



Travis County Commissioners Court Agenda Request

Meeting Date: 10/2/2012

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 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

October 2, 2012

ITEM # :

DATE: September 21, 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
Constable 5	41	Deputy Constable**	61 / Step 1 / \$49,686.62	61 / Step 1 / \$49,686.62
County Atty	129	Paralegal	18 / \$45,114.00	18 / \$45,114.00
County Clerk	50	Court Clerk Asst	11 / Level 3 / \$28,808.00	11 / Level 3 / \$28,808.00
JP Pct 2	14	Court Clerk I	13 / Minimum / \$30,238.83	13 / Minimum / \$30,238.83
JP Pct 2	60002	Accounting Clerk	12 / Minimum / \$28,262.42	12 / Minimum / \$28,262.42
Juvenile Probation	35	Food Svcs Mgr	16 / Level 1 / \$38,147.20	16 / Level 1 / \$38,147.20
Juvenile Probation	245	Juvenile Rsdntl Trt Ofcr I**	13 / Level 3 / \$32,968.00	13 / Level 3 / \$32,968.00
Juvenile Probation	353	Juvenile Detention Ofcr I**	13 / Level 3 / \$32,968.00	13 / Level 3 / \$32,968.00
Sheriff	1124	Counselor Sr	17 / Minimum / \$39,615.06	17 / Minimum / \$39,615.06
TNR	496	Hydrogeologist	22 / Midpoint / \$69,473.66	22 / Midpoint / \$69,473.66
TNR	563	Park Maint Worker*	9 / Level 5 / \$26,520.00	9 / Level 5 / \$26,520.00
* Temporary to Regular			** Actual vs Authorized	

TEMPORARY APPOINTMENTS					
Dept.	Slot	Position Title	Dept. Requests Grade/Salary	HRMD Recommends Grade/Salary	**Temporary Status Type Code
Comm Pct 3	20005	ACC Intern	98 / \$12.00	98 / \$12.00	02
County Atty	20002	Office Asst	10 / \$11.87	10 / \$11.87	02
County Atty	20003	Office Asst	10 / \$11.87	10 / \$11.87	02
County Atty	20013	Office Asst	10 / \$11.87	10 / \$11.87	02
County Atty	20016	Office Asst	10 / \$11.87	10 / \$11.87	02
County Atty	20017	Office Asst	10 / \$11.87	10 / \$11.87	02
County Atty	20018	Office Asst	10 / \$11.87	10 / \$11.87	02
County Atty	20022	Office Asst	10 / \$11.87	10 / \$11.87	02
County Atty	20023	Office Asst	10 / \$11.87	10 / \$11.87	02
* Regular to Temporary		**Temporary Status Type Codes: (Temporary less than 6 mos. = 02) (Project Worker more than 6 mos. = 05, includes Retirement Benefits).			

TEMPORARY APPOINTMENTS					
Dept.	Slot	Position Title	Dept. Requests Grade/Salary	HRMD Recommends Grade/Salary	**Temporary Status Type Code
County Clerk	20053	Elec Clk Operations Clk II	10 / \$12.00	10 / \$12.00	02
County Clerk	20661	Elec Clk Operations Clk II	10 / \$12.00	10 / \$12.00	02
County Clerk	23071	Elec Clk Operations Clk II	10 / \$12.00	10 / \$12.00	02
County Clerk	23076	Elec Clk Operations Clk II	10 / \$12.00	10 / \$12.00	02
County Clerk	50052	Office Asst	10 / \$11.87	10 / \$11.87	05
County Clerk	50058	Office Asst	10 / \$11.87	10 / \$11.87	05
HHS	50008	Interpreter Sign Language IV	22 / \$34.00	22 / \$34.00	05
Juvenile Probation	50163	Juvenile Detention Ofcr Asst*	12 / \$13.59	12 / \$13.59	05
Records Mang & Comm Resrc	20004	Law Librarian	17 / \$19.05	17 / \$19.05	02
Records Mang & Comm Resrc	20009	ACC Intern	98 / \$12.00	98 / \$12.00	02
TCCES	50026	Counselor	16 / \$17.80	16 / \$17.80	05
TNR	50059	School Crossing Guard	11 / \$13.00	11 / \$13.00	05
TNR	50063	School Crossing Guard	11 / \$13.00	11 / \$13.00	05
* Regular to Temporary **Temporary Status Type Codes: (Temporary less than 6 mos. = 02) (Project Worker more than 6 mos. = 05, includes Retirement Benefits).					

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	276	Juvenile Detention Ofcr I* / Grd 13	Juvenile Detention Ofcr II* / Grd 14	\$32,954.06	\$34,601.76	Career Ladder. Pay is between min and midpoint of pay grade.
Juvenile Probation	613	Juvenile Detention Ofcr II* / Grd 14	Juvenile Detention Ofcr III / Grd 15	\$32,859.42	\$34,608.50	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 134 / Attorney III / Grd 25 / \$68,095.87	District Atty	Slot 259 / Attorney III* / Grd 25 / \$68,095.87	Lateral transfer. Employee transferred to different slot, same position, different department, same pay grade, retains current pay.
County Atty	Slot 139 / Legal Secretary / Grd 15 / \$38,750.40	County Atty	Slot 146 / Paralegal / Grd 18 / \$42,382.08	Promotion. Pay is at minimum of pay grade.
District Atty	Slot 273 / Legal Secretary / Grd 15 / \$36,892.25	Juvenile Probation	Slot 109 / Administrative Assoc / Grd 16 / \$39,249.60	Promotion. Pay is between min and midpoint of pay grade.
Fac Mgmt	Slot 131 / Groundskeeper / Grd 8 / \$27,048.53	Fac Mgmt	Slot 63 / Groundskeeper Ld / Grd 10 / \$28,400.94	Promotion. Pay is between min and midpoint of pay grade.
Juvenile Probation	Slot 31 / Guardian Ad Litem II / Grd 18 / \$48,894.14	Juvenile Probation	Slot 591 / Guardian Ad Litem Sr / Grd 19 / \$51,338.84	Promotion. Pay is between min and midpoint of pay grade.
Juvenile Probation	Slot 172 / Office Spec Sr / Grd 13 / \$31,270.51	Juvenile Probation	Slot 116 / Legal Secretary / Grd 15 / \$34,608.50	Promotion. Pay is at minimum of pay grade.
Juvenile Probation	Slot 388 / Administrative Assoc / Grd 16 / \$41,011.15	Juvenile Probation	Slot 47 / Executive Asst / Grd 17 / \$44,366.40	Promotion. Pay is between min and midpoint of pay grade.
Sheriff	Slot 448 / Cadet* / Grd 80 / \$38,919.50	Sheriff	Slot 1922 / Security Coord / Grd 13 / \$33,883.20	Voluntary job change. Transition from Peace Officer Pay Scale (POPS) to Classified Pay Scale. Pay is between min and midpoint of pay grade.
Sheriff	Slot 1680 / Telecomm 911 Spec* / Grd 15 / \$37,726.83	Sheriff	Slot 1923 / Security Coord / Grd 13 / \$30,807.40	Voluntary job change. Pay is between min and midpoint of pay grade.
TNR	Slot 534 / Park Maint Worker / Grd 9 / \$33,143.97	TNR	Slot 187 / Park Maint Worker Sr / Grd 11 / \$34,801.16	Promotion. Pay is between midpoint and max 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
TNR	Slot 558 / Park Maint Worker / Grd 9 / \$32,242.50	TNR	Slot 555 / Park Maint Worker Sr / Grd 11 / \$33,854.62	Promotion. 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