



Travis County Commissioners Court Agenda Request

Meeting Date: 9/11/2012

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

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 Constable Precinct 5 for a variance to Travis County Code § 10.03002, General Overview for Determining Pay Policy.
- C. Non-routine request from Records Mgmt & Communication Resources for a variance to Travis County Code § 10.03009, Voluntary Job Change.

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.

Constable Precinct 5 requests approval for a salary adjustment that exceeds 10% above midpoint – Travis County Code § 10.03002, Slot 45, Court Clerk I, PG 13. HRMD has reviewed supporting documentation and recommends approval; PBO has confirmed sufficient funds.

C. Non-Routine Personnel Action – Pages 5, 9 - 11.

Records Mgmt & Communication Resources request approval for a voluntary job change retaining the employee's pay that is above midpoint – Travis County Code § 10.03009, Slot 28, Office Spec Sr, PG 13. 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.

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.

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 11, 2012

ITEM # :

DATE: August 31, 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.

Constable Precinct 5 requests approval for a salary adjustment that exceeds 10% above midpoint – Travis County Code § 10.03002, Slot 45, Court Clerk I, PG 13. HRMD has reviewed supporting documentation and recommends approval; PBO has confirmed sufficient funds.

C. Non-Routine Personnel Action – Pages 5, 9 - 11.

Records Mgmt & Communication Resources request approval for a voluntary job change retaining the employee's pay that is above midpoint – Travis County Code § 10.03009, Slot 28, Office Spec Sr, PG 13. 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.

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
Civil Courts	126	Attorney III	25 / Minimum / \$68,095.87	25 / Minimum / \$68,095.87
HRMD	29	Benefits Admin	24 / \$67,000.00	24 / \$67,000.00
HRMD	41	Human Resources Mgr II	26 / \$77,000.00	26 / \$77,000.00

* 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	20332	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02

**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
Constable 5	Slot 6 / Office Mgr Sr / Grd 21 / \$64,918.26	Constable 5	Slot 6 / Office Mgr Sr / Grd 21 / \$71,410.00	Salary adjustment. Pay is between midpoint and max of pay grade.
Constable 5	Slot 27 / Court Clerk I / Grd 13 / \$31,158.40	Constable 5	Slot 27 / Court Clerk I / Grd 13 / \$31,781.00	Salary adjustment. Pay is between min and midpoint of pay grade.
Constable 5	Slot 28 / Business Analyst Assoc / Grd 19 / \$50,203.09	Constable 5	Slot 28 / Business Analyst Assoc / Grd 19 / \$51,625.00	Salary adjustment. Pay is between min and midpoint of pay grade.
Constable 5	Slot 29 / Court Clerk I / Grd 13 / \$32,880.79	Constable 5	Slot 29 / Court Clerk I / Grd 13 / \$33,867.00	Salary adjustment. 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
Constable 5	Slot 30 / Court Clerk I / Grd 13 / \$34,541.54	Constable 5	Slot 30 / Court Clerk I / Grd 13 / \$35,924.00	Salary adjustment. Pay is between min and midpoint of pay grade.
Constable 5	Slot 32 / Court Clerk II / Grd 15 / \$37,715.08	Constable 5	Slot 32 / Court Clerk II / Grd 15 / \$38,846.00	Salary adjustment. Pay is between min and midpoint of pay grade.
Constable 5	Slot 33 / Court Clerk I / Grd 13 / \$33,785.01	Constable 5	Slot 33 / Court Clerk I / Grd 13 / \$34,461.00	Salary adjustment. Pay is between min and midpoint of pay grade.
Constable 5	Slot 34 / Court Clerk I / Grd 13 / \$31,161.29	Constable 5	Slot 34 / Court Clerk I / Grd 13 / \$32,096.00	Salary adjustment. Pay is between min and midpoint of pay grade.
Constable 5	Slot 35 / Court Clerk II / Grd 15 / \$45,452.19	Constable 5	Slot 35 / Court Clerk II / Grd 15 / \$46,816.00	Salary adjustment. Pay is between midpoint and max of pay grade.
Constable 5	Slot 44 / Court Clerk I / Grd 13 / \$32,968.00	Constable 5	Slot 44 / Court Clerk I / Grd 13 / \$34,287.00	Salary adjustment. Pay is between min and midpoint of pay grade.
Constable 5	Slot 55 / Court Clerk I / Grd 13 / \$33,703.34	Constable 5	Slot 55 / Court Clerk I / Grd 13 / \$35,044.00	Salary adjustment. Pay is between min and midpoint of pay grade.
Constable 5	Slot 56 / Court Svcs Mgmt Admin Coord / Grd 18 / \$47,465.60	Constable 5	Slot 56 / Court Svcs Mgmt Admin Coord / Grd 18 / \$52,978.00	Salary adjustment. Pay is between midpoint and max of pay grade.
Constable 5	Slot 58 / Court Clerk I / Grd 13 / \$32,880.79	Constable 5	Slot 58 / Court Clerk I / Grd 13 / \$33,867.00	Salary adjustment. Pay is between min and midpoint of pay grade.
Constable 5	Slot 60 / Court Clerk I / Grd 13 / \$31,161.29	Constable 5	Slot 60 / Court Clerk I / Grd 13 / \$31,784.00	Salary adjustment. Pay is between min and midpoint of pay grade.
Constable 5	Slot 61 / Court Clerk I / Grd 13 / \$30,251.26	Constable 5	Slot 61 / Court Clerk I / Grd 13 / \$31,159.00	Salary adjustment. Pay is between min and midpoint of pay grade.
Constable 5	Slot 62 / Court Clerk I / Grd 13 / \$30,251.26	Constable 5	Slot 62 / Court Clerk I / Grd 13 / \$31,159.00	Salary adjustment. Pay is between min and midpoint of pay grade.
Constable 5	Slot 63 / Court Clerk I / Grd 13 / \$32,880.79	Constable 5	Slot 63 / Court Clerk I / Grd 13 / \$34,196.00	Salary adjustment. 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
Constable 5	Slot 70 / Accountant Assoc / Grd 14 / \$32,345.46	Constable 5	Slot 70 / Accountant Assoc / Grd 14 / \$33,253.46	Salary adjustment. Pay is between min and midpoint of pay grade.
Constable 5	Slot 71 / Court Clerk I / Grd 13 / \$33,883.20	Constable 5	Slot 71 / Court Clerk I / Grd 13 / \$34,730.00	Salary adjustment. Pay is between min and midpoint of pay grade.
Constable 5	Slot 75 / Court Clerk I / Grd 13 / Part-time \$15,119.42	Constable 5	Slot 75 / Court Clerk I / Grd 13 / Part-time \$15,573.00	Salary adjustment. Pay is between min and midpoint of pay grade.
* Actual vs Authorized				

AD HOC CLASSIFICATION CHANGE							
		Current			HRMD Recommends		
Dept.	Slot #	Auth Position Title / Position #	FLSA	Pay Grade	Position Title / Position #	FLSA	Pay Grade
Fac Mgmt	63	Groundskeeper Supv	NE	12	Groundskeeper Ld	NE	10
Department requests reclassification in order to meet departmental needs. PBO has confirmed funding available.							

THIS SECTION LEFT BLANK INTENTIONALLY.

SECTION B. NON-ROUTINE PERSONNEL ACTIONS

NON-ROUTINE – Salary Adjustment & Voluntary Job Change				
Dept. (From)	Slot – Position Title – Grade – Salary	Dept. (To)	Slot – Position Title – Grade – Salary	Comments
Constable 5	Slot 45 / Court Clerk I / Grd 13 / \$40,871.20	Constable 5	Slot 45 / Court Clerk I / Grd 13 / \$42,097.00	Salary adjustment. Pay is greater than 10% above midpoint, Travis County Code § 10.03002.
Records Mgmt & Comm Resrc	Slot 44 / Law Library Spec / Grd 15 / \$39,413.92	Records Mgmt & Comm Resrc	Slot 28 / Office Spec Sr / Grd 13 / \$39,413.92	Voluntary Job Change from pay grade 15 to 13. Retains current pay. Pay is between midpoint and max of pay grade. Travis County Code § 10.03009.

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: August 30, 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 of Human Resources 

SUBJECT: Constable Precinct 5 Non-Routine Salary Action, Slot 45

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

Constable Pct 5 Request:

Constable Precinct 5 requests approval to increase the salary of one Court Clerk I from \$40,871.20 to \$42,097.00. The proposed salary adjustment would result in an increase of \$1,225.80. The employee is already paid more than 10% above midpoint. PBO has confirmed sufficient funds. The salary adjustment would apply to the following slot:

<u>Slot #</u>	<u>From</u>	<u>To</u>
45	\$40,871.20	\$42,097.00

Policy

Travis County Code §10.03002(b) states that existing employees may be moved along a pay range with permanent salary savings at the manager's discretion. Movement greater than 10% above midpoint requires Commissioners Court approval.

Issue

The proposed action is non-routine by policy since the proposed increase would result in a salary greater than 10% above midpoint (\$40,746.99).

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Recommendation

HRMD recommends approval of the proposed salary action. The proposed increase is only 3.00% and the employee is already beyond the 10% above midpoint threshold. The increase is not excessive in either dollar or percentage terms and is consistent with the intent of the stated policy. The action would be effective September 1, 2012.

To: Chief, Office of Human Resources
From: [Name], Director
Date: August 21, 2012

Enclosed for your review is a salary action for an employee in the [Grade] position. The proposed increase is 3.00% and the employee is currently at the [Grade] position. The increase is consistent with the intent of the stated policy. The action would be effective September 1, 2012.



**Office of the Constable,
Pct. 5
Travis County, Texas**

Memo

To: Diane Poirot, Director of Human Resources
Todd Osborn, Compensation Manager
From: Cinda Kortan, Division Director *CK*
Bruce Elfant, Constable Pct. 5 *BE*
Date: August 27, 2012
RE: Non Routine Salary Adjustments

Constable Precinct 5 requests a 3% salary adjustment for an employee in slot #45. This request is considered to be non-routine due to:

10.03002 General Overview for Determining Pay Policy

(b) Existing employees may be moved along a pay range with permanent salary savings at the manager's discretion. Movement greater than 10% above midpoint requires Commissioners Court approval.

The employee is currently paid between midpoint and max of their current pay grade. This request would not exceed the maximum allowed for this pay grade but would allow an increase for an employee with over 18 years of experience and that has not received an increase in over 2 years.

Funds are available within the department's budget and PBO has confirmed available funding. Please let me know if you have any questions or need additional information to process this request.

Thank you for your time and attention to this.

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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: August 31, 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 *JB*

VIA: Leslie Browder, County Executive, Planning & Budget

FROM: Diane Poirot, Director HRMD *DP*

SUBJECT: Records Management Non-Routine Salary Action, Slot 28

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

Records Management Request:

The Records Management & Communications Department (RMCD) requests approval to maintain the current salary of one Law Library Specialist (PG 15) concurrent with a voluntary job change to an Office Specialist Senior (PG 13). The salary would place the employee between midpoint and 10% above midpoint in the proposed new pay grade. The request applies to the following action:

From:

<u>Slot #</u>	<u>Title</u>	<u>PG</u>	<u>Salary</u>
44	Law Library Spec	15	\$39,413.92

To:

<u>Slot #</u>	<u>Title</u>	<u>PG</u>	<u>Salary</u>
28	Office Specialist Sr.	13	\$39,413.92

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Policy:

Travis County Code §10.03009(b) states that the pay adjustment accompanying a voluntary job change must place the employee either between minimum and midpoint of the new pay grade or there is a 5% decrease for each pay grade that the position is lower than the former position.

Issue:

By maintaining the employee's current salary, the employee's salary is higher than the midpoint of the new pay grade and a decrease of 5% per grade does not occur. By policy, this makes the proposed salary action non-routine.

Recommendation:

HRMD recommends approval of the proposed salary action accompanying this voluntary job change. RCMD's proposed salary is appropriate for an employee with 20 years of clerical experience and detailed knowledge of the Law Library. The Planning and Budget Office (PBO) has confirmed funding.

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Travis County RMCR
Records Management
& Communication
Resources

700 Lavaca, 3rd floor
P.O. Box 1748
Austin, TX 78767

512.854.9575
Fax: 512.854.4560

Services:

Archives
512.854.4675
Fax: 854.4560

Imaging Lab
512.854.9081
Fax: 854.4560

Information Booth
512.854.9000
Fax: 854.9082

Law Library
512.854.8677
Fax: 512.854.9887

Media Services/TCTV-17
TravisCountyTV.org
512.854.9503
Fax: 854.4560

Mail Services
512.854.9528
Fax: 854.4560

Offsite Storage
512.854.5865
Fax: 854.9062

Print Shop
512.854.9104
Fax: 854.9105

MEMORANDUM

To: Diane Poirot, Director, HRMD

From:  Steven Broberg, Director, RMCR

Date: August 15, 2012

Re: Voluntary Job Change in RMCR Slot 28

Records Management and Communication Resources (RMCR) requests approval of a voluntary job change in which the employee retains current salary.

There is a vacancy at the Information Booth in the Heman Marion Sweatt Civil Courthouse. The employee's experience and knowledge of the court system gained over 12 years in the Law Library would benefit the visitors and callers to Information Booth.

RMCR has the funds available in the current budget to accommodate this salary without requesting additional funds from PBO. Due to this individual's experience, knowledge and ability we feel that the salary proposed is appropriate.

The Law Library Specialist has indicated that he would accept the position at current salary of \$39,414.

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