

Item 16



Travis County Commissioners Court Agenda Request

Meeting Date: 12/11/12

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 – 8.

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.



Human Resources Management Department

HRMD

700 Lavaca Street, 4th Floor

• P.O. Box 1748

• Austin, Texas 78767

• (512) 854-9165 / FAX (512) 854-9757

December 11, 2012

ITEM # :

DATE: November 30, 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 – 8.

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	299	Accounting Clerk	12 / Level 2 / \$29,952.00	12 / Level 2 / \$29,952.00
Pretrial Services	99	Pretrial Ofcr I	16 / Level 1 / \$38,147.20	16 / Level 1 / \$38,147.20
* Temporary to Regular			** Actual vs Authorized	

TEMPORARY APPOINTMENTS					
Dept.	Slot	Position Title	Dept. Requests Grade/Salary	HRMD Recommends Grade/Salary	**Temporary Status Type Code
District Atty	50048 (Second Job)	Attorney III	25 / \$32.80	25 / \$32.80	05
**Temporary Status Type Codes: (Temporary less than 6 mos. = 02) (Project Worker more than 6 mos. = 05, includes Retirement Benefits).					

TEMPORARY PROMOTIONS / SALARY ADJUSTMENTS / LATERAL TRANSFERS / VOLUNTARY REASSIGNMENTS / TEMPORARY ASSIGNMENTS				
Dept. (From)	Slot - Position Title - Salary	Dept. (To)	Slot - Position Title - Salary	Comments
District Atty	Slot 20047 / Law Clerk II / Grd 19 / \$21.80	District Atty	Slot 50067 / Law Clerk II / Grd 19 / \$21.80	Status changed from Temporary Worker (02) to Project Worker (05).

CAREER LADDERS - POPS						
Dept.	Slot	Current Position Title/Grade	New Position Title/Grade	Current Annual Salary	Proposed Annual Salary	Comments Current HRMD Practice
Sheriff	1828	Deputy Sheriff Law Enforcement* / Grd 72	Deputy Sheriff Sr Law Enfrcmt / Grd 74	\$52,301.81	\$55,962.82	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
County Atty	Slot 197 / Office Spec / Grd 12 / \$30,066.82	County Atty	Slot 56 / Office Spec Sr / Grd 13 / \$32,052.80	Promotion. Pay is between min and midpoint of pay grade.
CSCD	Slot 294 / Probation Ofcr II / Grd 16 / \$34,611.52	Juvenile Probation	Slot 629 / Juvenile Probation Ofcr III / Grd 17 / \$39,615.06	Promotion. Pay is at minimum of pay grade.
JP Pct 4	Slot 11 / Court Clerk I / Grd 13 / \$32,968.00	JP Pct 4	Slot 14 / Court Clerk II / Grd 15 / \$36,691.20	Promotion. Pay is between min and midpoint of pay grade.
Juvenile Probation	Slot 441 / Juvenile Case Work Mgr / Grd 20 / Full-time \$52,916.86	Juvenile Probation	Slot 533 / Counselor Sr / Grd 17 / Part-time \$22,489.66	Voluntary job change. Pay is between min and midpoint of pay grade.
Pretrial Services	Slot 34 / Pretrial Ofcr I* / Grd 16 / \$37,024.00	Pretrial Services	Slot 34 / Pretrial Ofcr I* / Grd 16 / \$38,147.20	Error correction to Pers Amend 10/23/12. Correcting salary.
* Actual vs Authorized				

THIS SECTION INTENTIONALLY LEFT BLANK.

AD HOC CLASSIFICATION CHANGES							
		Current			HRMD Recommends		
Dept.	Slot #	Auth Position Title / Position #	FLSA	Pay Grade	Position Title / Position #	FLSA	Pay Grade
Tax Collector	109	Volunteer Coord / 15589	NE	15	Voter Registration Outreach Prog Coord / 19XXX*	E	19
Tax Collector	10	Business Analyst I / 22876	E	22	Business Analyst II / 24877	E	24
Tax Collector	137	Business Analyst I / 22876	E	22	Business Analyst II / 24877	E	24

Department requests in order to meet departmental needs. PBO has not confirmed funding available.

NEW JOB CLASSIFICATION		
Position Title / Position #	FLSA	Pay Grade
Voter Registration Outreach Prog Coord / 19XXX	E	19

See attached memo and job descriptions, pages 5 - 8.

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

700 Lavaca, 4th Floor • P.O. Box 1748 • Austin, Texas 78701 • (512) 854-9165

MEMORANDUM

DATE: November 26, 2012
TO: Members of the Commissioners Court
VIA: Leslie Browder, County Executive, Planning & Budget Office *LB*
FROM: Diane Blankenship, Director of Human Resources *DB*
Todd Osburn, Compensation Manager
SUBJECT: Proposed New Job Classification

HRMD recommends creation of one new job classification as outlined below:

Voter Registration Outreach Program Coordinator

Responsible for planning and executing all aspects of the voter registration outreach program and the volunteer deputy registrar (VDR) program, which educates and trains adults in the areas of voter registration and elections, the incumbent in this position is responsible for coordination of the day-to-day operations of the voter registration program.

Creation of this job title was necessary to accommodate the growth of the voter registration and outreach program within the Tax Office. As these operations have grown larger and more complex, it has become necessary to acknowledge the program coordination and training responsibilities of the incumbent performing these duties. At the outset, responsibilities for the voter registration program were performed by a Volunteer Coordinator. After a desk audit of the position and comparison to similar duties in peer counties, HRMD believes it is necessary to create a new job title because the responsibilities involved in coordinating this program exceed the responsibilities inherent in the job description for a Volunteer Coordinator. Consistent with market data, the job is recommended to be put in Pay Grade 19 on the Classified Pay Scale. Presently, the Volunteer Coordinator job is placed at Pay Grade 15 on the Classified Pay Scale.

Should you have questions, contact Diane Blankenship at ext. 4-9165 or Todd Osburn at ext. 4-2744.

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TRAVIS COUNTY JOB DESCRIPTION

JOB TITLE: VOTER REGISTRATION OUTREACH PROGRAM COORDINATOR (DRAFT)

JOB CODE: 19XXX
PAY GRADE: 19

FLSA STATUS: Exempt
LAST REVISED: 11/20/12

JOB SUMMARY:

Responsible for planning and executing all aspects of the voter registration outreach program and the volunteer deputy registrar (VDR) program, which educates and trains adults in the areas of voter registration and elections.

DISTINGUISHING CHARACTERISTICS:

This is a job classification within the Senior Management/Middle Management job family. Incumbents in this position carry out the daily operations of the voter registration program which is dedicated to institutionalizing voter registration and to educating and training volunteers, county employees and members of the public. This classification requires a flexible work schedule that includes evenings, holidays and weekends.

DUTIES AND RESPONSIBILITIES:

- Designs, plans, implements, coordinates and oversees volunteer deputy registrar program and related projects.
- Promotes voter registration, initiates public outreach and coordinates with numerous organizations throughout the community to foster institutionalization of voter registration.
- Creates materials and scripts used in publications and promotional projects designed for broadcast and online media.
- Recruits, trains and supervises the work of the public, volunteers and county employees.
- Implements employee retention strategies and coordinates recognition programs.
- Identifies program training needs, develops curriculum, determines appropriate methodology and delivers training.
- Documents program activities including maintenance of required records; prepares forms and reports as needed.
- Collaborates with top management, including the elected official to establish program goals and objectives.
- Coordinates the use of county resources to meet program objectives.
- Acts as spokesperson, represents the Voter Registrar and promotes program in local media and the community at large; serves as a liaison between the public, volunteers, outside organizations and the County.
- Responsible for accuracy and timeliness of voter registration applications submitted by VDRs.
- Serves as a technical consultant for VDR programs.
- Monitors legislative changes and updates training program accordingly.
- May write grants and secure funds for volunteer programs.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:

Bachelor's degree in Public Administration, Business Administration, Business Management, Government, Political Science or a directly related field AND three (3) years of increasingly responsible elections program or project management experience, including one (1) year of mid- to senior level supervisory or management experience;

OR,

Any combination of education and experience that has been achieved and is equivalent to the stated education and experience and required knowledge, skills, and abilities sufficient to successfully perform the duties and responsibilities of this job.

TRAVIS COUNTY JOB DESCRIPTION

**JOB TITLE: VOTER REGISTRATION OUTREACH PROGRAM
COORDINATOR (DRAFT)**

JOB CODE: 19XXX
PAY GRADE: 19

FLSA STATUS: Exempt
LAST REVISED: 11/20/12

MINIMUM REQUIREMENTS: (Cont.)

Licenses, Registrations, Certifications, or Special Requirements:

Valid Texas Driver's License.

National accreditation as Certified Elections Registration Administrator (CERA) within two years.

Preferred:

Experience with Texas election laws and project management certification.

Knowledge, Skills, and Abilities:

Knowledge of:

- Curriculum development and planning.
- Federal, state, local and city election laws, rules, guidelines, regulations and legislative processes.
- Strategic planning and production-related project management.
- Advocacy groups, volunteer providers and community outreach.
- Management and supervisory principles, practices and techniques.
- Documentation practices in record-keeping functions.
- Online computer searches.
- Effective verbal communication, including speech preparation.
- Computer equipment to include word processing, spreadsheets, databases and a variety of software packages.
- Conventional business letter writing, grammar and punctuation, and report preparation.

Skill in:

- Supervising others, including team building.
- Explaining complicated technical problems in simple non-technical language.
- Problem-solving and technical decision-making for developing effective solutions.
- Conflict resolution and community relations.
- Public speaking and content delivery to diverse populations.
- Program planning, development and monitoring.
- Conducting education sessions for large and small groups.
- Recruiting volunteers.
- Both verbal and written communication.

Ability to:

- Train, guide, organize and assign the work of others.
- Analyze research and evaluate findings.
- Plan, coordinate, monitor, and negotiate arrangements and evaluate complex projects.
- Analyze and interpret policies and procedures, public information statements and operational plans or activities.
- Work on a wide variety of tasks simultaneously and produce timely and tangible results.
- Manage time well, perform multiple tasks and organize diverse activities.
- Research, compile, analyze, interpret and prepare a variety of fiscal, statistical and administrative reports.
- Independently prepare correspondence, memorandums and other materials.
- Establish and maintain effective working relationships with departmental clientele, technical staff, state and local officials, elected and appointed officials, members of the media, representatives of outside agencies, other County employees and officials, and the general public.

TRAVIS COUNTY JOB DESCRIPTION

**JOB TITLE: VOTER REGISTRATION OUTREACH PROGRAM
COORDINATOR (DRAFT)**

JOB CODE: 19XXX
PAY GRADE: 19

FLSA STATUS: Exempt
LAST REVISED: 11/20/12

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

Physical requirements include the ability to lift, carry and set up equipment up to 10 - 25 pounds, visual acuity, speech and hearing, hand and eye coordination and manual dexterity necessary to operate a computer and office equipment. Subject to working after-hours, weekends and holidays, outdoors in hot, cold, humid, windy or dry conditions. Subject to standing for long periods of time, walking, sitting, repetitive motion, reaching, climbing stairs, bending, stooping, kneeling, crouching, crawling, pushing, pulling, balancing, client/customer contact, squatting, to perform the essential functions.

This job description is intended to be generic in nature. It is not necessarily an exhaustive list of all duties and responsibilities. The essential duties, functions and responsibilities and overtime eligibility may vary based on the specific tasks assigned to the position.

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