



Travis County Commissioners Court Agenda Request

Meeting Date: 10/16/2012

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 Human Resources Management Department for a variance to Travis County Code § 10.03002, General Overview for Determining Pay Policy.

BACKGROUND/SUMMARY OF REQUEST AND ATTACHMENTS:

Attached are Personnel Amendments for Commissioners Court approval.

A. Routine Personnel Actions – Pages 2 – 6.

B. Non-Routine Personnel Action – Pages 7 - 11.

Human Resources Management Department requests approval for a salary adjustment that exceeds 10% above midpoint – Travis County Code § 10.03002, Slot 36, Licensed Vocational Nurse, PG 15. 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.

STAFF RECOMMENDATIONS:

N/A

ISSUES AND OPPORTUNITIES:

N/A

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.

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 16, 2012

ITEM # :

DATE: October 5, 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 – 6.

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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
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NEW HIRES

Dept.	Slot	Position Title	Dept. Requests Level/Salary	HRMD Recommends Level/Salary
Juvenile Probation	316	Planner	19 / Level 2 / \$48,068.80	19 / Level 2 / \$48,068.80
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	20082	Elec Clk Operations Clk II	10 / \$12.00	10 / \$12.00	02
County Clerk	20157	Elec Clk Operations Clk II	10 / \$12.00	10 / \$12.00	02
County Clerk	20158	Elec Clk Operations Clk II	10 / \$12.00	10 / \$12.00	02
County Clerk	20159	Elec Clk Operations Clk II	10 / \$12.00	10 / \$12.00	02
County Clerk	20164	Elec Clk Operations Clk II	10 / \$12.00	10 / \$12.00	02
County Clerk	20166	Elec Clk Operations Clk II	10 / \$12.00	10 / \$12.00	02
County Clerk	20302	Elec Clk Operations Clk II	10 / \$12.00	10 / \$12.00	02
County Clerk	23041	Elec Clk Operations Clk I	7 / \$10.00	7 / \$10.00	02
County Clerk	23044	Elec Clk Operations Clk III	12 / \$14.00	12 / \$14.00	02
County Clerk	23057	Elec Clk Operations Clk III	12 / \$14.00	12 / \$14.00	02
County Clerk	23072	Elec Clk Operations Clk III	12 / \$14.00	12 / \$14.00	02
TNR	50069	School Crossing Guard	11 / \$13.00	11 / \$13.00	05
TNR	50116	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
County Clerk	Slot 20157 / Elec Clk Operations Clk II / Grd 10 / \$12.00	County Clerk	Slot 20003 / Elec Clk Operations Clk IV / Grd 14 / \$16.00	Election Worker Reassignment.

CAREER LADDERS – POPS						
Dept.	Slot	Current Position Title/Grade	New Position Title/Grade	Current Annual Salary	Proposed Annual Salary	Comments Current HRMD Practice
Constable 1	13	Deputy Constable* / Grd 61	Deputy Constable Sr / Grd 62	\$50,680.45	\$54,440.67	Career Ladder. Peace Officer Pay Scale (POPS).
Constable 1	24	Deputy Constable* / Grd 61	Deputy Constable Sr / Grd 62	\$49,686.62	\$53,164.59	Career Ladder. Peace Officer Pay Scale (POPS).
Constable 1	25	Deputy Constable* / Grd 61	Deputy Constable Sr / Grd 62	\$49,686.62	\$53,164.59	Career Ladder. Peace Officer Pay Scale (POPS).
Sheriff	872	Cadet* / Grd 80	Corrections Ofcr* / Grd 81	\$34,594.77•	\$39,706.37•	Career Ladder. Peace Officer Pay Scale (POPS).
Actual vs Authorized				• FY 12 Peace Officer Pay Scale		

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 1	Slot 4 / Office Mgr Sr / Grd 21 / \$57,196.39	Constable 1	Slot 4 / Office Mgr Sr / Grd 21 / \$58,569.19	Salary adjustment. Pay is between min and midpoint of pay grade.
County Clerk	Slot 137 / Court Clerk Asst / Grd 11 / \$28,808.00	Juvenile Probation	Slot 364 / Office Spec / Grd 12 / \$29,952.00	Promotion. Pay is between min and midpoint of pay grade.
HRMD	Slot 2 / Human Resources Mgr II / Grd 26 / \$88,158.20	HRMD	Slot 2 / Human Resources Mgr II / Grd 26 / \$89,039.78	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
HRMD	Slot 3 / Human Resources Analyst Spec / Grd 24 / \$85,170.21	HRMD	Slot 3 / Human Resources Analyst Spec / Grd 24 / \$86,021.91	Salary adjustment. Pay is between midpoint and max of pay grade.
HRMD	Slot 5 / Human Resources Analyst II / Grd 20 / \$55,691.83	HRMD	Slot 5 / Human Resources Analyst II / Grd 20 / \$56,248.75	Salary adjustment. Pay is between min and midpoint of pay grade.
HRMD	Slot 8 / Human Resources Spec Sr / Grd 21 / \$68,084.10	HRMD	Slot 8 / Human Resources Spec Sr / Grd 21 / \$68,764.94	Salary adjustment. Pay is between midpoint and max of pay grade.
HRMD	Slot 9 / Administrative Assoc / Grd 16 / \$49,275.11	HRMD	Slot 9 / Administrative Assoc / Grd 16 / \$49,775.11	Salary adjustment. Pay is between midpoint and max of pay grade.
HRMD	Slot 12 / Human Resources Spec Sr / Grd 21 / \$70,452.02	HRMD	Slot 12 / Human Resources Spec Sr / Grd 21 / \$71,156.54	Salary adjustment. Pay is between midpoint and max of pay grade.
HRMD	Slot 13 / Human Resources Asst I / Grd 12 / \$29,142.00	HRMD	Slot 13 / Human Resources Asst I / Grd 12 / \$29,642.00	Salary adjustment. Pay is between min and midpoint of pay grade.
HRMD	Slot 15 / Human Resources Asst I / Grd 12 / \$36,864.02	HRMD	Slot 15 / Human Resources Asst I / Grd 12 / \$37,364.02	Salary adjustment. Pay is between midpoint and max of pay grade.
HRMD	Slot 16 / Human Resources Mgr II / Grd 26 / \$79,581.14	HRMD	Slot 16 / Human Resources Mgr II / Grd 26 / \$80,376.95	Salary adjustment. Pay is between min and midpoint of pay grade.
HRMD	Slot 20 / Benefits Asst Sr / Grd 16 / \$38,706.78	HRMD	Slot 20 / Benefits Asst Sr / Grd 16 / \$39,206.78	Salary adjustment. Pay is between min and midpoint of pay grade.
HRMD	Slot 23 / Compensation Mgr / Grd 26 / \$89,428.72	HRMD	Slot 23 / Compensation Mgr / Grd 26 / \$90,323.01	Salary adjustment. Pay is between min and midpoint of pay grade.
HRMD	Slot 25 / Human Resources Analyst II / Grd 20 / \$55,754.56	HRMD	Slot 25 / Human Resources Analyst II / Grd 20 / \$56,869.65	Salary adjustment. Pay is between min and midpoint of pay grade.
HRMD	Slot 28 / Human Resources Asst Sr* / Grd 16 / \$39,056.84	HRMD	Slot 28 / Human Resources Asst Sr* / Grd 16 / \$39,556.84	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
HRMD	Slot 31 / Benefits Asst Sr Wellness Spec / Grd 16 / \$38,706.77	HRMD	Slot 31 / Benefits Asst Sr Wellness Spec / Grd 16 / \$39,206.77	Salary adjustment. Pay is between min and midpoint of pay grade.
HRMD	Slot 37 / Human Resources Analyst Sr* / Grd 21 / \$61,500.00	HRMD	Slot 37 / Human Resources Analyst Sr* / Grd 21 / \$62,115.00	Salary adjustment. Pay is between min and midpoint of pay grade.
HRMD	Slot 38 / Human Resources Asst Sr / Grd 16 / \$43,085.60	HRMD	Slot 38 / Human Resources Asst Sr / Grd 16 / \$43,585.60	Salary adjustment. Pay is between min and midpoint of pay grade.
HRMD	Slot 40 / Medical Assistant / Grd 14 / \$33,815.53	HRMD	Slot 40 / Medical Assistant / Grd 14 / \$34,315.53	Salary adjustment. Pay is between min and midpoint of pay grade.
HRMD	Slot 43 / Medical Assistant / Grd 14 / \$34,282.56	HRMD	Slot 43 / Medical Assistant / Grd 14 / \$34,782.56	Salary adjustment. Pay is between min and midpoint of pay grade.
HRMD	Slot 48 / Benefits Admin Succession / Grd 24 / \$77,774.71	HRMD	Slot 48 / Benefits Admin Succession / Grd 24 / \$78,552.46	Salary adjustment. Pay is between min and midpoint of pay grade.
HRMD	Slot 49 / Risk Benefits Mgr Sr Succession / Grd 28 / \$111,705.41	HRMD	Slot 49 / Risk Benefits Mgr Sr Succession / Grd 28 / \$112,822.46	Salary adjustment. Pay is between midpoint and max of pay grade.
Medical Examiner	Slot 37 / Records Analyst Asst / Grd 13 / Part-time \$15,119.42	Medical Examiner	Slot 37 / Records Analyst Asst / Grd 13 / Full-time \$30,238.84	Status change from part-time to full-time (20 hrs to 40 hrs).
TNR	Slot 5 / Road Maint Brdg Fleet Div Dir* / Grd 29 / \$109,560.78	TNR	Slot 5 / Asst Public Works Dir / Grd 29 / \$109,560.78	Lateral transfer. Employee transferred to same slot, different position, same department, same pay grade, retains current pay.
TNR	Slot 14 / Engineering Div Mgr* / Grd 28 / \$110,522.76	TNR	Slot 14 / Engineering Div Mgr* / Grd 28 / \$105,259.75	Temporary assignment completed.
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 14 / Engineering Div Mgr* / Grd 28 / \$105,259.75	TNR	Slot 14 / Asst Public Works Dir / Grd 29 / \$110,522.76	Promotion. Pay is between min and midpoint of pay grade.
TNR	Slot 327 / Comprehensive Planning Mgr* / Grd 26 / \$91,839.70	TNR	Slot 327 / Long Range Planning Mgr / Grd 26 / \$91,839.70	Lateral transfer. Employee transferred to same slot, different position, same department, same pay grade, retains current pay.
TNR	Slot 414 / School Crossing Guard Supv / Grd 11 / Part-time \$24,271.10	TNR	Slot 414 / School Crossing Guard Supv / Grd 11 / Full-time \$32,361.47	Status change from part-time to full-time (30 hrs to 40 hrs).
TNR	Slot 421 / Road Maint Worker / Grd 10 / \$34,663.62	TNR	Slot 609 / Road Maint Worker / Grd 10 / \$34,663.62	Lateral transfer. Employee transferred to different slot, same position, same department, same pay grade, retains current pay.
TNR	Slot 460 / Right of Way Prgm Mgr* / Grd 25 / \$91,180.43	TNR	Slot 460 / Real Estate Div Mgr / Grd 25 / \$91,180.43	Lateral transfer. Employee transferred to same slot, different position, same department, same pay grade, retains current pay.
TNR	Slot 593 / Park Maint Worker / Grd 9 / \$28,311.30	TNR	Slot 510 / Park Maint Worker Sr / Grd 11 / \$29,726.86	Promotion. Pay is between min and midpoint of pay grade.
* Actual vs Authorized				

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SECTION B. NON-ROUTINE PERSONNEL ACTION

NON-ROUTINE – Salary Adjustment				
Dept. (From)	Slot – Position Title – Grade – Salary	Dept. (To)	Slot – Position Title – Grade – Salary	Comments
HRMD	Slot 36 / Licensed Vocational Nurse / Grd 15 / \$49,407.28	HRMD	Slot 36 / Licensed Vocational Nurse / Grd 15 / \$49,907.28	Salary adjustment. Pay is greater than 10% above midpoint, Travis County Code § 10.03002.

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



HRMD 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: October 5, 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 Office

FROM: Todd Osburn, Compensation Manager, HRMD

SUBJECT: HRMD Non-Routine Salary Action, Slot #36

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

HRMD Request:

The Human Resources Management Department (HRMD) requests approval to increase the current salary of one Licensed Vocational Nurse in the amount of \$500. The employee is currently above midpoint + 10% and the proposed salary adjustment translates to 1.01%. The salary adjustment would apply to the following slot:

<u>Slot #</u>	<u>From</u>	<u>To</u>
36	\$49,407.28	\$49,907.28

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 salary increase places the employee greater than 10% above the midpoint of the pay grade. By policy, this makes the proposed salary action non-routine.

Recommendation

HRMD recommends approval of the proposed salary adjustment. HRMD's request facilitates employee retention and is consistent with the intent of the referenced policy. Planning and Budget Office (PBO) has confirmed funding. The action would be effective October 1, 2012.



Human Resources Management

700 Lavaca, 4th Floor • P.O. Box 1748 • Austin, Texas 78701 • (512) 854-9165

MEMORANDUM

A handwritten signature in black ink, appearing to read "Diane Poirot", written over the "FROM:" line of the memorandum.

DATE: October 1, 2012

FROM: Diane Poirot, Director of Human Resources Management Department

TO: Todd Osburn, Compensation Manager

SUBJECT: Salary Adjustment – Slot # 36

I am requesting a \$500.00 salary adjustment to the base pay on effective October 1, 2012. is a Licensed Vocational Nurse and occupies Slot #36. The proposed increase would change annual base salary from \$49,407.28 to \$49,907.48 and translates to an increase of 1.01%. Per existing policy, this action will need to go as a non-routine item since is already more than 10% above midpoint. The increase is being awarded to facilitate retention and available funding has been confirmed by the Planning & Budget Office.

Should you have questions, please contact me at 4-9170.

10