



Travis County Commissioners Court Agenda Request

Meeting Date: 8/14/2012

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 – 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

August 14, 2012

ITEM # :

DATE: August 3, 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
District Atty	95	Law Clerk II Part-time	19 / Minimum / \$22,673.25	19 / Minimum / \$22,673.25
Emergency Medical Svc	5	Star Flight Helic Pilot Sr	26 / \$73,444.80	26 / \$73,444.80
Sheriff	733	Office Spec Sr	13 / Level 3 / \$32,968.00	13 / Level 3 / \$32,968.00
Sheriff	789	Office Spec Sr	13 / Level 6 / \$35,692.80	13 / Level 6 / \$35,692.80
Sheriff	1804	Victim Counselor	16 / Level 2 / \$38,147.20	16 / Level 2 / \$38,147.20
Sheriff	1840	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
District Atty	20055 Second Job	Attorney VI	29 / \$44.74	29 / \$44.74	02
District Atty	50017	Law Clerk II	19 / \$21.80	19 / \$21.80	05
Juvenile Probation	20001	Juvenile Rsdntl Trt Ofcr II	14 / \$16.09	14 / \$16.09	02
Juvenile Probation	20002	Juvenile Rsdntl Trt Ofcr II	14 / \$16.09	14 / \$16.09	02
**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
Emergency Medical Svc	Slot 20001 / Administrative Asst II / Grd 15 / \$16.64	Emergency Medical Svc	Slot 50002 / Administrative Asst II / Grd 15 / \$16.64	Status changed from Temporary Worker (02) to Project Worker (05).
HHS	Slot 50781 / Interpreter Sign Language V / Grd 25 / \$38.00	HHS	Slot 50784 / Interpreter Sign Language VI / Grd 26 / \$45.00	Promotion temporary.

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 5	Slot 55 / Court Clerk I / Grd 13 / Part-time \$16,851.67	Constable 5	Slot 55 / Court Clerk I / Grd 13 / Full-time \$33,703.34	Status change from part-time to full-time (20 hrs to 40 hrs).
County Clerk	Slot 50 / Court Clerk Asst / Grd 11 / \$27,996.80	County Clerk	Slot 95 / Court Clerk I / Grd 13 / \$32,052.80	Promotion. Pay is between min and midpoint of pay grade.
HRMD	Slot 19 / Risk Safety Spec Sr / Grd 21 / \$66,295.79	HRMD	Slot 19 / Risk Safety Spec Sr / Grd 21 / \$69,495.79	Salary adjustment. Pay is between midpoint and max of pay grade.
HRMD	Slot 21 / Risk Safety Spec Sr / Grd 21 / \$67,923.52	HRMD	Slot 21 / Risk Safety Spec Sr / Grd 21 / \$71,123.52	Salary adjustment. Pay is between midpoint and max of pay grade.
HRMD	Slot 26 / Occup Health Safety Eng / Grd 24 / \$85,869.50	HRMD	Slot 26 / Occup Health Safety Eng / Grd 24 / \$89,069.50	Salary adjustment. Pay is between midpoint and max of pay grade.
HRMD	Slot 39 / Risk Safety Spec I / Grd 18 / \$42,382.03	HRMD	Slot 39 / Risk Safety Spec I / Grd 18 / \$44,482.03	Salary adjustment. Pay is between min and midpoint of pay grade.
JP Pct 2	Slot 8 / Court Svcs Mgmt Admin Coord / Grd 18 / \$50,512.45	JP Pct 2	Slot 8 / Court Svcs Mgmt Admin Coord / Grd 18 / \$55,000.00	Salary adjustment. Pay is between midpoint and max 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