilities Management requests approval for a promotion that is above midpoint and greater than a 5% increase in salary. Travis County Code § 10.03008, Slot 149, Building Security Guard Supv, PG 11. HRMD has reviewed supporting documentation and recommends approval; PBO has confirmed sufficient funds.

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

August 7, 2012

ITEM # :

DATE: July 27, 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.

A. Routine Personnel Actions – Pages 2 – 4.

B. Non-Routine Personnel Action – Pages 5 - 8.

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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
County Atty	84	Law Clerk I Part-time	15 / Minimum / \$17,304.25	15 / Minimum / \$17,304.25
County Atty	116	Office Spec	12 / Level 2 / \$29,952.00	12 / Level 2 / \$29,952.00
County Atty	178	County Dist Atty Div Dir	32 / Minimum / \$109,380.75	32 / Minimum / \$109,380.75
District Clerk	123	Business Analyst II	24 / Minimum / \$63,638.43	24 / Minimum / \$63,638.43
Juvenile Probation	430	Juvenile Rsdntl Trt Ofcr I**	13 / Level 2 / \$32,052.80	13 / Level 2 / \$32,052.80
Sheriff	747	Office Spec Sr	13 / Minimum / \$30,238.83	13 / Minimum / \$30,238.83
Sheriff	1874	Registered Charge Nurse	22 / Minimum / \$55,578.85	22 / Minimum / \$55,578.85
TCCES	4	Office Spec*	12 / Level 3 / \$30,804.80	12 / Level 3 / \$30,804.80
Temporary to Regular			** Actual vs Authorized	

TEMPORARY APPOINTMENTS					
Dept.	Slot	Position Title	Dept. Requests Grade/Salary	HRMD Recommends Grade/Salary	**Temporary Status Type Code
Constable 4	20002	Office Asst	10 / \$11.87	10 / \$11.87	02
District Atty	20054	County Dist Atty Div Dir	32 / \$65.00	32 / \$65.00	02
Juvenile Probation	50123	Juvenile Rsdntl Trt Ofcr Asst	12 / \$13.59	12 / \$13.59	05
TCCES	50172	Social Svcs Aide	10 / \$13.64	10 / \$13.64	05
**Temporary Status Type Codes: (Temporary less than 6 mos. = 02) (Project Worker more than 6 mos. = 05, includes Retirement Benefits).					

PROMOTIONS / SALARY ADJUSTMENTS / LATERAL TRANSFERS / VOLUNTARY REASSIGNMENTS / TEMPORARY ASSIGNMENTS

Dept. (From)	Slot – Position Title – Grade – Salary	Dept. (To)	Slot – Position Title – Grade – Salary	Comments
HHS	Slot 177 / Social Svcs Program Coord / Grd 18 / \$47,991.01	Juvenile Probation	Slot 236 / Program Coord / Grd 18 / \$47,991.01	Lateral transfer. Employee transferred to different slot, different position, different department, same pay grade, retains current pay.
JP Pct 2	Slot 5 / Court Clerk II Sr / Grd 16 / \$44,107.93	JP Pct 2	Slot 5 / Court Clerk II Sr / Grd 16 / \$50,908.00	Salary adjustment. Pay is between midpoint and max of pay grade.
JP Pct 2	Slot 15 / Court Clerk II / Grd 15 / \$42,025.00	JP Pct 2	Slot 12 / Court Clerk II Sr / Grd 16 / \$44,180.00	Promotion. Pay is between min and midpoint of pay grade.
Juvenile Probation	Slot 3 / Juvenile Probation Dir / Grd 27 / \$105,888.06	Juvenile Probation	Slot 3 / Juvenile Probation Dir / Grd 27 / \$111,182.46	Salary adjustment. Pay is between midpoint and max of pay grade.
Juvenile Probation	Slot 233 / Juvenile Probation Ofcr III / Grd 17 / \$39,615.06	Juvenile Probation	Slot 620 / Juvenile Probation Ofcr III / Grd 17 / \$39,615.06	Lateral transfer. Employee transferred to different slot, same position, same department, same pay grade, retains current pay.
TCCES	Slot 49 / Office Spec / Grd 12 / \$31,586.46	Sheriff	Slot 709 / Office Spec Sr / Grd 13 / \$37,042.72	Promotion. Pay is at midpoint of pay grade.
TNR	Slot 442 / Road Maint Worker / Grd 10 / \$28,043.60	TNR	Slot 166 / Equipment Operator / Grd 12 / \$29,445.78	Promotion. Pay is between min and midpoint of pay grade.
TNR	Slot 555 / Park Maint Worker Sr / Grd 11 / \$36,920.62	TNR	Slot 608 / Park Supv I / Grd 16 / \$41,475.20	Promotion. Pay is between min and midpoint of pay grade.

*** Actual vs Authorized**

AD HOC CLASSIFICATION CHANGES							
		Current			HRMD Recommends		
Dept.	Slot #	Auth Position Title / Position #	FLSA	Pay Grade	Position Title / Position #	FLSA	Pay Grade
District Clerk	102	Court Clerk II Sr / 16748	NE	16	Accountant / 17045	E	17
HHS	212	Home Repair Supv / 18420	E	18	Administrative Svcs Div Dir / 27768	E	27
HHS	276	Planner / 19449	E	19	Administrative Assoc / 16506	NE	16

Departments request reclassifications in order to meet departmental needs. PBO has confirmed funding available.

THIS SECTION LEFT BLANK INTENTIONALLY.

SECTION B. NON-ROUTINE PERSONNEL ACTION

NON-ROUTINE – Promotion				
Dept. (From)	Slot – Position Title – Grade – Salary	Dept. (To)	Slot – Position Title – Grade – Salary	Comments
Fac Mgmt	Slot 149 / Building Security Guard* / Grd 9 / \$30,344.29	Fac Mgmt	Slot 149 / Building Security Guard Supv / Grd 11 / \$33,377.76	Promotion. Pay is above midpoint and greater than a 5% increase in salary. Travis County Code § 10.03008.
* 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



Human Resources Management Department

700 Lavaca Street, 4th Floor • P.O. Box 1748 • Austin, Texas 78767 • (512) 854-9165 / FAX(512) 854-4203

MEMORANDUM

DATE: July 27, 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 & Budget *LB*

FROM: Diane Poirot, Director HRMD *DP*

SUBJECT: Facilities Non-Routine Promotion Salary Action, Slot 149

HRMD requests Commissioners Court to discuss and consider the following action.

Facilities Management Request:

The Facilities Management Department (FMD) requests approval to increase, upon promotion, the salary of one Building Security Guard Supervisor in the amount of \$3,033.47. The employee is currently a Building Security Guard. The proposed pay increase of 10 percent would put the employee beyond the midpoint of pay grade 11. The salary adjustment would apply to the following slot:

<u>Slot #</u>	<u>From</u>	<u>To</u>
149	Building Security Guard PG 9 \$30,344.29	Building Security Guard Supervisor PG 11 \$33,377.76

Policy:

Travis County Code §10.03008(b)(3) states that employee pay increases associated with promotion that are above midpoint and greater than 5 percent require Commissioners Court approval.

Issue:

The proposed salary increase accompanying the promotion is greater than 5% and places the employee above the midpoint of the new pay grade. By policy, this makes the proposed salary action non-routine.

Recommendation:

HRMD recommends approval of the proposed salary action accompanying this promotion. FMD's request for a 10 percent increase for a two pay grade promotion is reasonable and places the employee only \$1,016.29 over the midpoint of pay grade 11. The Planning and Budget Office (PBO) has confirmed funding. Implementation date will be 7/16/12.

FACILITIES MANAGEMENT DEPARTMENT
Roger A. El Khoury, M.S., P.E., Director



1010 Lavaca St. Suite 400 • P.O. Box 1748, Austin, Texas 78767 • Phone: (512) 854-9661 • Fax: (512) 854-9226

MEMORANDUM

FMD Project: Personnel
FILE: 101

TO: Diane Poirot, Director, HRMD
FROM: Roger A. El Khoury, M.S., P.E., Director
DATE: July 12, 2012
SUBJECT: Non Routine Personnel Action
Building Security Supervisor – Slot 149

A handwritten signature in cursive script, appearing to read "Roger A. El Khoury".

The Facilities Management Department conducted interviews for the newly created Building Security Guard Supervisor position. [redacted] was selected as the top candidate. [redacted] brings with [redacted] a wealth of directly relevant experience plus an Associate Degree in Political Science. As a Building Security Guard, [redacted] was making \$30,344.29 annually. Based on [redacted] years of experience and education, we are recommending [redacted] be given a 10% pay increase to \$33,378 which is slightly above midpoint on pay grade 11 associated with this change to a position two grades higher than [redacted] current position. This is where we would have placed on a pay determination guide if [redacted] was a new hire for the County being selected for this position. John has discussed this issue with Todd.

Please post this item on the next available personnel amendments. If you have any questions, please call me at 44579 or John at 44772. Thank you for your assistance.

COPY TO:

Leslie Browder, County Executive, Planning and Budget
Todd Osborn, Compensation Manager, HRMD
John Carr, Administrative Director, FMD
Kimberley Jamail, Human Resource Specialist II, FMD