



Travis County Commissioners Court Agenda Request

Meeting Date: 11/20/12

Prepared By/Phone Number: Cynthia Lam-Roldan, 854-4822

Elected/Appointed Official/Dept. Head: Leslie Browder, 854-9106 *LB*

Commissioners Court Sponsor: Judge Samuel T. Biscoe

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

November 20, 2012

ITEM # :

DATE: November 9, 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 – 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
Constable 1	3	Deputy Constable**	61 / Step 1 / \$49,686.62	61 / Step 1 / \$49,686.62
Sheriff	1130	Cadet**	80 / Step 1 / \$38,919.50	80 / Step 1 / \$38,919.50
Sheriff	1496	Cadet**	80 / Step 1 / \$38,919.50	80 / Step 1 / \$38,919.50
TNR	255	Road Maint Worker	10 / Level 1 / \$25,417.60	10 / Level 1 / \$25,417.60
TNR	332	Road Maint Worker	10 / Level 2 / \$26,166.40	10 / Level 2 / \$26,166.40
TNR	336	Road Maint Worker*	10 / Level 3 / \$26,915.20	10 / Level 3 / \$26,915.20
TNR	442	Road Maint Worker	10 / Minimum / \$24,681.49	10 / Minimum / \$24,681.49
* 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	20324	Elec Clk Operations Clk II	10 / \$12.00	10 / \$12.00	02
County Clerk	20415	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	20459	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	20466	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	20529	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	20536	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	20582	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	20648	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).					

TEMPORARY APPOINTMENTS					
Dept.	Slot	Position Title	Dept. Requests Grade/Salary	HRMD Recommends Grade/Salary	**Temporary Status Type Code
County Clerk	23024	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	23031	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	23045	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	23062	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	23141	Elec Clk Operations Clk II	10 / \$12.00	10 / \$12.00	02
County Clerk	23350	Application Dev Mgr	31 / \$50.00	31 / \$50.00	02
County Clerk	50591	Office Asst	10 / \$11.87	10 / \$11.87	05
HHS	20093	Planner	19 / \$24.42	19 / \$24.42	02
HHS	50781	Interpreter Sign Language V	25 / \$38.00	25 / \$38.00	05
Records Mang & Comm Resrc	50013	Law Librarian	17 / \$23.81	17 / \$23.81	05
Tax Collector	50042	Administrative Asst I	13 / \$14.54	13 / \$14.54	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	418	Cadet* / Grd 80	Corrections Ofcr / Grd 81	\$38,919.50	\$44,368.27	Career Ladder. Peace Officer Pay Scale (POPS).
Sheriff	1863	Cadet* / Grd 80	Corrections Ofcr / Grd 81	\$38,919.50	\$44,368.27	Career Ladder. Peace Officer Pay Scale (POPS).
* 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
District Clerk	Slot 123 / Business Analyst II / Grd 24 / \$63,638.43	District Clerk	Slot 138 / Business Analyst III / Grd 26 / \$72,861.57	Promotion. Pay is at minimum of pay grade.
Juvenile Probation	Slot 399 / Program Coord* / Grd 18 / \$47,991.01	Juvenile Probation	Slot 236 / Program Coord / Grd 18 / \$47,991.01	Lateral transfer. Employee transferred to different slot, same position, same department, same pay grade, retains current pay.
Pretrial Services	Slot 61 / Office Spec / Grd 12 / Part-time \$14,131.21	Pretrial Services	Slot 15 / Office Spec Sr / Grd 13 / Full-time \$32,968.00	Promotion. Pay is between min and midpoint of pay grade.
TNR	Slot 601 / Engineering Inspector Spec* / Grd 16 / \$43,684.68	TNR	Slot 601 / Environmental Spec / Grd 18 / \$45,868.91	Promotion. Pay is between min and midpoint of pay grade.
* 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

