



## Travis County Commissioners Court Agenda Request

**Meeting Date:** 8/21/2012

**Prepared By/Phone Number:** Cynthia Lam-Roldan, 854-4822

**Elected/Appointed Official/Dept. Head:** Leslie Browder, 854-9106 *LB*

**Commissioners Court Sponsor:** Judge Samuel T. Biscoe

### **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 – 5.

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](mailto: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, 4<sup>th</sup> Floor

• P.O. Box 1748

• Austin, Texas 78767

• (512) 854-9165 / FAX (512) 854-9757

**August 21, 2012**

**ITEM # :**

**DATE:** August 10, 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 – 5.**

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
Emergency Medical Svc	4	Star Flight Helic Pilot Sr	26 / \$73,444.80	26 / \$73,444.80
Fac Mgmt	42	Custodian*	7 / \$22,880.00	7 / \$22,880.00
Fac Mgmt	43	Custodian*	7 / \$22,880.00	7 / \$22,880.00
Fac Mgmt	47	Custodian*	7 / \$22,880.00	7 / \$22,880.00
Juvenile Probation	157	Juvenile Rsdntl Trt Ofcr I* **	13 / Level 2 / \$32,052.80	13 / Level 2 / \$32,052.80
Juvenile Probation	479	Juvenile Rsdntl Trt Ofcr I**	13 / Minimum / \$30,238.83	13 / Minimum / \$30,238.83
TCCES	28	Office Spec*	12 / Level 3 / \$30,804.80	12 / Level 3 / \$30,804.80
TCCES	49	Office Spec	12 / Level 3 / \$30,804.80	12 / Level 3 / \$30,804.80
TNR	92	Equipment Operator	12 / Level 4 / \$31,657.60	12 / Level 4 / \$31,657.60
TNR	358	Road Maint Worker	10 / Level 1 / \$25,417.60	10 / Level 1 / \$25,417.60
TNR	599	Risk Safety Spec I	18 / Minimum / \$42,382.08	18 / Minimum / \$42,382.08
* Temporary to Regular			** Actual vs Authorized	

**TEMPORARY APPOINTMENTS**

Dept.	Slot	Position Title	Dept. Requests Grade/Salary	HRMD Recommends Grade/Salary	**Temporary Status Type Code
Co Agricultural Ext Serv	20022	Education Instructional Spec	13 / \$14.54	13 / \$14.54	02
TNR	20065	Park Tech I	8 / \$11.00	8 / \$11.00	02
TNR	20096	Park Tech I	8 / \$11.00	8 / \$11.00	02
TNR	50111	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).					

<b>CAREER LADDERS – POPS</b>						
<b>Dept.</b>	<b>Slot</b>	<b>Current Position Title/Grade</b>	<b>New Position Title/Grade</b>	<b>Current Annual Salary</b>	<b>Proposed Annual Salary</b>	<b>Comments Current HRMD Practice</b>
<b>Sheriff</b>	896	Cadet* / Grd 80	Corrections Ofcr* / Grd 81	\$34,594.77	\$39,706.37	Career Ladder. Peace Officer Pay Scale (POPS).
<b>Sheriff</b>	1091	Corrections Ofcr* / Grd 81	Corrections Ofcr Sr / Grd 83	\$39,706.37	\$43,159.58	Career Ladder. Peace Officer Pay Scale (POPS).
<b>Sheriff</b>	1103	Cadet* / Grd 80	Corrections Ofcr* / Grd 81	\$34,594.77	\$39,706.37	Career Ladder. Peace Officer Pay Scale (POPS).
<b>Sheriff</b>	1508	Cadet* / Grd 80	Corrections Ofcr* / Grd 81	\$34,594.77	\$39,706.37	Career Ladder. Peace Officer Pay Scale (POPS).
<b>Sheriff</b>	1706	Cadet* / Grd 80	Corrections Ofcr* / Grd 81	\$34,594.77	\$39,706.37	Career Ladder. Peace Officer Pay Scale (POPS).
<b>Sheriff</b>	1839	Corrections Ofcr* / Grd 81	Corrections Ofcr Sr / Grd 83	\$43,826.02	\$47,636.78	Career Ladder. Peace Officer Pay Scale (POPS).
<b>* Actual vs Authorized</b>						

<b>PROMOTIONS / SALARY ADJUSTMENTS / LATERAL TRANSFERS / VOLUNTARY REASSIGNMENTS / TEMPORARY ASSIGNMENTS</b>				
<b>Dept. (From)</b>	<b>Slot – Position Title – Grade – Salary</b>	<b>Dept. (To)</b>	<b>Slot – Position Title – Grade – Salary</b>	<b>Comments</b>
<b>Emergency Medical Svc</b>	Slot 4 / Star Flight Helic Pilot Sr / Grd 26 / \$93,736.24	<b>Emergency Medical Svc</b>	Slot 36 / Star Flight Helic Pilot Sr Scn / Grd 26 / \$93,736.24	Lateral transfer. Employee transferred to different slot, to Succession position, same department, same pay grade, retains current pay. Ending on 9/30/12.
<b>* Actual vs Authorized</b>				

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

<b>Dept. (From)</b>	<b>Slot – Position Title – Grade – Salary</b>	<b>Dept. (To)</b>	<b>Slot – Position Title – Grade – Salary</b>	<b>Comments</b>
<b>Emergency Services</b>	Slot 25 / County Exec Emergency Svcs / Grd 33 / \$135,626.61	<b>Emergency Services</b>	Slot 42 / County Exec ES Succession / Grd 33 / \$135,626.61	Lateral transfer. Employee transferred to different slot, to Succession position, same department, same pay grade, retains current pay. Ending on 1/31/13.
<b>JP Pct 2</b>	Slot 3 / Court Clerk I / Grd 13 / \$32,239.00	<b>JP Pct 2</b>	Slot 15 / Court Clerk II / Grd 15 / \$34,876.00	Promotion. Pay is between min and midpoint of pay grade.
<b>Juvenile Probation</b>	Slot 178 / Juvenile Probation Ofcr III / Grd 17 / \$55,203.41	<b>Juvenile Probation</b>	Slot 573 / Juvenile Case Work Mgr / Grd 20 / \$57,963.15	Promotion. Pay is between min and midpoint of pay grade.
<b>Sheriff</b>	Slot 279 / Certf Peace Ofcr Sr / Grd 84 / \$63,481.39	<b>Sheriff</b>	Slot 1928 / Cert Peace Ofcr Sr / Grd 84 / \$63,481.39	Lateral transfer. Employee transferred to different slot, same position, same department, same pay grade, retains current pay.
<b>Sheriff</b>	Slot 957 / Corrections Ofcr Sr / Grd 83 / \$43,159.58	<b>Sheriff</b>	Slot 1527 / Corrections Ofcr Sr / Grd 83 / \$43,159.58	Lateral transfer. Employee transferred to different slot, same position, same department, same pay grade, retains current pay.
<b>Sheriff</b>	Slot 1131 / Corrections Ofcr / Grd 81 / \$39,706.37	<b>Sheriff</b>	Slot 646 / Corrections Ofcr* / Grd 81 / \$39,706.37	Lateral transfer. Employee transferred to different slot, same position, same department, same pay grade, retains current pay.

**\* Actual vs Authorized**

<b>PROMOTIONS / SALARY ADJUSTMENTS / LATERAL TRANSFERS / VOLUNTARY REASSIGNMENTS / TEMPORARY ASSIGNMENTS</b>				
<b>Dept. (From)</b>	<b>Slot – Position Title – Grade – Salary</b>	<b>Dept. (To)</b>	<b>Slot – Position Title – Grade – Salary</b>	<b>Comments</b>
<b>Sheriff</b>	Slot 1484 / Corrections Ofcr Sr / Grd 83 / \$43,159.58	<b>Sheriff</b>	Slot 1927 / Corrections Ofcr Sr* / Grd 83 / \$43,159.58	Lateral transfer. Employee transferred to different slot, same position, same department, same pay grade, retains current pay.
<b>* Actual vs Authorized</b>				

**BY ORDER OF THE COMMISSIONERS COURT, THE PRECEDING PERSONNEL AMENDMENTS ARE APPROVED.**

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**Samuel T. Biscoe, County Judge**

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**Ron Davis, Commissioner, Pct. 1**

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**Sarah Eckhardt, Commissioner, Pct. 2**

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**Karen L. Huber, Commissioner, Pct. 3**

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**Margaret Gomez, Commissioner, Pct. 4**