



Travis County Commissioners Court Agenda Request

Meeting Date: 12/4/12

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 – 6.

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

December 4, 2012

ITEM # :

DATE: November 21, 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 – 6.

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
Juvenile Probation	54	Juvenile Probation Ofcr I**	15 / Level 2 / \$36,691.20	15 / Level 2 / \$36,691.20
Juvenile Probation	294	Juvenile Probation Ofcr I**	15 / Level 1 / \$35,651.20	15 / Level 1 / \$35,651.20
TNR	256	Park Maint Worker*	9 / Midpoint / \$28,245.57	9 / Midpoint / \$28,245.57
TNR	449	Road Maint Worker	10 / Level 3 / \$26,915.20	10 / Level 3 / \$26,915.20

* Temporary to Regular ** Actual vs Authorized

TEMPORARY APPOINTMENTS

Dept.	Slot	Position Title	Dept. Requests Grade/Salary	HRMD Recommends Grade/Salary	**Temporary Status Type Code
Constable 2	20002	Court Clerk I	13 / \$14.54	13 / \$14.54	02

**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	237	Cadet* / Grd 80	Corrections Ofcr* / Grd 81	\$38,919.50	\$44,368.27	Career Ladder. Peace Officer Pay Scale (POPS).
Sheriff	1386	Cadet* / Grd 80	Corrections Ofcr* / Grd 81	\$38,919.50	\$44,368.27	Career Ladder. Peace Officer Pay Scale (POPS).
Sheriff	1396	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 – POPS						
Dept.	Slot	Current Position Title/Grade	New Position Title/Grade	Current Annual Salary	Proposed Annual Salary	Comments Current HRMD Practice
Sheriff	1422	Cadet* / Grd 80	Corrections Ofcr* / Grd 81	\$38,919.50	\$44,368.27	Career Ladder. Peace Officer Pay Scale (POPS).
Sheriff	1732	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
Criminal Justice Planning	53	Attorney IV* / Grd 27	Attorney V* / Grd 28	\$77,956.53	\$85,361.00	Career Ladder. Pay is between min and midpoint of pay grade.
Juvenile Probation	92	Juvenile Rsdntl Trt Ofcr II* / Grd 14	Juvenile Rsdntl Trt Ofcr III / Grd 15	\$32,836.34	\$34,608.50	Career Ladder. Pay is at minimum of pay grade.
Juvenile Probation	416	Juvenile Detention Ofcr I* / Grd 13	Juvenile Detention Ofcr II* / Grd 14	\$33,200.75	\$34,860.79	Career Ladder. Pay is between min and midpoint of pay grade.
Juvenile Probation	580	Juvenile Detention Ofcr I* / Grd 13	Juvenile Detention Ofcr II* / Grd 14	\$30,238.83	\$32,345.46	Career Ladder. Pay is at minimum of pay grade.
Juvenile Probation	599	Juvenile Detention Ofcr I* / Grd 13	Juvenile Detention Ofcr II / Grd 14	\$31,248.46	\$32,810.88	Career Ladder. 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
Criminal Justice Planning	Slot 51 / Attorney IV* / Grd 27 / \$77,956.53	Criminal Justice Planning	Slot 53 / Attorney IV* / Grd 27 / \$77,956.53	Lateral transfer. Employee transferred to different slot, same position, same department, same pay grade, retains current pay.
District Clerk	Slot 31 / Court Clerk II / Grd 15 / \$35,996.25	District Clerk	Slot 31 / Court Clerk II / Grd 15 / \$39,595.91	Salary adjustment. Pay is between min and midpoint of pay grade.
HHS	Slot 51 / Case Worker / Grd 16 / \$42,447.81	HHS	Slot 302 / Case Worker / Grd 16 / \$42,447.81	Lateral transfer. Employee transferred to different slot, same position, same department, same pay grade, retains current pay.
JP Pct 2	Slot 60002 / Accounting Clerk / Grd 12 / \$28,262.42	JP Pct 2	Slot 60002 / Accounting Clerk / Grd 12 / \$30,262.42	Salary adjustment. Pay is between min and midpoint of pay grade.
Juvenile Probation	Slot 20 / Guardian Ad Litem I / Grd 17 / \$39,874.85	Juvenile Probation	Slot 31 / Guardian Ad Litem II / Grd 18 / \$42,382.08	Promotion. Pay is at minimum of pay grade.
Juvenile Probation	Slot 204 / Accountant Ld / Grd 21 / \$55,370.50	Juvenile Probation	Slot 204 / Accountant Ld / Grd 21 / \$60,907.55	Salary adjustment. Pay is between min and midpoint of pay grade.
Juvenile Probation	Slot 361 / Juvenile Case Work Mgr / Grd 20 / \$62,290.18	Juvenile Probation	Slot 21 / Training Education Coord Sr / Grd 20 / \$62,290.18	Lateral transfer. Employee transferred to different slot, different position, same department, same pay grade, retains current pay.
Juvenile Probation	Slot 565 / Business Analyst I / Grd 22 / \$56,726.38	Juvenile Probation	Slot 565 / Business Analyst I / Grd 22 / \$62,254.40	Salary adjustment. Pay is between min and midpoint of pay grade.
Sheriff	Slot 189 / Detective Law Enforcement / Grd 75 / \$83,682.98	Sheriff	Slot 1615 / Detective Law Enforcement / Grd 75 / \$83,682.98	POPS lateral transfer. Employee transferred to different slot, same position, same department, same pay grade, retains current pay.

*** 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 639 / Certf Peace Ofcr Sr / Grd 84 / \$61,097.71	Sheriff	Slot 122 / Sergeant Corrections / Grd 88 / \$83,010.10	Promotion. Peace Officer Pay Scale (POPS).
Sheriff	Slot 1615 / Detective Law Enforcement / Grd 75 / \$77,291.97	Sheriff	Slot 189 / Detective Law Enforcement / Grd 75 / \$77,291.97	POPS lateral transfer. Employee transferred to different slot, same position, same department, same pay grade, retains current pay.
TNR	Slot 507 / Park Maint Worker / Grd 9 / \$31,176.29	TNR	Slot 611 / Park Maint Worker / Grd 9 / \$31,176.29	Lateral transfer. Employee transferred to different slot, same position, same department, same pay grade, retains current pay.

*** Actual vs Authorized**

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AD HOC CLASSIFICATION CHANGE							
		Current			HRMD Recommends		
Dept.	Slot #	Auth Position Title / Position #	FLSA	Pay Grade	Position Title / Position #	FLSA	Pay Grade
Juv Prob	557	Chem Depedency Counselor Sr / 17076	NE	17	Counselor Sr /17170	NE	17
Department requests in order to meet departmental needs. PBO has confirmed funding available.							

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

