

## Item 9



# Travis County Commissioners Court Agenda Request

**Meeting Date:** 10/30/2012

**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 1 for a variance to Travis County Code § 10.0295, Peace Officer Pay Scale (POPS).

### BACKGROUND/SUMMARY OF REQUEST AND ATTACHMENTS:

Attached are Personnel Amendments for Commissioners Court approval.

**A. Routine Personnel Actions – Pages 2 – 8.**

**B. Non-Routine Personnel Action – Pages 9 - 12.**

**Constable Precinct 1** requests an exception to Peace Officer Pay Scale (POPS) – Travis County Code § 10.0295 to place Slot 8 from step 2 to step 7, Constable Sergeant, PG 64. 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](mailto: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](mailto: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, 4<sup>th</sup> Floor

• P.O. Box 1748

• Austin, Texas 78767

• (512) 854-9165 / FAX (512) 854-9757

## October 30, 2012

ITEM # :

**DATE:** October 19, 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.

**A. Routine Personnel Actions – Pages 2 – 8.**

**B. Non-Routine Personnel Action – Pages 9 - 12.**

Constable Precinct 1 requests an exception to Peace Officer Pay Scale (POPS) – Travis County Code § 10.0295 to place Slot 8 from step 2 to step 7, Constable Sergeant, PG 64. 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**

<b>NEW HIRES</b>				
<b>Dept.</b>	<b>Slot</b>	<b>Position Title</b>	<b>Dept. Requests Level/Salary</b>	<b>HRMD Recommends Level/Salary</b>
County Clerk	129	Court Clerk Asst	11 / Level 3 / \$28,808.00	11 / Level 3 / \$28,808.00
District Atty	100	Legal Secretary	15 / Level 4 / \$38,750.40	15 / Level 4 / \$38,750.40
ITS	34	Technical Trainer I	22 / Level 5 / \$63,918.40	22 / Level 5 / \$63,918.40
Juvenile Probation	374	Enforcement Ofcr I	15 / Minimum / \$34,608.50	15 / Minimum / \$34,608.50
Juvenile Probation	609	Licensed Vocational Nurse	15 / Level 3 / \$37,710.40	15 / Level 3 / \$37,710.40
Probate Court	8	Attorney I*	22 / \$59,131.28	22 / \$59,131.28
Probate Court	10	Attorney II	23 / Level 5 / \$68,390.40	23 / Level 5 / \$68,390.40
Sheriff	34	Registered Charge Nurse	22 / Level 4 / \$62,254.40	22 / Level 4 / \$62,254.40
Sheriff	871	Cadet**	80 / Step 1 / \$38,919.50	80 / Step 1 / \$38,919.50
Sheriff	1423	Cadet	80 / Step 1 / \$38,919.50	80 / Step 1 / \$38,919.50
Sheriff	1619	Security Coord	13 / Level 1 / \$31,158.40	13 / Level 1 / \$31,158.40
<b>* Temporary to Regular</b>			<b>** Actual vs Authorized</b>	

<b>TEMPORARY APPOINTMENTS</b>					
<b>Dept.</b>	<b>Slot</b>	<b>Position Title</b>	<b>Dept. Requests Grade/Salary</b>	<b>HRMD Recommends Grade/Salary</b>	<b>**Temporary Status Type Code</b>
County Clerk	20007	Elec Clk Operations Clk II	10 / \$12.00	10 / \$12.00	02
County Clerk	20009	Elec Clk Eryl Vting Deputy	10 / \$12.00	10 / \$12.00	02
County Clerk	20010	Elec Clk Eryl Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	20016	Elec Clk Operations Clk II	10 / \$12.00	10 / \$12.00	02
<b>* Regular to Temporary</b>			<b>**Temporary Status Type Codes: (Temporary less than 6 mos. = 02) (Project Worker more than 6 mos. = 05, includes Retirement Benefits).</b>		

<b>TEMPORARY APPOINTMENTS</b>					
<b>Dept.</b>	<b>Slot</b>	<b>Position Title</b>	<b>Dept. Requests Grade/Salary</b>	<b>HRMD Recommends Grade/Salary</b>	<b>**Temporary Status Type Code</b>
County Clerk	20017	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	20022	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	20028	Elec Clk Operations Clk II	10 / \$12.00	10 / \$12.00	02
County Clerk	20032	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	20033	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	20041	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	20063	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	20150	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	20154	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	20168	Elec Clk Operations Clk II	10 / \$12.00	10 / \$12.00	02
County Clerk	20183	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	20191	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	20195	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	20196	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	20197	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	20201	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	20202	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	20218	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	20220	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	20228	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
<b>* Regular to Temporary</b>		<b>**Temporary Status Type Codes: (Temporary less than 6 mos. = 02) (Project Worker more than 6 mos. = 05, includes Retirement Benefits).</b>			

<b>TEMPORARY APPOINTMENTS</b>					
<b>Dept.</b>	<b>Slot</b>	<b>Position Title</b>	<b>Dept. Requests Grade/Salary</b>	<b>HRMD Recommends Grade/Salary</b>	<b>**Temporary Status Type Code</b>
County Clerk	20229	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	20230	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	20232	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	20236	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	20260	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	20265	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	20266	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	20272	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	20273	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	20274	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	20275	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	20281	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	20284	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	20287	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	20291	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	20299	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	20309	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	20311	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	20320	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
<b>* Regular to Temporary</b> <b>**Temporary Status Type Codes:</b> (Temporary less than 6 mos. = 02) (Project Worker more than 6 mos. = 05, includes Retirement Benefits).					

<b>TEMPORARY APPOINTMENTS</b>					
<b>Dept.</b>	<b>Slot</b>	<b>Position Title</b>	<b>Dept. Requests Grade/Salary</b>	<b>HRMD Recommends Grade/Salary</b>	<b>**Temporary Status Type Code</b>
County Clerk	20331	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	20333	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	20365	Elec Clk Erly Vting Deputy	10 / \$12.00	10 / \$12.00	02
County Clerk	20367	Elec Clk Erly Vting Deputy	10 / \$12.00	10 / \$12.00	02
County Clerk	20372	Elec Clk Erly Vting Deputy	10 / \$12.00	10 / \$12.00	02
County Clerk	20375	Elec Clk Erly Vting Deputy	10 / \$12.00	10 / \$12.00	02
County Clerk	20377	Elec Clk Erly Vting Deputy	10 / \$12.00	10 / \$12.00	02
County Clerk	20378	Elec Clk Erly Vting Deputy	10 / \$12.00	10 / \$12.00	02
County Clerk	20423	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	23019	Elec Clk Erly Vting Deputy	10 / \$12.00	10 / \$12.00	02
County Clerk	23028	Elec Clk Erly Vting Deputy	10 / \$12.00	10 / \$12.00	02
County Clerk	23043	Elec Clk Erly Vting Deputy	10 / \$12.00	10 / \$12.00	02
County Clerk	50224	Office Asst	10 / \$11.87	10 / \$11.87	05
Juvenile Probation	50120	Juvenile Rsdntl Trt Ofcr Asst*	12 / \$13.59	12 / \$13.59	05
Juvenile Probation	50325	Building Maint Worker	11 / \$13.85	11 / \$13.85	05
TNR	50065	School Crossing Guard	11 / \$13.00	11 / \$13.00	05
<b>* Regular to Temporary</b>		<b>**Temporary Status Type Codes:</b> (Temporary less than 6 mos. = 02) (Project Worker more than 6 mos. = 05, includes Retirement Benefits).			

<b>TEMPORARY PROMOTIONS / SALARY ADJUSTMENTS / LATERAL TRANSFERS / VOLUNTARY REASSIGNMENTS / TEMPORARY ASSIGNMENTS</b>				
<b>Dept. (From)</b>	<b>Slot – Position Title – Salary</b>	<b>Dept. (To)</b>	<b>Slot – Position Title – Salary</b>	<b>Comments</b>
<b>Civil Courts</b>	Slot 50022 / Court Operations Ofcr / Grd 17 / \$19.05	<b>Civil Courts</b>	Slot 50022 / Court Operations Ofcr / Grd 17 / \$21.90	Hourly Rate Change
<b>County Clerk</b>	Slot 23292 / Elec Clk Operations Clk III / Grd 12 / \$14.00	<b>County Clerk</b>	Slot 23162 / Elec Clk Operations Clk IV / Grd 14 / \$16.00	Election Worker Reassignment
<b>TNR</b>	Slot 20069 / Park Tech I / Grd 8 / \$11.00	<b>TNR</b>	Slot 50106 / Park Tech I / Grd 8 / \$11.00	Status changed from Temporary Worker (02) to Project Worker (05).
<b>TNR</b>	Slot 20073 / Park Tech I / Grd 8 / \$11.00	<b>TNR</b>	Slot 50107 / Park Tech I / Grd 8 / \$11.00	Status changed from Temporary Worker (02) to Project Worker (05).

<b>CAREER LADDERS – POPS</b>						
<b>Dept.</b>	<b>Slot</b>	<b>Current Position Title/Grade</b>	<b>New Position Title/Grade</b>	<b>Current Annual Salary</b>	<b>Proposed Annual Salary</b>	<b>Comments Current HRMD Practice</b>
<b>Constable 2</b>	10	Deputy Constable* / Grd 61	Deputy Constable Sr / Grd 62	\$49,686.62	\$53,164.59	Career Ladder. Peace Officer Pay Scale (POPS).
<b>Constable 2</b>	47	Deputy Constable* / Grd 61	Deputy Constable Sr / Grd 62	\$49,686.62	\$53,164.59	Career Ladder. Peace Officer Pay Scale (POPS).

**\* Actual vs Authorized**

<b>PROMOTIONS / SALARY ADJUSTMENTS / LATERAL TRANSFERS / VOLUNTARY REASSIGNMENTS / TEMPORARY ASSIGNMENTS</b>				
<b>Dept. (From)</b>	<b>Slot – Position Title – Grade – Salary</b>	<b>Dept. (To)</b>	<b>Slot – Position Title – Grade – Salary</b>	<b>Comments</b>
<b>County Atty</b>	Slot 145 / Business Analyst III / Grd 26 / Part-time \$37,954.38	<b>County Atty</b>	Slot 145 / Business Analyst III / Grd 26 / Full-time \$75,908.76	Status change from part-time to full-time (20 hrs to 40 hrs).
<b>District Atty</b>	Slot 103 / Records Analyst / Grd 17 / Part-time \$25,606.68	<b>District Atty</b>	Slot 103 / Records Analyst / Grd 17 / Full-time \$51,213.36	Status change from part-time to full-time (20 hrs to 40 hrs).

**\* Actual vs Authorized**



<b>PROMOTIONS / SALARY ADJUSTMENTS / LATERAL TRANSFERS / VOLUNTARY REASSIGNMENTS / TEMPORARY ASSIGNMENTS</b>				
<b>Dept. (From)</b>	<b>Slot – Position Title – Grade – Salary</b>	<b>Dept. (To)</b>	<b>Slot – Position Title – Grade – Salary</b>	<b>Comments</b>
<b>District Atty</b>	Slot 114 / Court Clerk I / Grd 13 / \$31,158.40	<b>District Atty</b>	Slot 91 / Accountant Assoc* / Grd 14 / \$33,321.60	Promotion. Pay is between min and midpoint of pay grade.
<b>Emergency Medical Svc</b>	Slot 35 / Public Information Ofcr PS / Grd 18 / \$47,000.00	<b>Emergency Services</b>	Slot 43 / Public Information Ofcr PS / Grd 18 / \$47,000.00	Lateral transfer. Employee transferred to different slot, same position, different department, same pay grade, retains current pay.
<b>Emergency Services</b>	Slot 42 / County Exec ES Succession / Grd 33 / \$135,626.61	<b>Emergency Services</b>	Slot 25 / County Exec Emergency Svcs / Grd 33 / \$135,626.61	Lateral transfer. Employee transferred to different slot, different position, same department, same pay grade, retains current pay.
<b>Fac Mgmt</b>	Slot 85 / Building Maint Worker / Grd 11 / \$29,492.53	<b>Fac Mgmt</b>	Slot 131 / Groundskeeper / Grd 08 / \$26,389.79	Voluntary job change. Pay is at midpoint of pay grade.
<b>ITS</b>	Slot 65 / Systems Engineer III* / Grd 27 / \$81,499.63	<b>ITS</b>	Slot 65 / Systems Architect I / Grd 28 / \$83,424.43	Promotion. Pay is at minimum of pay grade.
<b>ITS</b>	Slot 95 / Project Mgr I / Grd 27 / \$80,294.40	<b>ITS</b>	Slot 95 / Project Mgr I / Grd 27 / \$84,309.00	Salary adjustment. Pay is between min and midpoint of pay grade.
<b>ITS</b>	Slot 115 / Webmaster I* / Grd 22 / \$60,000.00	<b>ITS</b>	Slot 115 / Webmaster II / Grd 24 / \$64,800.00	Promotion. Pay is between min and midpoint of pay grade.
<b>ITS</b>	Slot 123 / Systems Engineer II* / Grd 25 / \$68,095.88	<b>ITS</b>	Slot 123 / Systems Engineer III / Grd 27 / \$77,956.70	Promotion. Pay is between min and midpoint of pay grade.
<b>* Actual vs Authorized</b>				

<b>PROMOTIONS / SALARY ADJUSTMENTS / LATERAL TRANSFERS / VOLUNTARY REASSIGNMENTS / TEMPORARY ASSIGNMENTS</b>				
<b>Dept. (From)</b>	<b>Slot – Position Title – Grade – Salary</b>	<b>Dept. (To)</b>	<b>Slot – Position Title – Grade – Salary</b>	<b>Comments</b>
<b>ITS</b>	Slot 128 / Systems Engineer II* / Grd 25 / \$71,190.81	<b>ITS</b>	Slot 128 / Systems Engineer III / Grd 27 / \$77,957.00	Promotion. Pay is between min and midpoint of pay grade.
<b>ITS</b>	Slot 135 / Business Analyst III* / Grd 26 / \$80,583.78	<b>ITS</b>	Slot 135 / Customer Support Mgr / Grd 28 / \$83,424.43	Promotion. Pay is at minimum of pay grade.
<b>Tax Collector</b>	Slot 35 / Tax Spec I* / Grd 13 / \$30,238.83	<b>Tax Collector</b>	Slot 35 / Tax Specialist II / Grd 15 / \$34,608.50	Promotion. Pay is at minimum of pay grade.
<b>Tax Collector</b>	Slot 52 / Accounting Clerk* / Grd 12 / \$36,422.05	<b>Tax Collector</b>	Slot 52 / Accountant / Grd 17 / \$39,615.08	Promotion. Pay is at minimum of pay grade.
<b>* Actual vs Authorized</b>				

<b>AD HOC CLASSIFICATION CHANGES</b>							
<b>Dept.</b>	<b>Slot #</b>	<b>Current</b>			<b>HRMD Recommends</b>		
		<b>Auth Position Title / Position #</b>	<b>FLSA</b>	<b>Pay Grade</b>	<b>Position Title / Position #</b>	<b>FLSA</b>	<b>Pay Grade</b>
<b>Fac Mgmt</b>	124	Office Spec Sr / 13796	NE	13	Accountant Assoc / 14033	NE	14
<b>TNR</b>	601	Engineering Inspector Spec / 16663	NE	16	Environmental Spec / 18576	NE	18
<b>Departments request reclassification in order to meet departmental needs. PBO has confirmed funding available.</b>							

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**SECTION B. NON-ROUTINE PERSONNEL ACTION**

<b>NON-ROUTINE – POPS Step Change</b>				
<b>Dept. (From)</b>	<b>Slot – Position Title – Grade – Salary</b>	<b>Dept. (To)</b>	<b>Slot – Position Title – Grade – Salary</b>	<b>Comments</b>
<b>Constable 1</b>	Slot 8 / Constable Sergeant / Grd 64 / \$73,167.74	<b>Constable 1</b>	Slot 8 / Constable Sergeant / Grd 64 / \$80,563.60	POPS step change. Placing from Step 2 to Step 7. Travis County Code § 10.0295.

**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: October 19, 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 & Budget

FROM: Diane Poirot, Director of Human Resources Management Department

SUBJECT: Constable, Precinct 1 - Non-Routine POPS Salary Adjustment, Slot 8

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

### Constable, Precinct 1's Office Request:

Constable Precinct 1's Office requests approval to pay a salary adjustment to one Constable Sergeant in the amount of \$7,395.86. The resulting pay differential between steps 2 (\$73,167.74) and 7 (\$80,563.60) is approximately ten percent. The pay action would apply to the following slot:

<u>Slot #</u>	<u>From</u>	<u>To</u>
8	Constable, Sgt. PG 64 – Step 2 \$73,167.74	Constable, Sgt. PG 64 – Step 7 \$80,563.60

### Policy:

Travis County Code §10.0295 does not specifically address whether employees on the Peace Officer Pay Scale (POPS) are eligible for salary adjustments to address previous funding shortfalls.

### History:

On November 1, 2010, Commissioners Court approved an action to promote the officer in question from Deputy Constable Sr. to Constable, Sergeant. At the time of the

promotion, the officer moved from Grade 62, Step 15 to Grade 64, Step 2. The ordinary progression would have been from Grade 62, Step 15 to Grade 64, Step 15. However, Constable 1's Office did not have recognized permanent salary savings to move the officer beyond Step 2, and received permission to move the officer to Step 2 until such time as additional funding became available.

**Issues:**

Policy does not specifically address whether employees on the POPS scale are eligible for salary adjustments. Long-standing practice has been that employees covered by POPS, when promoted, are placed on the same step in the new pay grade that they were on in their previous pay grade. In this case, funding was not available to accommodate this action in November, 2010. The request made by Constable 1's Office at the present time is to move the employee closer to the step the incumbent would have been at had more funding been available at the time.

**Recommendation:**

HRMD acknowledges that the special nature of this request was driven by budgetary constraints within the Constable's Office at the time of the promotion. At that time, funding was only available to move the officer to Step 2. With funding now available, HRMD supports this action to move the officer to Step 7.

The Planning and Budget Office (PBO) has confirmed available funding for the adjustment to step 7.

To: William Derryberry & Budget Analyst  
Cynthia Lam-Roldan

From: Constable Danny Thomas

Subject: FY 13 Salary

Date: October 3, 2012

This memorandum represents a formal request for a FY 13 salary adjustment for the following employee:

Employee # 11581  
Slot #8

\_\_\_\_\_ has been with Precinct One for (20) twenty years and (7) seven months; \_\_\_\_\_ was former Chief under Constable Luke Mercer \_\_\_\_\_ salary would have been over ninety thousand however, when Constable Thomas was elected in 2009 \_\_\_\_\_ was then classified as senior deputy at \$56,559.57. Even with this increase \_\_\_\_\_ 11 years of service will not be compensated for.

This is a salary adjustment to compensate \_\_\_\_\_ from Nov 1, 2010 promotion in which we did not have funds in our budget at the time.

\_\_\_\_\_ performs duties as the Assistant Chief. \_\_\_\_\_ has outstanding leadership skills and has over 20 years of experience at the Constable Office. \_\_\_\_\_ maintains a level of integrity, a professional work ethic and goes over and beyond the call of duty in order to complete the mission of Precinct one. \_\_\_\_\_ is constantly taking initiative to improve the workflow of precinct one. \_\_\_\_\_ supports subordinates and \_\_\_\_\_ has truly gained there respect and trust. This is a request to reward him for \_\_\_\_\_ hard work and consistency.

The monies requested in the amount \$7395.86 are available in Permanent Salary Savings I am requesting an increase from \$73,167.74 to \$80,563.60