



Travis County Commissioners Court Agenda Request

Meeting Date: 11/27/12

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

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 Tax Collector's Office for a variance to Travis County Code § 10.03009, Voluntary Job Change.
- C. Non-routine request from Constable Precinct 2 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 – 6.

B. Non-Routine Personnel Action – Pages 7 - 10.

Tax Collector requests approval for a voluntary job change which is above midpoint with a pay increase – Travis County Code § 10.03009, from County Auditor's Office, AUD Finance Auditor Analyst V, PG 27 to Tax Office, Financial Manager, PG 26. HRMD has reviewed supporting documentation and concurs with the request. PBO has confirmed sufficient funds.

C. Non-Routine Personnel Action – Pages 7, 11 – 13.

Constable Precinct 2 requests an exception to Peace Officer Pay Scale (POPS) – Travis County Code § 10.0295 to place Slot 34 from step 2 to step 8, 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.

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.

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 27, 2012

ITEM # :

DATE: November 16, 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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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 4	24	Deputy Constable	61 / Step 1 / \$49,686.62	61 / Step 1 / \$49,686.62
County Atty	165	Legal Secretary	15 / Level 4 / \$38,750.40	15 / Level 4 / \$38,750.40
County Treasurer	4	Accounting Clerk	12 / \$30,343.66	12 / \$30,343.66
District Clerk	100	Court Clerk II*	15 / Minimum / \$34,608.50	15 / Minimum / \$34,608.50
District Clerk	132	Court Clerk I	13 / Level 1 / \$31,158.40	13 / Level 1 / \$31,158.40
HHS	243	Social Svcs Asst Part-time	11 / \$15,066.53	11 / \$15,066.53
HHS	276	Administrative Assoc	16 / Level 5 / \$42,577.60	16 / Level 5 / \$42,577.60
Juvenile Probation	201	Office Asst	10 / Level 1 / \$25,417.60	10 / Level 1 / \$25,417.60
Juvenile Probation	628	Juvenile Probation Ofcr II**	16 / Level 1 / \$38,147.20	16 / Level 1 / \$38,147.20
Records Mang & Comm Resrc	58	Office Spec Sr	13 / \$32,136.00	13 / \$32,136.00
Sheriff	1297	Counselor Sr	17 / \$41,995.20	17 / \$41,995.20
Sheriff	1856	Cadet**	80 / Step 1 / \$38,919.50	80 / Step 1 / \$38,919.50
Sheriff	1858	Cadet**	80 / Step 1 / \$38,919.50	80 / Step 1 / \$38,919.50
Sheriff	1921	Security Coord	13 / Level 6 / \$35,692.80	13 / Level 6 / \$35,692.80
Sheriff	1949	Deputy Sheriff Law Enforcement**	72 / Step 1 / \$52,301.81	72 / Step 1 / \$52,301.81
Sheriff	1950	Deputy Sheriff Law Enforcement**	72 / Step 3 / \$54,414.67	72 / Step 3 / \$54,414.67
Sheriff	1952	Deputy Sheriff Law Enforcement**	72 / Step 1 / \$52,301.81	72 / Step 1 / \$52,301.81
TNR	520	Road Maint Worker	10 / Level 2 / \$26,166.40	10 / Level 2 / \$26,166.40
* Temporary to Regular			** Actual vs Authorized	

TEMPORARY APPOINTMENTS					
Dept.	Slot	Position Title	Dept. Requests Grade/Salary	HRMD Recommends Grade/Salary	**Temporary Status Type Code
Comm Pct 3	20004	Administrative Asst I*	13 / \$17.00	13 / \$17.00	02
County Clerk	20518	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	20613	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	20643	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	23017	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	23061	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	23073	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	23081	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	23083	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	23085	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	23086	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	23089	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
District Clerk	50024	Court Clerk Asst	11 / \$12.70	11 / \$12.70	05
Fac Mgmt	20027	Custodian	7 / \$11.00	7 / \$11.00	02
HHS	50063	Interpreter Sign Language VI	26 / \$45.00	26 / \$45.00	05
Probate Court	50016	Law Clerk I	15 / \$16.64	15 / \$16.64	05
* Actual vs Authorized		**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	1275	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
County Atty	25	Attorney VI* / Grd 29	Attorney VII / Grd 30	\$91,409.97	\$95,980.47	Career Ladder. Pay is between min and midpoint of pay grade.
County Atty	28	Attorney IV* / Grd 27	Attorney V / Grd 28	\$78,593.42	\$83,424.43	Career Ladder. Pay is at minimum of pay grade.
County Atty	33	Attorney II* / Grd 23	Attorney III / Grd 25	\$59,466.58	\$68,095.87	Career Ladder. Pay is at minimum of pay grade.
County Atty	35	Attorney IV* / Grd 27	Attorney V / Grd 28	\$77,956.53	\$83,424.43	Career Ladder. Pay is at minimum of pay grade.
County Atty	149	Attorney II* / Grd 23	Attorney III / Grd 25	\$59,466.58	\$68,095.87	Career Ladder. Pay is at minimum of pay grade.
County Atty	155	Attorney IV* / Grd 27	Attorney V / Grd 28	\$77,956.53	\$83,424.43	Career Ladder. Pay is at minimum of pay grade.
County Atty	190	Attorney III* / Grd 25	Attorney IV / Grd 27	\$68,095.87	\$77,956.53	Career Ladder. Pay is at minimum of pay grade.
County Atty	209	Attorney V* / Grd 28	Attorney VI / Grd 29	\$83,424.43	\$89,265.70	Career Ladder. Pay is at minimum of pay grade.
District Atty	20	Attorney IV* / Grd 27	Attorney V* / Grd 28	\$77,956.53	\$83,424.43	Career Ladder. Pay is at minimum of pay grade.
Juvenile Probation	619	Juvenile Detention Ofcr II* / Grd 14	Juvenile Detention Ofcr III / Grd 15	\$33,734.48	\$35,421.20	Career Ladder. Pay is between min and midpoint of pay grade.
* Actual vs Authorized						

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

Dept. (From)	Slot – Position Title – Grade – Salary	Dept. (To)	Slot – Position Title – Grade – Salary	Comments
County Atty	Slot 186 / Attorney VII / Grd 30 / \$50,705.72	County Atty	Slot 150 / Attorney VII / Grd 30 / \$50,705.72	Lateral transfer. Employee transferred to different slot, same position, same department, same pay grade, retains current pay.
Criminal Justice Planning	Slot 67 / Attorney III / Grd 25 / \$68,095.87	Criminal Justice Planning	Slot 67 / Attorney III / Grd 25 / \$74,564.98	Salary adjustment. Pay is between min and midpoint of pay grade.
District Clerk	Slot 9 / Court Clerk II Sr / Grd 16 / \$50,908.11	District Clerk	Slot 55 / Court Svcs Mgmt Admin Coord / Grd 18 / \$51,908.11	Promotion. Pay is between min and midpoint of pay grade.
District Clerk	Slot 16 / Court Clerk I / Grd 13 / \$32,052.80	District Clerk	Slot 9 / Court Clerk II* / Grd 15 / \$34,608.50	Promotion. Pay is at minimum of pay grade.
District Clerk	Slot 55 / Court Svcs Mgmt Admin Coord / Grd 18 / \$47,849.10	District Clerk	Slot 123 / Business Analyst Assoc* / Grd 19 / \$52,145.60	Promotion. Pay is between min and midpoint of pay grade.
District Clerk	Slot 100 / Court Clerk II / Grd 15 / \$39,401.04	District Clerk	Slot 140 / Court Clerk II Sr / Grd 16 / \$41,475.20	Promotion. Pay is between min and midpoint of pay grade.
District Clerk	Slot 120 / Court Clerk I / Grd 13 / \$31,161.29	District Clerk	Slot 133 / Records Analyst Assoc / Grd 15 / \$34,608.50	Promotion. Pay is at minimum of pay grade.
District Clerk	Slot 133 / Records Analyst Assoc / Grd 15 / \$36,181.45	District Clerk	Slot 139 / Court Clerk II / Grd 15 / \$37,710.45	Lateral transfer. Employee transferred to different slot, different position, same department, same pay grade. Pay is between min and midpoint of pay grade.
Fac Mgmt	Slot 70 / Custodian Ld / Grd 9 / \$33,433.50	Fac Mgmt	Slot 18 / Custodial Svcs Supv / Grd 12 / \$35,105.18	Salary adjustment. Pay is between midpoint and max of pay grade.
JP Pct 5	Slot 8 / Court Clerk I / Grd 13 / \$32,778.61	County Atty	Slot 139 / Legal Secretary / Grd 15 / \$38,750.40	Promotion. 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
Sheriff	Slot 122 / Sergeant Corrections / Grd 88 / \$94,793.71	Sheriff	Slot 889 / Certf Peace Ofcr Sr / Grd 84 / \$71,214.00	Voluntary job change. Peace Officer Pay Scale (POPS).
Sheriff	Slot 1485 / Corrections Ofcr* / Grd 81 / \$44,368.27	Sheriff	Slot 240 / 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 1675 / Corrections Ofcr Sr / Grd 83 / \$48,226.26	Sheriff	Slot 1487 / 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 1842 / Corrections Ofcr Sr / Grd 83 / \$48,226.26	Sheriff	Slot 1656 / Deputy Sheriff Sr Law Enfrmnt / Grd 74 / \$55,962.82	Promotion. Peace Officer Pay Scale (POPS).
Sheriff	Slot 1858 / Corrections Ofcr / Grd 81 / \$44,368.27	Sheriff	Slot 1951 / Deputy Sheriff Law Enforcement* / Grd 72 / \$52,301.81	Promotion. Peace Officer Pay Scale (POPS).
* Actual vs Authorized				

AD HOC CLASSIFICATION CHANGES							
Dept.	Slot #	Current			HRMD Recommends		
		Auth Position Title / Position #	FLSA	Pay Grade	Position Title / Position #	FLSA	Pay Grade
ITS	50	Admin Assistant I/ 13500	NE	13	Purchasing Clerk III / 14484	NE	14
ITS	82	Admin Assistant I/ 13500	NE	13	Purchasing Clerk III /14484	NE	14
Department requests in order to meet departmental needs. PBO has confirmed funding available.							

SECTION B. NON-ROUTINE PERSONNEL ACTIONS

NON-ROUTINE – Voluntary Job Change and POPS Step Change				
Dept. (From)	Slot – Position Title – Grade – Salary	Dept. (To)	Slot – Position Title – Grade – Salary	Comments
County Auditor	Slot 58 / AUD Finance Auditor Analyst V* / Grd 27 / \$94,009.00	Tax Collector	Slot 4 / Financial Mgr / Grd 26 / \$96,160.00	Voluntary job change. Pay is between midpoint and max of pay grade. Travis County Code § 10.03009.
Constable 2	Slot 34 / Constable Sergeant / Grd 64 / \$73,167.74	Constable 2	Slot 34 / Constable Sergeant / Grd 64 / \$82,013.78	POPS step change. Placing from Step 2 to Step 8. 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: November 16, 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 Office *LB*

FROM: Diane Poirot, Director of Human Resources *DP*

SUBJECT: Tax Office Non-Routine Salary Action, Slot 4

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

Tax Office Request:

The Tax Office requests approval to increase the salary of one AUD Financial Aud Analyst V by \$2,151.00 to accompany the employee's voluntary reassignment to Financial Manager. The employee previously worked in the County Auditor's Office and is transferring to the Tax Office. The Tax Office's request would result in the following changes to the incumbent's title and pay:

From:

<u>Dept</u>	<u>Slot #</u>	<u>Title</u>	<u>PG</u>	<u>Salary</u>
Auditor	58	AUD Financial Aud Analyst V	27	\$94,009.00

To:

<u>Dept</u>	<u>Slot #</u>	<u>Title</u>	<u>PG</u>	<u>Salary</u>
Tax	4	Financial Manager	26	\$96,160.00

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Policy

Travis County Code §10.03009(b)(2) states that for employees undergoing a voluntary job change and not returning to a former position, the salary adjustment must be from minimum to midpoint.

Issue

By definition, a voluntary job change involves an employee taking a job in a lower pay grade than his/her current grade. Occasionally, such a change may involve taking a job in a lower pay grade but which the department recognizes as a promotion. Such is the case here. The department has requested a small increase for this employee to take on additional supervisory responsibilities and the salary recommended is slightly above midpoint. The proposed increase is approximately 2.3%.

Recommendation

HRMD recommends approval of the proposed salary increase. Tax's request facilitates continuity of operations by placing a qualified employee in a key operational area of the office. The employee is already almost at the midpoint of PG 27. The Planning & Budget Office (PBO) has confirmed funding. The action would be effective November 1, 2012.



**County of
TRAVIS**
STATE OF TEXAS

TINA MORTON
ASSESSOR AND COLLECTOR
OF TAXES

5501 Airport Boulevard
AUSTIN, TEXAS 78751
(512) 854-9473

MEMORANDUM

DATE: November 9, 2012

TO: Commissioners Court

FROM: Tina Morton *TM*

SUBJECT: Agenda Request

2012 NOV -9 PM 4:00
PERSONNEL

The Tax Office is requesting approval by the Commissioners Court for mobility PAF. I will move from pay grade 27 to pay grade 26 and will receive an increase from \$94,044. to \$96,160. Please contact me if you have any questions.

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Human Resources Management Department

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MEMORANDUM

DATE: November 16, 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 2 - Non-Routine POPS Salary Adjustment, Slot 34

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

Constable, Precinct 2's Office Request:

Constable Precinct 2's Office requests approval to pay a salary adjustment to one Constable Sergeant in the amount of \$8,846.04. The resulting pay differential between steps 2 (\$73,167.74) and 8 (\$82,013.78) is approximately twelve percent. The pay action would apply to the following slot:

<u>Slot #</u>	<u>From</u>	<u>To</u>
34	Constable, Sgt. PG 64 – Step 2 \$73,167.74	Constable, Sgt. PG 64 – Step 8 \$82,013.78

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 16, 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 8 to Grade 64, Step 2. The ordinary progression would have been from Grade 62, Step 8 to Grade 64, Step 8. However, Constable 2'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 2's Office at the present time is to move the employee to the step the incumbent would have been at had 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 8.

The Planning and Budget Office (PBO) has confirmed available funding for the adjustment to step 8. The action would be effective November 16, 2012.



ADAN BALLESTEROS
TRAVIS COUNTY CONSTABLE PRECINCT 2
Chief Deputy George Morales



Date: Nov. 19th, 2012

To: Cynthia Lam-Roldan

From: Constable Adan Ballesteros

Reference: Step increase / Slot 34

Cynthia,

We are requesting to move [redacted] from his current step 2 to step eight. When [redacted] was promoted there was not enough funding to move [redacted] to proper step, now that funding is available we want to place [redacted] at correct step. If you have any questions please feel free to call me.

Respectfully,
Bryon.

