



Travis County Commissioners Court Agenda Request

Meeting Date: 10/9/2012

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 – 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

AGENDA REQUEST DEADLINE: All agenda requests and supporting materials should be submitted as a pdf to the County Judge's office, agenda@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 9, 2012

ITEM # :

DATE: September 28, 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 *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
JP Pct 2	3	Court Clerk I	13 / Minimum / \$30,238.83	13 / Minimum / \$30,238.83
* 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	20060	Elec Clk Operations Clk II	10 / \$12.00	10 / \$12.00	02
County Clerk	20064	Elec Clk Operations Clk II	10 / \$12.00	10 / \$12.00	02
County Clerk	20066	Elec Clk Operations Clk II	10 / \$12.00	10 / \$12.00	02
County Clerk	20069	Elec Clk Operations Clk II	10 / \$12.00	10 / \$12.00	02
County Clerk	20070	Elec Clk Operations Clk II	10 / \$12.00	10 / \$12.00	02
County Clerk	20074	Elec Clk Operations Clk II	10 / \$12.00	10 / \$12.00	02
County Clerk	20606	Elec Clk Operations Clk III	12 / \$14.00	12 / \$14.00	02
County Clerk	23039	Elec Clk Operations Clk III	12 / \$14.00	12 / \$14.00	02
County Clerk	23078	Elec Clk Operations Clk II	10 / \$12.00	10 / \$12.00	02
County Clerk	23100	Elec Clk Operations Clk II	10 / \$12.00	10 / \$12.00	02
County Clerk	23105	Elec Clk Operations Clk II	10 / \$12.00	10 / \$12.00	02
**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	23106	Elec Clk Operations Clk II	10 / \$12.00	10 / \$12.00	02
County Clerk	23114	Elec Clk Operations Clk II	10 / \$12.00	10 / \$12.00	02
County Clerk	23115	Elec Clk Operations Clk II	10 / \$12.00	10 / \$12.00	02
County Clerk	23117	Elec Clk Operations Clk II	10 / \$12.00	10 / \$12.00	02
County Clerk	23118	Elec Clk Operations Clk II	10 / \$12.00	10 / \$12.00	02
County Clerk	23121	Elec Clk Operations Clk II	10 / \$12.00	10 / \$12.00	02
County Clerk	23128	Elec Clk Operations Clk III	12 / \$14.00	12 / \$14.00	02
County Clerk	23131	Elec Clk Operations Clk III	12 / \$14.00	12 / \$14.00	02
County Clerk	23150	Elec Clk Operations Clk III	12 / \$14.00	12 / \$14.00	02
County Clerk	23152	Elec Clk Operations Clk III	12 / \$14.00	12 / \$14.00	02
County Clerk	23156	Elec Clk Operations Clk III	12 / \$14.00	12 / \$14.00	02
County Clerk	23159	Elec Clk Operations Clk III	12 / \$14.00	12 / \$14.00	02
County Clerk	23170	Elec Clk Operations Clk III	12 / \$14.00	12 / \$14.00	02
County Clerk	23178	Elec Clk Operations Clk III	12 / \$14.00	12 / \$14.00	02
County Clerk	23208	Elec Clk Operations Clk III	12 / \$14.00	12 / \$14.00	02
County Clerk	23236	Elec Clk Operations Clk III	12 / \$14.00	12 / \$14.00	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
County Auditor	Slot 54 / AUD Chief Asst Co Auditor I* / Grd 30 / \$103,919.00	County Treasurer	Slot 10 / Business Consultant II / Grd 28 / \$108,451.82	Voluntary job change. Pay is at midpoint of pay grade.
District Atty	Slot 75 / Legal Secretary Sr / Grd 16 / \$52,529.48	District Atty	Slot 86 / Records Analyst Supv / Grd 20 / \$60,408.90	Promotion. 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
Medical Examiner	20	Deputy Medical Examiner I / 98084	E	98	Deputy Medical Examiner II / 98085	E	98
Department requests reclassification in order to meet departmental needs. PBO has confirmed funding available.							

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