



Travis County Commissioners Court Agenda Request

Meeting Date: 9/4/2012

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

A handwritten signature in black ink, appearing to be "JB", is written over the text for the Elected/Appointed Official/Dept. Head.

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

September 4, 2012

ITEM # :

DATE: August 24, 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 *JB*

FROM: Diane Poirot, Director, HRMD *DP*

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
County Clerk	79	Office Spec*	12 / Level 3 / \$30,804.80	12 / Level 3 / \$30,804.80
District Atty	73	Legal Secretary Sr	16 / Level 5 / \$42,577.60	16 / Level 5 / \$42,577.60
Emergency Medical Svc	21	Star Flight Nurse RN	24 / \$69,763.20	24 / \$69,763.20
JP Pct 2	22	Court Clerk I	13 / Minimum / \$30,238.83	13 / Minimum / \$30,238.83
Juvenile Probation	8	Attorney VI	29 / \$90,000.00	29 / \$90,000.00
Juvenile Probation	238	Juvenile Probation Ofcr Asst*	13 / Level 1 / \$31,158.40	13 / Level 1 / \$31,158.40
Juvenile Public Defender	7	Office Spec	12 / Minimum / \$28,262.42	12 / Minimum / \$28,262.42
* 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	50056	Office Asst	10 / \$11.87	10 / \$11.87	05
TNR	20102	Park Tech I	8 / \$11.00	8 / \$11.00	02
TNR	50202 2 nd Job	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).					

TEMPORARY PROMOTIONS / SALARY ADJUSTMENTS / LATERAL TRANSFERS / VOLUNTARY REASSIGNMENTS / TEMPORARY ASSIGNMENTS				
Dept. (From)	Slot - Position Title - Salary	Dept. (To)	Slot - Position Title - Salary	Comments
JP Pct 4	Slot 20001 / Court Clerk I / Grd 13 / \$14.54	JP Pct 4	Slot 50001 / Court Clerk I / Grd 13 / \$14.54	Status changed from Temporary Worker (02) to Project Worker (05).

CAREER LADDERS – NON-POPS						
Dept.	Slot	Current Position Title/Grade	New Position Title/Grade	Current Annual Salary	Proposed Annual Salary	Comments Current HRMD Practice
Juvenile Probation	65	Juvenile Probation Ofcr I* / Grd 15	Juvenile Probation Ofcr II / Grd 16	\$34,608.50	\$37,024.00	Career Ladder. Pay is at minimum of pay grade.
Juvenile Probation	355	Juvenile Detention Ofcr I* / Grd 13	Juvenile Detention Ofcr II* / Grd 14	\$30,238.83	\$32,345.46	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 Atty	Slot 151 / Office Spec / Grd 12 / \$28,262.42	HHS	Slot 271 / Accountant Assoc / Grd 14 / \$33,321.60	Promotion. Pay is between min and midpoint of pay grade.
County Clerk	Slot 99 / Business Analyst II / Grd 24 / \$74,774.54	County Clerk	Slot 114 / Records Analyst / Grd 17 / \$49,518.98	Voluntary job change. Pay is at midpoint of pay grade.
HHS	Slot 205 / Planner Sr / Grd 21 / Full-time \$53,710.18	HHS	Slot 205 / Planner Sr / Grd 21 / Part-time \$32,226.11	Status change from full-time to part-time (40 hrs to 24 hrs).
* Actual vs Authorized				

THIS SECTION LEFT BLANK INTENTIONALLY.

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 1541 / Cert Peace Ofcr Sr / Grd 84 / \$57,598.94	Sheriff	Slot 300 / Cert Peace Ofcr Sr / Grd 84 / \$57,598.94	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