



Travis County Commissioners Court Agenda Request

Meeting Date: 10/23/2012

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 – 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

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 23, 2012

ITEM # :

DATE: October 12, 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

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
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NEW HIRES				
Dept.	Slot	Position Title	Dept. Requests Level/Salary	HRMD Recommends Level/Salary
District Atty	218	Office Spec	12 / Level 1 / \$29,099.20	12 / Level 1 / \$29,099.20
Fac Mgmt	107	Building Security Guard Supv	11 / \$29,993.60	11 / \$29,993.60
HHS	129	Social Svcs Program Spec*	17 / \$42,085.00	17 / \$42,085.00
Juvenile Probation	352	Juvenile Detention Ofcr I**	13 / Level 1 / \$31,158.40	13 / Level 1 / \$31,158.40
Juvenile Probation	420	Juvenile Detention Ofcr I**	13 / Level 1 / \$31,158.40	13 / Level 1 / \$31,158.40
Juvenile Probation	542	Counselor Sr**	17 / Level 1 / \$40,809.60	17 / Level 1 / \$40,809.60
Juvenile Probation	571	Counselor Sr	17 / \$52,000.00	17 / \$52,000.00
Juvenile Probation	581	Juvenile Detention Ofcr I**	13 / Level 3 / \$32,968.00	13 / Level 3 / \$32,968.00
Pretrial Services	8	Pretrial Ofcr I**	16 / Minimum / \$37,024.00	16 / Minimum / \$37,024.00
Pretrial Services	34	Pretrial Ofcr I**	16 / Minimum / \$37,024.00	16 / Minimum / \$37,024.00
Pretrial Services	98	Pretrial Ofcr I	16 / Minimum / \$37,024.00	16 / Minimum / \$37,024.00
Probate Court	8	Attorney I*	22 / \$59,131.28	22 / \$59,131.28
Sheriff	108	Licensed Vocational Nurse	15 / Midpoint / \$43,260.67	15 / Midpoint / \$43,260.67
Sheriff	1347	Physician Asst Nurse Pract	25 / Midpoint / \$88,524.59	25 / Midpoint / \$88,524.59
Sheriff	1616	Security Coord	13 / Midpoint / \$37,042.72	13 / Midpoint / \$37,042.72
Sheriff	1618	Security Coord	13 / Level 3 / \$32,968.00	13 / Level 3 / \$32,968.00
Tax Collector	149	Tax Spec I*	13 / Minimum / \$30,238.83	13 / Minimum / \$30,238.83
TCCES	30	Chem Dependency Counselor*	16 / Level 3 / \$40,352.00	16 / Level 3 / \$40,352.00
* 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 Atty	50020	Social Svcs Program Spec Assoc	13 / \$14.54	13 / \$14.54	05
TNR	50115	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).

CAREER LADDERS – POPS						
Dept.	Slot	Current Position Title/Grade	New Position Title/Grade	Current Annual Salary	Proposed Annual Salary	Comments Current HRMD Practice
Sheriff	514	Cadet* / Grd 80	Corrections / Ofcr / Grd 81	\$38,919.50	\$44,368.27	Career Ladder. Peace Officer Pay Scale (POPS).
Sheriff	1404	Cadet* / Grd 80	Corrections Ofcr* / Grd 81	\$38,919.50	\$44,368.27	Career Ladder. Peace Officer Pay Scale (POPS).
Sheriff	1485	Cadet* / Grd 80	Corrections Ofcr* / Grd 81	\$38,919.50	\$44,368.27	Career Ladder. Peace Officer Pay Scale (POPS).
Sheriff	1607	Cadet* / Grd 80	Corrections Ofcr* / Grd 81	\$38,919.50	\$44,368.27	Career Ladder. Peace Officer Pay Scale (POPS).
Sheriff	1835	Cadet* / Grd 80	Corrections Ofcr / Grd 81	\$38,919.50	\$44,368.27	Career Ladder. Peace Officer Pay Scale (POPS).

*** Actual vs Authorized**

CAREER LADDERS – NON-POPS						
Dept.	Slot	Current Position Title/Grade	New Position Title/Grade	Current Annual Salary	Proposed Annual Salary	Comments Current HRMD Practice
District Atty	45	Attorney IV* / Grd 27	Attorney V / Grd 28	\$77,956.53	\$83,424.43	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
Constable 5	Slot 75 / Court Clerk I / Grd 13 / Part-time / \$15,573.00	Constable 5	Slot 75 / Court Clerk I / Grd 13 / Full-time / \$31,146.00	Status change from part-time to full-time (20 hrs to 40 hrs).
Criminal Courts	Slot 60004 / Business Analyst III / Grd 26 / \$87,895.60	Criminal Courts	Slot 190 / Business Analyst III / Grd 26 / \$87,895.60	Lateral transfer. Employee transferred to different slot, same position, same department, same pay grade, retains current pay.
Juvenile Probation	Slot 16 / Juvenile Case Work Mgr / Grd 20 / \$63,328.51	Juvenile Probation	Slot 152 / Juvenile Probation Div Mgr / Grd 22 / \$69,473.66	Promotion. Pay is at midpoint of pay grade.
Pretrial Services	Slot 14 / Training Education Coord Sr* / Grd 20 / \$50,986.35	Pretrial Services	Slot 14 / Pretrial Mgr / Grd 21 / \$53,258.49	Promotion. Pay is between min and midpoint of pay grade.
Pretrial Services	Slot 16 / Court Svcs Mgmt Admin Coord* / Grd 18 / \$54,295.47	Pretrial Services	Slot 16 / Office Mgr / Grd 19 / \$56,279.38	Promotion. Pay is between min and midpoint of pay grade.
Sheriff	Slot 240 / Corrections Ofcr Sr / Grd 83 / \$48,226.26	Sheriff	Slot 1736 / Corrections Ofcr Sr / Grd 83 / \$48,226.26	POPS lateral transfer. Employee transferred to different slot, same position, same department, same pay grade, retains current pay.
Sheriff	Slot 308 / Certf Peace Ofcr Sr / Grd 84 / \$65,539.14	Sheriff	Slot 185 / Certf Peace Ofcr Sr / Grd 84 / \$65,539.14	POPS lateral transfer. Employee transferred to different slot, same position, same department, same pay grade, retains current pay.
* 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
Sheriff	Slot 681 / Corrections Ofcr* / Grd 81 / \$44,368.27	Sheriff	Slot 1391 / Corrections Ofcr* / Grd 81 / \$44,368.27	POPS lateral transfer. Employee transferred to different slot, same position, same department, same pay grade, retains current pay.
Sheriff	Slot 1589 / Certf Peace Ofcr Sr / Grd 84 / \$62,564.11	Sheriff	Slot 560 / Certf Peace Ofcr Sr / Grd 84 / \$62,564.11	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