

## ITEM 18



# Travis County Commissioners Court Agenda Request

**Meeting Date:** 11/13/12

**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 – 9.

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](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

**November 13, 2012**

**ITEM # :**

**DATE:** November 2, 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 – 9.**

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>
<b>County Clerk</b>	139	Customer Support Analyst I	20 / Level 3 / \$52,894.40	20 / Level 3 / \$52,894.40
<b>District Atty</b>	114	Court Clerk I*	13 / Minimum / \$30,238.83	13 / Minimum / \$30,238.83
<b>Juvenile Probation</b>	64	Juvenile Probation Ofcr II	16 / Level 1 / \$38,147.20	16 / Level 1 / \$38,147.20
<b>Juvenile Probation</b>	75	Juvenile Detention Ofcr I**	13 / Minimum / \$30,238.83	13 / Minimum / \$30,238.83
<b>Records Mang &amp; Comm Resrc</b>	33	Imaging Production Tech	11 / \$32,357.78	11 / \$32,357.78
<b>Sheriff</b>	1482	Cadet**	80 / Step 1 / \$38,919.50	80 / Step 1 / \$38,919.50
<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>
<b>County Atty</b>	20023	Office Asst	10 / \$11.87	10 / \$11.87	02
<b>County Clerk</b>	20059	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
<b>County Clerk</b>	20347	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
<b>County Clerk</b>	20355	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
<b>County Clerk</b>	20359	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
<b>County Clerk</b>	20360	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
<b>County Clerk</b>	20364	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
<b>County Clerk</b>	20395	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
<b>**Temporary Status Type Codes:</b> (Temporary less than 6 mos. = 02) (Project Worker more than 6 mos. = 05, includes Retirement Benefits).					

**TEMPORARY APPOINTMENTS**

<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	20409	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	20421	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	20450	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	20458	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	20464	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	20465	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	20491	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	20500	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	20516	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	20537	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	20561	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	20581	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	20599	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	20603	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	20610	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	20616	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	20620	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	20621	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	20628	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02

**\*\*Temporary Status Type Codes:** (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	23020	Elec Clk Erly Vting Deputy	10 / \$12.00	10 / \$12.00	02
County Clerk	23022	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	23032	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	23034	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	23036	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	23047	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	23048	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	23050	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	23053	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	23054	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	23059	Elec Clk Erly Vting Deputy	10 / \$12.00	10 / \$12.00	02
County Clerk	23071	Elec Clk Operations Clk II	10 / \$12.00	10 / \$12.00	02
County Clerk	23080	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
TNR	50100	Park Tech I	8 / \$11.00	8 / \$11.00	05
<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>
TNR	Slot 20061 / Park Tech I / Grd 8 / \$11.00	TNR	Slot 50035 / Park Tech I / Grd 8 / \$11.00	Status changed from Temporary Worker (02) to Project Worker (05).
TNR	Slot 20067 / Park Tech I / Grd 8 / \$11.00	TNR	Slot 50008 / Park Tech I / Grd 8 / \$11.00	Status changed from Temporary Worker (02) to Project Worker (05).

**TEMPORARY PROMOTIONS / SALARY ADJUSTMENTS / LATERAL TRANSFERS / VOLUNTARY REASSIGNMENTS / TEMPORARY ASSIGNMENTS**

Dept. (From)	Slot – Position Title – Salary	Dept. (To)	Slot – Position Title – Salary	Comments
TNR	Slot 20075 / Park Tech I / Grd 8 / \$11.00	TNR	Slot 50006 / Park Tech I / Grd 8 / \$11.00	Status changed from Temporary Worker (02) to Project Worker (05).
TNR	Slot 50038 / Park Tech I / Grd 8 / \$11.00	TNR	Slot 50042 / Park Tech II / Grd 10 / \$12.00	Promotion Temporary.

**CAREER LADDERS – POPS**

Dept.	Slot	Current Position Title/Grade	New Position Title/Grade	Current Annual Salary	Proposed Annual Salary	Comments Current HRMD Practice
Sheriff	301	Corrections Ofcr* / Grd 81	Corrections Ofcr Sr / Grd 83	\$44,368.27	\$48,226.26	Career Ladder. Peace Officer Pay Scale (POPS).
Sheriff	341	Deputy Sheriff Law Enforcement* / Grd 72	Deputy Sheriff Sr Law Enfrcmt / Grd 74	\$54,414.67	\$58,681.38	Career Ladder. Peace Officer Pay Scale (POPS).
Sheriff	358	Corrections Ofcr* / Grd 81	Corrections Ofcr Sr / Grd 83	\$44,368.27	\$48,226.26	Career Ladder. Peace Officer Pay Scale (POPS).
Sheriff	381	Corrections Ofcr* / Grd 81	Corrections Ofcr Sr / Grd 83	\$44,368.27	\$48,226.26	Career Ladder. Peace Officer Pay Scale (POPS).
Sheriff	426	Corrections Ofcr* / Grd 81	Corrections Ofcr Sr / Grd 83	\$44,368.27	\$48,226.26	Career Ladder. Peace Officer Pay Scale (POPS).
Sheriff	460	Corrections Ofcr* / Grd 81	Corrections Ofcr Sr / Grd 83	\$44,368.27	\$48,226.26	Career Ladder. Peace Officer Pay Scale (POPS).
Sheriff	567	Corrections Ofcr* / Grd 81	Corrections Ofcr Sr / Grd 83	\$44,368.27	\$48,226.26	Career Ladder. Peace Officer Pay Scale (POPS).
Sheriff	799	Corrections Ofcr* / Grd 81	Corrections Ofcr Sr / Grd 83	\$44,368.27	\$48,226.26	Career Ladder. Peace Officer Pay Scale (POPS).
Sheriff	886	Corrections Ofcr* / Grd 81	Corrections Ofcr Sr / Grd 83	\$44,368.27	\$48,226.26	Career Ladder. Peace Officer Pay Scale (POPS).

\* Actual vs Authorized

<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>Sheriff</b>	1101	Corrections Ofcr* / Grd 81	Corrections Ofcr Sr / Grd 83	\$44,368.27	\$48,226.26	Career Ladder. Peace Officer Pay Scale (POPS).
<b>Sheriff</b>	1140	Corrections Ofcr* / Grd 81	Corrections Ofcr Sr / Grd 83	\$44,368.27	\$48,226.26	Career Ladder. Peace Officer Pay Scale (POPS).
<b>Sheriff</b>	1145	Corrections Ofcr* / Grd 81	Corrections Ofcr Sr / Grd 83	\$44,368.27	\$48,226.26	Career Ladder. Peace Officer Pay Scale (POPS).
<b>Sheriff</b>	1488	Corrections Ofcr* / Grd 81	Corrections Ofcr Sr / Grd 83	\$44,368.27	\$48,226.26	Career Ladder. Peace Officer Pay Scale (POPS).
<b>Sheriff</b>	1824	Deputy Sheriff Law Enforcement* / Grd 72	Deputy Sheriff Sr Law Enfrmnt / Grd 74	\$52,301.81	\$55,962.82	Career Ladder. Peace Officer Pay Scale (POPS).
<b>Sheriff</b>	1825	Deputy Sheriff Law Enforcement* / Grd 72	Deputy Sheriff Sr Law Enfrmnt / Grd 74	\$54,414.67	\$58,681.38	Career Ladder. Peace Officer Pay Scale (POPS).
<b>Sheriff</b>	1829	Corrections Ofcr* / Grd 81	Corrections Ofcr Sr / Grd 83	\$44,368.27	\$48,226.26	Career Ladder. Peace Officer Pay Scale (POPS).
<b>Sheriff</b>	1830	Corrections Ofcr* / Grd 81	Corrections Ofcr Sr / Grd 83	\$44,368.27	\$48,226.26	Career Ladder. Peace Officer Pay Scale (POPS).
<b>Sheriff</b>	1832	Corrections Ofcr* / Grd 81	Corrections Ofcr Sr / Grd 83	\$44,368.27	\$48,226.26	Career Ladder. Peace Officer Pay Scale (POPS).
<b>Sheriff</b>	1833	Corrections Ofcr* / Grd 81	Corrections Ofcr Sr / Grd 83	\$44,368.27	\$48,226.26	Career Ladder. Peace Officer Pay Scale (POPS).
<b>Sheriff</b>	1836	Corrections Ofcr* / Grd 81	Corrections Ofcr Sr / Grd 83	\$44,368.27	\$48,226.26	Career Ladder. Peace Officer Pay Scale (POPS).
<b>Sheriff</b>	1860	Cadet* / Grd 80	Corrections Ofcr / Grd 81	\$38,919.50	\$44,368.27	Career Ladder. Peace Officer Pay Scale (POPS).
<b>Sheriff</b>	1861	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
Pretrial Services	32	Pretrial Ofcr II* / Grd 17	Pretrial Ofcr III / Grd 18	\$42,185.94	\$45,138.96	Career Ladder. Pay is between min and midpoint of pay grade.
<b>* Actual vs Authorized</b>						

**PROMOTIONS / SALARY ADJUSTMENTS / LATERAL TRANSFERS / VOLUNTARY REASSIGNMENTS / TEMPORARY ASSIGNMENTS**

Dept. (From)	Slot – Position Title – Grade – Salary	Dept. (To)	Slot – Position Title – Grade – Salary	Comments
District Atty	Slot 254 / Legal Secretary / Grd 15 / \$46,557.61	District Atty	Slot 75 / Legal Secretary Sr / Grd 16 / \$48,885.49	Promotion. Pay is between midpoint and max of pay grade.
ITS	Slot 47 / Customer Support Tech / Grd 17 / \$41,415.63	ITS	Slot 47 / Customer Support Tech / Grd 17 / \$42,615.63	Salary adjustment. Pay is between min and midpoint of pay grade.
ITS	Slot 48 / Customer Support Tech / Grd 17 / \$41,415.63	ITS	Slot 47 / Customer Support Tech / Grd 17 / \$42,615.63	Salary adjustment. Pay is between min and midpoint of pay grade.
Juvenile Probation	Slot 51 / Juvenile Probation Ofcr II / Grd 16 / \$48,503.10	Juvenile Probation	Slot 178 / Juvenile Probation Ofcr III / Grd 17 / \$50,928.25	Promotion. Pay is between midpoint and max of pay grade.
Sheriff	Slot 211 / Corrections Ofcr Sr* / Grd 83 / \$50,639.68	Sheriff	Slot 279 / Corrections Ofcr Sr* / Grd 83 / \$50,639.68	POPS lateral transfer. Employee transferred to different slot, same position, same department, same pay grade, retains current pay.
Sheriff	Slot 387 / Corrections Ofcr Sr / Grd 83 / \$50,639.68	Sheriff	Slot 1541 / Corrections Ofcr Sr* / Grd 83 / \$50,639.68	POPS lateral transfer. Employee transferred to different slot, same position, same department, same pay grade, retains current pay.
<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>Sheriff</b>	Slot 1630 / Security Coord / Grd 13 / \$35,918.06	<b>Sheriff</b>	Slot 1535 / Security Coord / Grd 13 / \$35,918.06	Lateral transfer. Employee transferred to different slot, same position, same department, same pay grade, retains current pay.
<b>Sheriff</b>	Slot 1656 / Deputy Sheriff Sr Law Enfrmnt / Grd 74 / \$71,238.13	<b>Sheriff</b>	Slot 211 / Deputy Sheriff Sr Law Enfrmnt / Grd 74 / \$71,238.13	POPS lateral transfer. Employee transferred to different slot, same position, same department, same pay grade, retains current pay.
<b>Sheriff</b>	Slot 1880 / Certf Peace Ofcr Sr / Grd 84 / \$65,539.14	<b>Sheriff</b>	Slot 370 / Certf Peace Ofcr Sr / Grd 84 / \$65,539.14	Lateral transfer. Employee transferred to different slot, same position, same department, same pay grade, retains current pay.
<b>TNR</b>	Slot 449 / Road Maint Worker / Grd 10 / \$29,303.25	<b>TNR</b>	Slot 421 / Road Maint Worker / Grd 10 / \$29,303.25	Lateral transfer. Employee transferred to different slot, same position, same department, same pay grade, retains current pay.
<b>TNR</b>	Slot 553 / Park Maint Worker Sr / Grd 11 / \$35,893.10	<b>TNR</b>	Slot 558 / Park Maint Worker / Grd 9 / \$32,303.86	Voluntary job change. Pay is between midpoint and max of pay grade.
<b>Actual vs Authorized</b>				

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<b>AD HOC CLASSIFICATION CHANGE</b>							
		<b>Current</b>			<b>HRMD Recommends</b>		
<b>Dept.</b>	<b>Slot #</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>HHS</b>	185	Contract Compliance Spec / 21692	E	21	Accountant Ld / 21007	E	21
<b>Department requests reclassification in order to meet departmental needs. PBO has confirmed funding available.</b>							

**BY ORDER OF THE COMMISSIONERS COURT, THE PRECEDING PERSONNEL AMENDMENTS ARE APPROVED.**

\_\_\_\_\_  
**Samuel T. Biscoe, County Judge**

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**Ron Davis, Commissioner, Pct. 1**

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**Sarah Eckhardt, Commissioner, Pct. 2**

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**Karen L. Huber, Commissioner, Pct. 3**

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**Margaret Gomez, Commissioner, Pct. 4**