

ITEM 14



Travis County Commissioners Court Agenda Request

Meeting Date: 11/6/12

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

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 Medical Examiner's Office for a variance to Travis County Code § 10.03009, Voluntary Job Change.
- C. Non-routine requests from Sheriff's Office for a variance to Travis County Code § 10.03002, General Overview for Determining Pay Policy.

BACKGROUND/SUMMARY OF REQUEST AND ATTACHMENTS:

Attached are Personnel Amendments for Commissioners Court approval.

A. Routine Personnel Actions – Pages 2 – 13.

B. Non-Routine Personnel Action – Pages 14 - 18.

Medical Examiner requests approval for a voluntary job change which is above midpoint with a pay increase – Travis County Code § 10.03009, from Forensic Med Exam Investgr II, PG 20 to Forensic Autopsy Tech Chief, PG 19. HRMD has reviewed supporting documentation and concurs with the request. PBO has confirmed sufficient funds.

C. Non-Routine Personnel Action – Pages 14, 19 - 22.

Sheriff's Office requests approval for two salary adjustments that exceed 10% above midpoint – Travis County Code § 10.03002, slots 5 and 13, Captain Law Enforcement, PG 28. 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 6, 2012

ITEM # :

DATE: October 26, 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 – 13.

B. Non-Routine Personnel Action – Pages 14 - 18.

Medical Examiner requests approval for a voluntary job change which is above midpoint with a pay increase – Travis County Code § 10.03009, from Forensic Med Exam Investgr II, PG 20 to Forensic Autopsy Tech Chief, PG 19. HRMD has reviewed supporting documentation and concurs with the request. PBO has confirmed sufficient funds.

C. Non-Routine Personnel Action – Pages 14, 19 - 22.

Sheriff's Office requests approval for two salary adjustments that exceeds 10% above midpoint – Travis County Code § 10.03002, slots 5 and 13, Captain Law Enforcement, PG 28. 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

NEW HIRES				
Dept.	Slot	Position Title	Dept. Requests Level/Salary	HRMD Recommends Level/Salary
Civil Courts	125	Attorney III	25 / Minimum / \$68,095.87	25 / Minimum / \$68,095.87
Civil Courts	136	Attorney III	25 / Minimum / \$68,095.87	25 / Minimum / \$68,095.87
County Atty	54	Law Clerk I Part-time	15 / Minimum / \$17,304.25	15 / Minimum / \$17,304.25
County Atty	100	Law Clerk I Part-time	15 / Minimum / \$17,304.25	15 / Minimum / \$17,304.25
County Atty	176	Law Clerk I Part-time	15 / Minimum / \$17,304.25	15 / Minimum / \$17,304.25
District Atty	145	Legal Secretary	15 / Level 4 / \$38,750.40	15 / Level 4 / \$38,750.40
District Atty	273	Legal Secretary	15 / Level 4 / \$38,750.40	15 / Level 4 / \$38,750.40
Sheriff	957	Cadet**	80 / Step 1 / \$38,919.50	80 / Step 1 / \$38,919.50
Sheriff	1622	Security Coord	13 / Minimum / \$30,238.83	13 / Minimum / \$30,238.83
Sheriff	1771	Security Coord	13 / Level 4 / \$33,883.20	13 / Level 4 / \$33,883.20
* 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	20052	Elec Clk Operations Clk II	10 / \$12.00	10 / \$12.00	02
County Clerk	20056	Elec Clk Operations Clk II	10 / \$12.00	10 / \$12.00	02
County Clerk	20057	Elec Clk Operations Clk II	10 / \$12.00	10 / \$12.00	02
County Clerk	20105	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	20153	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	20194	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	20206	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	20306	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	20323	Elec Clk Operations Clk II	10 / \$12.00	10 / \$12.00	02
County Clerk	20328	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	20329	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	20336	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	20339	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	20340	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	20341	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	20342	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	20345	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	20346	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	20349	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	20356	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	20362	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	20363	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	20376	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	20379	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	20386	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	20387	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	20393	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02

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TEMPORARY APPOINTMENTS

Dept.	Slot	Position Title	Dept. Requests Grade/Salary	HRMD Recommends Grade/Salary	**Temporary Status Type Code
County Clerk	20396	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	20399	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	20401	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	20404	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	20406	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	20408	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	20410	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	20414	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	20416	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	20417	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	20418	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	20420	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	20425	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	20430	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	20438	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	20439	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	20443	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	20445	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	20448	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	20449	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02

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Dept.	Slot	Position Title	Dept. Requests Grade/Salary	HRMD Recommends Grade/Salary	**Temporary Status Type Code
County Clerk	20460	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	20467	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	20468	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	20469	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	20479	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	20483	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	20486	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	20489	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	20498	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	20502	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	20503	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	20505	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	20506	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	20507	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	20509	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	20511	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	20512	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	20513	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	20514	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02

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Dept.	Slot	Position Title	Dept. Requests Grade/Salary	HRMD Recommends Grade/Salary	**Temporary Status Type Code
County Clerk	20519	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	20521	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	20522	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	20523	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	20526	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	20527	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	20528	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	20532	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	20533	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	20534	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	20541	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	20542	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	20550	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	20551	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	20554	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	20556	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	20557	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	20558	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	20562	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02

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Dept.	Slot	Position Title	Dept. Requests Grade/Salary	HRMD Recommends Grade/Salary	**Temporary Status Type Code
County Clerk	20564	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	20566	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	20569	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	20570	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	20594	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	20595	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	20597	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	20598	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	20604	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	20605	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	20608	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	20609	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	20611	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	20617	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	20619	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	20622	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	20623	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	20624	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	20626	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02

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Dept.	Slot	Position Title	Dept. Requests Grade/Salary	HRMD Recommends Grade/Salary	**Temporary Status Type Code
County Clerk	20627	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	20630	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	20632	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	20636	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	20637	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	20639	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	20644	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	20645	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	20646	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	20649	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	20650	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	20652	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	20654	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	20664	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	20655	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	23023	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	23027	Elec Clk Erly Vting Deputy	10 / \$12.00	10 / \$12.00	02
County Clerk	23033	Elec Clk Erly Vting Deputy	10 / \$12.00	10 / \$12.00	02
County Clerk	23035	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02

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TEMPORARY APPOINTMENTS					
Dept.	Slot	Position Title	Dept. Requests Grade/Salary	HRMD Recommends Grade/Salary	**Temporary Status Type Code
County Clerk	23037	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	23040	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
County Clerk	23051	Elec Clk Erly Vting Deputy	10 / \$12.00	10 / \$12.00	02
County Clerk	23055	Elec Clk Erly Vting Deputy	10 / \$12.00	10 / \$12.00	02
County Clerk	23056	Elec Clk Operations Clk III	12 / \$14.00	12 / \$14.00	02
County Clerk	23230	Elec Clk Operations Clk IV	14 / \$16.00	14 / \$16.00	02
Fac Mgmt	50051	Building Security Guard	9 / \$11.09	9 / \$11.09	05
Fac Mgmt	50067	Building Security Guard	9 / \$11.09	9 / \$11.09	05
Fac Mgmt	50085	Building Security Guard	9 / \$11.09	9 / \$11.09	05
HHS	20064	Office Spec	12 / \$13.59	12 / \$13.59	02
HHS	20075	Case Worker	16 / \$18.13	16 / \$18.13	02
HHS	20089	Office Spec	12 / \$13.59	12 / \$13.59	02
HHS	20090	Case Worker	16 / \$18.13	16 / \$18.13	02
HHS	20091	Case Worker	16 / \$18.13	16 / \$18.13	02
TCCES	50046	Counselor	16 / \$17.80	16 / \$17.80	05
TCCES	50065	Office Spec	12 / \$13.59	12 / \$13.59	05
TCCES	50066	Office Spec	12 / \$13.59	12 / \$13.59	05
**Temporary Status Type Codes: (Temporary less than 6 mos. = 02) (Project Worker more than 6 mos. = 05, includes Retirement Benefits).					

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TEMPORARY PROMOTIONS / SALARY ADJUSTMENTS / LATERAL TRANSFERS / VOLUNTARY REASSIGNMENTS / TEMPORARY ASSIGNMENTS				
Dept. (From)	Slot – Position Title – Salary	Dept. (To)	Slot – Position Title – Salary	Comments
Fac Mgmt	Slot 50010 / Building Security Guard / Grd 9 / \$11.09	Fac Mgmt	Slot 50009 / Building Security Guard / Grd 9 / \$11.09	Lateral transfer.
HHS	Slot 20028 / Social Worker / Grd 18 / \$20.38	HHS	Slot 20092 / Case Worker / Grd 16 / \$18.13	Voluntary job change.
HHS	Slot 50264 / Office Spec / Grd 12 / \$14.00	HHS	Slot 50088 / Planner / Grd 19 / \$21.80	Promotion temporary second job.

CAREER LADDERS – POPS						
Dept.	Slot	Current Position Title/Grade	New Position Title/Grade	Current Annual Salary	Proposed Annual Salary	Comments Current HRMD Practice
Sheriff	503	Cadet* / Grd 80	Corrections Ofcr* / Grd 81	\$38,919.50	\$44,368.27	Career Ladder. Peace Officer Pay Scale (POPS).
Sheriff	887	Cadet* / Grd 80	Corrections Ofcr* / Grd 81	\$38,919.50	\$44,368.27	Career Ladder. Peace Officer Pay Scale (POPS).
Sheriff	1050	Cadet* / Grd 80	Corrections Ofcr* / Grd 81	\$38,919.50	\$44,368.27	Career Ladder. Peace Officer Pay Scale (POPS).
Sheriff	1737	Cadet* / Grd 80	Corrections Ofcr* / Grd 81	\$38,919.50	\$44,368.27	Career Ladder. Peace Officer Pay Scale (POPS).
Sheriff	1857	Cadet* / Grd 80	Corrections Ofcr / Grd 81	\$38,919.50	\$44,368.27	Career Ladder. Peace Officer Pay Scale (POPS).
Sheriff	1858	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	86	Attorney III* / Grd 25	Attorney IV / Grd 27	\$68,095.87	\$77,956.53	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
Criminal Justice Planning	Slot 54 / Paralegal* / Grd 18 / \$42,382.08	Criminal Justice Planning	Slot 54 / Paralegal* / Grd 18 / \$46,196.38	Salary adjustment. Pay is between min and midpoint of pay grade.
ITS	Slot 50 / Administrative Asst I / Grd 13 / \$36,008.75	ITS	Slot 41 / Customer Support Tech / Grd 17 / \$39,615.06	Promotion. Pay is at minimum of pay grade.
Medical Examiner	Slot 20 / Deputy Medical Examiner I* / Grd 98 / \$180,346.82	Medical Examiner	Slot 20 / Deputy Medical Examiner II / Grd 98 / \$180,346.82	Promotion. Pay is between min and midpoint of pay grade, retains current pay.
Medical Examiner	Slot 37 / Records Analyst Asst / Grd 13 / Part-time \$15,119.42	Medical Examiner	Slot 37 / Records Analyst Asst / Grd 13 / Full-time \$30,238.84	Status change from part-time to full-time (20 hrs to 40 hrs).
Records Mang & Comm Resrc	Slot 4 / Records Analyst Assoc* / Grd 15 / \$42,678.31	Records Mang & Comm Resrc	Slot 4 / Records Analyst / Grd 17 / \$42,678.31	Promotion. Pay is between min and midpoint of pay grade, retains current pay.
Records Mang & Comm Resrc	Slot 36 / Office Asst / Grd 10 / \$28,506.19	Records Mang & Comm Resrc	Slot 57 / Administrative Assoc / Grd 16 / \$37,024.00	Promotion. Pay is at minimum of pay grade.
Records Mang & Comm Resrc	Slot 48 / Attorney III / Grd 25 / Part-time \$37,181.04	Records Mang & Comm Resrc	Slot 48 / Attorney III / Grd 25 / Part-time \$55,771.56	Part-time hours increase. From 20 to 30 hours. Same pay grade. Retains current rate of pay.
Sheriff	Slot 2 / Major / Grd 30 / \$118,870.19	Sheriff	Slot 2 / Major / Grd 30 / \$120,878.00	Salary adjustment. Pay is between min and midpoint of pay grade.
Sheriff	Slot 3 / Major / Grd 30 / \$121,508.17	Sheriff	Slot 3 / Major / Grd 30 / \$122,514.00	Salary adjustment. Pay is between min and midpoint of pay grade.
Sheriff	Slot 4 / Captain Law Enforcement / Grd 28 / \$110,752.50	Sheriff	Slot 4 / Captain Law Enforcement / Grd 28 / \$118,866.00	Salary adjustment. Pay is between midpoint and max of pay grade.
Sheriff	Slot 6 / Captain Corrections / Grd 28 / \$107,488.14	Sheriff	Slot 6 / Captain Corrections / Grd 28 / \$116,854.00	Salary adjustment. Pay is between midpoint and max 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 7 / Captain Corrections / Grd 28 / \$107,488.14	Sheriff	Slot 7 / Captain Corrections / Grd 28 / \$116,854.00	Salary adjustment. Pay is between midpoint and max of pay grade.
Sheriff	Slot 25 / Captain Law Enforcement / Grd 28 / \$107,488.02	Sheriff	Slot 25 / Captain Law Enforcement / Grd 28 / \$116,854.00	Salary adjustment. Pay is between midpoint and max of pay grade.
Sheriff	Slot 36 / Major / Grd 30 / \$118,870.19	Sheriff	Slot 36 / Major / Grd 30 / \$120,878.00	Salary adjustment. Pay is between min and midpoint of pay grade.
Sheriff	Slot 139 / Accountant Assoc / Grd 14 / \$43,734.50	Sheriff	Slot 1594 / Accountant / Grd 17 / \$49,518.98	Promotion. Pay is at midpoint of pay grade.
Sheriff	Slot 653 / Corrections Ofcr Sr / Grd 83 / \$48,226.26	Sheriff	Slot 1675 / 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 786 / Human Resources Asst II / Grd 14 / \$39,623.17	Sheriff	Slot 1638 / Human Resources Asst Sr / Grd 16 / \$46,280.00	Promotion. Pay is at midpoint of pay grade.
Sheriff	Slot 999 / Chief Deputy Sheriff / Grd 32 / \$127,333.05	Sheriff	Slot 999 / Chief Deputy Sheriff / Grd 32 / \$128,339.00	Salary adjustment. Pay is between min and midpoint of pay grade.
Sheriff	Slot 1287 / Captain Corrections / Grd 28 / \$109,664.98	Sheriff	Slot 1287 / Captain Corrections / Grd 28 / \$117,860.00	Salary adjustment. Pay is between midpoint and max of pay grade.
Sheriff	Slot 1675 / Corrections Ofcr Sr / Grd 83 / \$51,855.02	Sheriff	Slot 653 / Corrections Ofcr Sr / Grd 83 / \$51,855.02	POPS lateral transfer. Employee transferred to different slot, same position, same department, same pay grade, retains current pay.
Sheriff	Slot 1807 / Captain Corrections / Grd 28 / \$109,664.98	Sheriff	Slot 1807 / Captain Corrections / Grd 28 / \$117,860.00	Salary adjustment. Pay is between midpoint and max 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
TNR	Slot 3 / TNR Asst Dir / Grd 31 / \$121,313.92	TNR	Slot 3 / TNR Asst Dir / Grd 31 / \$127,379.62	Salary adjustment. Pay is between min and midpoint of pay grade.
TNR	Slot 286 / Engineering Svcs Div Dir* / Grd 29 / \$93,322.93	TNR	Slot 286 / Dev Svcs Lng Rng Plan Div Dir / Grd 29 / \$97,989.09	Lateral transfer. Employee transferred to same slot, different position, same department, same pay grade. Pay is between min and midpoint of pay grade.
* Actual vs Authorized				

THIS SECTION INTENTIONALLY LEFT BLANK.

SECTION B. NON-ROUTINE PERSONNEL ACTIONS

NON-ROUTINE – Voluntary Job Change and Salary Adjustments

Dept. (From)	Slot – Position Title – Grade – Salary	Dept. (To)	Slot – Position Title – Grade – Salary	Comments
Medical Examiner	Slot 27 / Forensic Med Exam Investgr II / Grd 20 / \$62,472.59	Medical Examiner	Slot 31 / Forensic Autopsy Tech Chief / Grd 19 / \$62,918.26	Voluntary job change. Pay is between midpoint and max of pay grade. Travis County Code § 10.03009.
Sheriff	Slot 5 / Captain Law Enforcement / Grd 28 / \$111,913.30	Sheriff	Slot 5 / Captain Law Enforcement / Grd 28 / \$119,872.00	Salary adjustment. Pay is greater than 10% above midpoint, Travis County Code § 10.03002.
Sheriff	Slot 13 / Captain Law Enforcement / Grd 28 / \$111,913.30	Sheriff	Slot 13 / Captain Law Enforcement / Grd 28 / \$119,872.00	Salary adjustment. Pay is greater than 10% above midpoint, Travis County Code § 10.03002.

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 26, 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

SUBJECT: ME Non-Routine Salary Action, Slot 31

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

Medical Examiner's Office Request:

The Medical Examiner's (ME) Office requests approval to increase the current salary of one Chief Forensic Autopsy Tech by \$445.67 associated with a voluntary job change from Forensic Medical Examiner Investigator II. The salary adjustment would apply to the following slot:

From:

<u>Slot #</u>	<u>Title</u>	<u>PG</u>	<u>Current Salary</u>
27	For. Med. Exam Invest. II	20	\$62,472.59

To:

<u>Slot #</u>	<u>Title</u>	<u>PG</u>	<u>Proposed Salary</u>
31	Chief For. Autopsy Tech	19	\$62,918.26

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 more than 10% above midpoint.

Recommendation

HRMD recommends approval of the proposed salary increase. ME's request facilitates continuity of operations by placing a qualified employee in a key operational area of the office. The employee is already slightly above the midpoint + 10% line in Pay Grade 19. The Planning and Budget Office (PBO) has confirmed funding. The action would be effective November 6, 2012.

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**TRAVIS COUNTY OFFICE
OF THE MEDICAL EXAMINER**

1213 Sabine Street PO Box 1748 Austin, TX 78767-5
Tel: (512) 854-9599 Fax: (512) 854-9044
www.co.travis.tx.us/medical_examiner

DAVID DOLINAK, M.D.
Diplomate of American Board of Pathology
CHIEF MEDICAL EXAMINER

SATISH CHUNDRU, D.
Diplomate of American Board of Pathology
DEPUTY CHIEF MEDICAL EXAMINER

KENDALL CROWNS, M.D.
Diplomate of American Board of Pathology
DEPUTY MEDICAL EXAMINER

LEISHA WOOD, M.D.
Diplomate of American Board of Pathology
DEPUTY MEDICAL EXAMINER

VICKIE WILLOUGHBY, D.
Diplomate of American Board of Pathology
DEPUTY MEDICAL EXAMINER

MEMO TO: Diane Poirot
Todd Osburn
HRMD

VIA: Danny Hobby
Executive Manager
Emergency Services

FROM: David Dolinak, M.D. *(Dolink)*
Chief Medical Examiner 10/25/12

IN RE: Non-Routine Personnel Request
Appointment of a Forensic Autopsy Technician Chief

DATE: October 25, 2012

On September 4, 2012, the Forensic Autopsy Technician Chief for the Travis County Medical Examiner's Office (TCMEO) resigned his position. The department then began a national search for his replacement. Of the many that applied for the position, eight candidates (including current TCMEO employees) were interviewed during the search process.

During the week beginning October 22, 2012, the search committee (comprised of the Chief Medical Examiner, the Deputy Chief Medical Examiner, the Chief Forensic Investigator and the Chief Administrative Officer) arrived at a consensus choice. The candidate chosen is currently employed as a Forensic Medical Examiner Investigator II at the TCMEO. The candidate has worked as a Forensic Autopsy Technician for the TCMEO in the past and has successively worked as a Forensic Medical Examiner Investigator I and II. As a Forensic Medical Examiner Investigator II, the candidate has supervisory responsibilities. Moreover, the candidate spent approximately two decades as a Medical Service Specialist in the United States Air Force. During sixteen years of his military service, he directly supervised subordinates. It is expected that he will make an excellent Forensic Autopsy Technician Chief.

This is something of an unusual request in that the candidate is willing to go from the Pay Grade 20 salary class to the Pay Grade 19 salary class. This action should not be viewed as a demotion but as a lateral transfer. The

candidate, if approved by the Commissioners Court, would also become an exempt employee and not eligible for overtime.

The stated motivation of the candidate in seeking the Forensic Autopsy Technician Chief job is that he would like more supervisory authority and a wider scope of duties within the agency. Although the Forensic Autopsy Technician Chief is a Pay Grade 19 position, it is a demanding position critical to the mission of the department.

In addition to the many important supervisory functions of the Forensic Autopsy Technician Chief, the person in that position will be a key player in the review and further development of a mass fatality plan. In the event of an unexpectedly large number of deaths, the Forensic Autopsy Technician Chief would play a critical role in our response to the event.

The former Forensic Autopsy Technician Chief earned \$61,686.04 annually. The department would like to pay the current candidate \$62,918.26 annually, which would be 11% above the mid-point of the Pay Grade 19 salary range and would represent a \$445.67 increase in his current annual salary of \$62,472.59. The department fully understands that any appointment 10% or more above the mid-point of the salary pay grade requires Commissioners Court approval, but feels that it is justified under these circumstances.

The voluntary movement of the candidate down the Pay Grade salary scale and the upward salary adjustment for the candidate were discussed with Todd Osburn, who said that HRMD would not object under the special circumstances of the case.

The department is pleased that the candidate wants to take on the challenges that go with the job, and requests that the appointment be made at the suggested salary.



Human Resources Management Department

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MEMORANDUM

DATE: October 26, 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 Blankenship, Director of Human Resources

SUBJECT: Sheriff Non-Routine Salary Actions, Slots 5, 13

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

Travis County Sheriff's Office Request:

The Travis County Sheriff's Office (TCSO) requests approval to increase the salary of two Law Enforcement Captains (PG 28) from \$111,913.30 to \$119,872.00. The total dollar increase for each slot is \$7,958.70 and represents a 7.11% increase. The proposed actions would apply to the following slots:

<u>Slot #</u>	<u>Title</u>	<u>Current Salary</u>	<u>Proposed Salary</u>
5	Captain, Law Enforcement	\$111,913.30	\$119,872.00
13	Captain, Law Enforcement	\$111,913.30	\$119,872.00

Policy

Travis County Code §10.03002(b) states that existing may be employees moved along a pay range with permanent salary savings at the manager's discretion. Movement greater than 10% above midpoint requires Commissioners Court approval.

Issue

The actions are non-routine by policy since the proposed increases would place both employees beyond midpoint + 10% of Pay Grade 28.

Recommendation

HRMD recommends approval of TCSO's proposed salary actions. The proposed increases are necessary to restore the internal equity alignment of the Command Staff after the significant increases realized by POPS employees. The actions would be effective November 1, 2012. The Planning & Budget Office has verified sufficient funding exists for these actions.



Greg Hamilton, Travis County Sheriff

MEMORANDUM

October 18, 2012

TO: County Judge and Commissioner's Court Members

FROM: Greg Hamilton, Sheriff *GH*

SUBJECT: Salary Adjustment – Command Staff

I am authorizing salary adjustments for my command staff as detailed in the attached report, to be effective November 1, 2012. These salary adjustments are necessary to correct internal equity within the Sheriff's Office which was created with the September 16, 2012 POPs scale adjustments.

The attached report details current salary, increase percentage, increase amount, and new salary for each of my command staff. Funding has been confirmed by PBO.

If there are any questions, or additional information needed, please do not hesitate to contact my office.

GH/tb

Attachment – TCSO Command Staff Salary adjustment

xc: Todd Osburn, Compensation Manager
Travis Gatlin, PBO
Paul Matthews, Financial Manager
Terri Brown, HR Manager

Travis County Sheriff
 Command Staff Salary Adjustments 11/1/12

Title	Last Name	First Name	FY 2012 Salary	Increase Amount	New Salary	% Increase	Pay Grade
CHIEF DEPUTY SHERIFF	slot 999		127,333	1,006	128,339	0.790%	32
MAJOR	slot 3		121,508	1,006	122,514	0.828%	30
MAJOR	slot 2		118,870	2,008	120,878	1.689%	30
MAJOR	slot 36		118,870	2,008	120,878	1.689%	30
CAPTAIN LAW ENFORCEMENT	slot 5 ✓		111,913	7,959	119,872	7.111%	28
CAPTAIN LAW ENFORCEMENT	slot 13 ✓		111,913	7,959	119,872	7.111%	28
CAPTAIN LAW ENFORCEMENT	slot 4		110,753	8,114	118,866	7.326%	28
CAPTAIN CORRECTIONS	slot 1287		109,665	8,195	117,860	7.473%	28
CAPTAIN CORRECTIONS	slot 1807		109,665	8,195	117,860	7.473%	28
CAPTAIN CORRECTIONS	slot 6		107,488	9,366	116,854	8.713%	28
CAPTAIN CORRECTIONS	slot 7		107,488	9,366	116,854	8.713%	28
CAPTAIN LAW ENFORCEMENT	slot 25		107,488	9,366	116,854	8.714%	28