

## Item 27



# Travis County Commissioners Court Agenda Request

**Meeting Date:** 12/18/12

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

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

**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 Constable Precinct 4 for a variance to Travis County Code § 10.03008, Promotion.
- C. Non-routine request from ITS for a variance to Travis County Code § 10.03009, Voluntary Job Change.

### BACKGROUND/SUMMARY OF REQUEST AND ATTACHMENTS:

Attached are Personnel Amendments for Commissioners Court approval.

#### A. Routine Personnel Actions – Pages 2 – 5.

#### B. Non-Routine Personnel Action – Pages 6 - 9.

**Constable 4** requests approval for a promotion with a decrease in pay to minimum of the pay grade – Travis County Code § 10.03008, from HHS, Office Spec, PG 12 to Constable 4, Court Clerk I, PG 13. HRMD has reviewed supporting documentation and concurs with the request.

#### C. Non-Routine Personnel Action – Pages 6, 10 – 13.

**ITS** requests approval for a voluntary job change retaining the employee's pay that is above midpoint – Travis County Code § 10.03009, Slot 56, Application Development Analyst II, PG 25. HRMD has reviewed supporting documentation and concurs; 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](mailto: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

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# Human Resources Management Department

700 Lavaca Street, 4<sup>th</sup> Floor

P.O. Box 1748

Austin, Texas 78767

(512) 854-9165 / FAX (512) 854-9757

**December 18, 2012**

**ITEM # :**

**DATE:** December 14, 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 *JB*

**FROM:** Diane Poirot, Director, HRMD *DP*

**SUBJECT:** Weekly Personnel Amendments

Attached are Personnel Amendments for Commissioners Court approval.

**A. Routine Personnel Actions – Pages 2 – 5.**

**B. Non-Routine Personnel Action – Pages 6 - 9.**

**Constable 4** requests approval for a promotion with a decrease in pay to minimum of the pay grade – Travis County Code § 10.03008, from HHS, Office Spec, PG 12 to Constable 4, Court Clerk I, PG 13. HRMD has reviewed supporting documentation and concurs with the request.

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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**

<b>NEW HIRES</b>				
<b>Dept.</b>	<b>Slot</b>	<b>Position Title</b>	<b>Dept. Requests Level/Salary</b>	<b>HRMD Recommends Level/Salary</b>
Constable 1	60001	Deputy Constable	61 / Step 1 / \$49,686.62	61 / Step 1 / \$49,686.62
Constable 1	60002	Deputy Constable	61 / Step 1 / \$49,686.62	61 / Step 1 / \$49,686.62
Constable 1	60003	Deputy Constable	61 / Step 1 / \$49,686.62	61 / Step 1 / \$49,686.62
Constable 1	60004	Deputy Constable	61 / Step 1 / \$49,686.62	61 / Step 1 / \$49,686.62
Constable 4	29	Deputy Constable**	61 / Step 1 / \$49,686.62	61 / Step 1 / \$49,686.62
Emergency Svcs	18	Fire Marshal Asst Deputy II**	20 / \$53,000.00	20 / \$53,000.00
Fac Mgmt	105	Custodian*	7 / \$22,880.00	7 / \$22,880.00
HHS	67	Carpenter*	15 / \$36,168.00	15 / \$36,168.00
HHS	126	Carpenter*	15 / \$35,000.00	15 / \$35,000.00
HHS	127	Carpenter*	15 / \$34,609.00	15 / \$34,609.00
HHS	297	Case Worker*	16 / Level 1 / \$38,147.20	16 / Level 1 / \$38,147.20
ITS	125	Customer Support Spec	26 / Minimum / \$72,861.57	26 / Minimum / \$72,861.57
ITS	138	Application Dev Analyst III	27 / \$92,000.00	27 / \$92,000.00
Juvenile Probation	37	Financial Analyst Sr	20 / Midpoint / \$60,663.62	20 / Midpoint / \$60,663.62
Sheriff	1272	Law Enforcement Spec	14 / Level 6 / \$38,168.00	14 / Level 6 / \$38,168.00
Sheriff	1484	Cadet**	80 / Step 1 / \$38,919.50	80 / Step 1 / \$38,919.50
Sheriff	1546	Chaplain	16 / Midpoint / \$46,280.00	16 / Midpoint / \$46,280.00
Sheriff	1910	Cadet**	80 / Step 1 / \$38,919.50	80 / Step 1 / \$38,919.50
TNR	534	Park Maint Worker	9 / Level 5 / \$26,520.00	9 / Level 5 / \$26,520.00
TNR	593	Park Maint Worker	9 / Level 4 / \$25,812.80	9 / Level 4 / \$25,812.80
<b>* Temporary to Regular</b>			<b>** Actual vs Authorized</b>	

**TEMPORARY APPOINTMENTS**

Dept.	Slot	Position Title	Dept. Requests Grade/Salary	HRMD Recommends Grade/Salary	**Temporary Status Type Code
District Atty	50005	Office Asst	10 / \$11.87	10 / \$11.87	05
Fac Mgmt	20010	Custodian	7 / \$11.00	7 / \$11.00	02
Records Mang & Comm Resrc	20005	Office Asst	10 / \$12.78	10 / \$12.78	02
Tax Collector	50014	Administrative Asst I	13 / \$14.54	13 / \$14.54	05
Tax Collector	50056	Administrative Asst I	13 / \$14.54	13 / \$14.54	05
TNR	50118	GIS Spec	17 / \$19.05	17 / \$19.05	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	661	Cadet* / Grd 80	Corrections Ofcr* / Grd 81	\$38,919.50	\$44,368.27	Career Ladder. Peace Officer Pay Scale (POPS).
Sheriff	794	Cadet* / Grd 80	Corrections Ofcr / Grd 81	\$38,919.50	\$44,368.27	Career Ladder. Peace Officer Pay Scale (POPS).
Sheriff	833	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
District Atty	30	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	36	Attorney V* / Grd 28	Attorney VI / Grd 29	\$84,095.44	\$91,956.80	Career Ladder. Pay is between min and midpoint of pay grade.

\* 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
District Atty	38	Attorney IV* / Grd 27	Attorney V* / Grd 28	\$77,956.53	\$83,424.43	Career Ladder. Pay is at minimum of pay grade.
District Atty	214	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
County Clerk	Slot 108 / Recording Spec I / Grd 13 / \$32,101.26	County Clerk	Slot 47 / Records Analyst Assoc / Grd 15 / \$40,000.00	Promotion. Pay is between min and midpoint of pay grade.
District Atty	Slot 118 / Court Clerk I / Grd 13 / \$30,635.28	District Atty	Slot 236 / Court Clerk II / Grd 15 / \$35,651.20	Promotion. Pay is between min and midpoint of pay grade.
Emergency Medical Service	Slot 32 / Star Flight Paramedic / Grd 22 / \$57,479.76	Emergency Medical Service	Slot 18 / Star Flight Chief Medical Supv / Grd 26 / \$85,987.20	Promotion. Pay is between min and midpoint of pay grade.
ITS	Slot 29 / Business Analyst II / Grd 24 / \$65,064.90	ITS	Slot 91 / Business Consultant I / Grd 27 / \$77,956.53	Promotion. Pay is at minimum of pay grade.
ITS	Slot 48 / Customer Support Tech / Grd 17 / \$42,615.63	ITS	Slot 42 / Customer Support Tech Sr / Grd 19 / \$45,346.50	Promotion. Pay is at minimum of pay grade.
JP Pct 2	Slot 60002 / Accounting Clerk / Grd 12 / \$30,262.42	JP Pct 2	Slot 21 / Accounting Clerk / Grd 12 / \$30,262.42	Lateral transfer. Employee transferred to different slot, same position, same department, same pay grade, retains current pay.
JP Pct 4	Slot 4 / Court Clerk II / Grd 15 / \$39,728.41	JP Pct 4	Slot 5 / Court Clerk II Sr / Grd 16 / \$42,577.60	Promotion. Pay is between min and midpoint of pay grade.

**\* Actual vs Authorized**

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

<b>Dept. (From)</b>	<b>Slot – Position Title – Grade – Salary</b>	<b>Dept. (To)</b>	<b>Slot – Position Title – Grade – Salary</b>	<b>Comments</b>
<b>Juvenile Probation</b>	Slot 422 / Juvenile Detention Ofcr III / Grd 15 / \$36,941.42	<b>Juvenile Probation</b>	Slot 612 / Juvenile Detention Ofcr III / Grd 15 / \$36,941.42	Lateral transfer. Employee transferred to different slot, same position, same department, same pay grade, retains current pay.
<b>Sheriff</b>	Slot 34 / Registered Charge Nurse / Grd 22 / \$62,254.40	<b>Sheriff</b>	Slot 31 / Registered Charge Nurse / Grd 22 / \$62,254.40	Lateral transfer. Employee transferred to different slot, same position, same department, same pay grade, retains current pay.
<b>Sheriff</b>	Slot 388 / Corrections Ofcr Sr / Grd 83 / \$49,452.83	<b>Sheriff</b>	Slot 1934 / Corrections Ofcr Sr* / Grd 83 / \$49,452.83	POPS lateral transfer. Employee transferred to different slot, same position, same department, same pay grade, retains current pay.
<b>Sheriff</b>	Slot 717 / Office Spec Sr / Grd 13 / \$37,042.72	<b>Sheriff</b>	Slot 1710 / Office Spec Sr / Grd 13 / \$37,042.72	Lateral transfer. Employee transferred to different slot, same position, same department, same pay grade, retains current pay.
<b>Sheriff</b>	Slot 821 / Registered Charge Nurse / Grd 22 / \$65,582.40	<b>Sheriff</b>	Slot 1877 / Registered Charge Nurse / Grd 22 / \$65,582.40	Lateral transfer. Employee transferred to different slot, same position, same department, same pay grade, retains current pay.
<b>Sheriff</b>	Slot 1219 / Office Spec Sr / Grd 13 / \$33,076.37	<b>ITS</b>	Slot 48 / Customer Support Tech / Grd 17 / \$41,415.63	Promotion. Pay is between min and midpoint of pay grade.

**\* Actual vs Authorized**

**SECTION B. NON-ROUTINE PERSONNEL ACTIONS**

<b>NON-ROUTINE – Promotion and Voluntary Job Change</b>				
<b>Dept. (From)</b>	<b>Slot – Position Title – Grade – Salary</b>	<b>Dept. (To)</b>	<b>Slot – Position Title – Grade – Salary</b>	<b>Comments</b>
HHS	Slot 91 / Office Spec / Grd 12 / \$33,782.94	Constable 4	Slot 27 / Court Clerk I / Grd 13 / \$30,238.83	Promotion. Pay decreased to minimum of pay grade. Travis County Code § 10.03008.
ITS	Slot 134 / Business Consultant I / Grd 27 / \$89,650.60	ITS	Slot 56 / Application Dev Analyst II / Grd 25 / \$89,650.60	Voluntary job change. Pay remains the same. Pay is between midpoint and max of pay grade. Travis County Code § 10.03009.

**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

1010 Lavaca Street, 2<sup>nd</sup> Floor • P.O. Box 1748 • Austin, Texas 78767 • (512) 854-9165 / FAX(512) 854-4203

## MEMORANDUM

DATE: December 7, 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

FROM: Diane Poirot, Director of Human Resources

SUBJECT: Constable, Precinct 4 - Non-Routine Salary Action, Slot 27

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

### Constable, Precinct 4's Office Request:

Constable Precinct 4's Office requests approval to decrease the current salary of one Office Specialist upon promotion to Court Clerk I. The employee is currently an Office Specialist in HHS (PG12) and has a salary of \$33,782.94. The employee has accepted a Court Clerk I (PG 13) position in Constable 4's Office at a salary of \$30,238.83. The salary decrease is \$3,544.11, which translates to approximate 10.5%. The action would apply to the following slots:

#### From:

<u>Dept</u>	<u>Slot #</u>	<u>Title</u>	<u>PG</u>	<u>Salary</u>
HHS	91	Office Specialist	12	\$33,782.94

#### To:

<u>Dept</u>	<u>Slot #</u>	<u>Title</u>	<u>PG</u>	<u>Salary</u>
CN 4	27	Court Clerk I	13	\$30,238.83

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## **Policy**

Travis County Code §10.03008 covers the salary actions associated with promotions. In section (b) the policy states, "*The Elected and Appointed Officials and Department Heads have flexibility in determining the amount of pay increase.*"

## **Issues**

Based on the wording of §10.03008(b), the expectation is that a promotion would be accompanied by a salary increase. While in some cases promotions have taken place with no change in pay, it is highly unusual for a promotion to occur and an employee to receive a pay cut.

In this case, Constable 4's Office has a consistent practice of hiring at the minimum of the salary range and does not have funding to bring in the employee at a higher salary. The employee has been notified of the salary implications of taking the position and has decided to accept the position.

## **Recommendation**

HRMD recommends approval of the salary action. Despite the salary implications, the employee has decided it is in her best interest to make the interdepartmental transfer and accept the position at the offered rate. Since both the employee and the department believe they will benefit from the move, HRMD concurs with the decision. The effective date is November 28, 2012.

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# Memorandum

**To:** HRMD  
**CC:** Constable Maria Canchola *DM*  
**From:** Bertha De La Cruz, Office Manager  
**Date:** 12/5/2012  
**Re:** *Inter-Dept* Transfer

\_\_\_\_\_ applied for a Court Clerk position with our office. \_\_\_\_\_ was selected as the most qualified candidate of the applicants and we extended a job offer at the budgeted salary which was included in our FY-13 approved budget. The offer was accepted by the employee.

However, because the employee is going from a PG 12 to a PG 13, this inter-departmental transfer is considered a promotion under the Travis County mobility policy. An increase in pay is normally associated with a promotion. In this case, the employee has accepted a pay decrease which makes the action non-routine.

We do not have funds in our approved budget to accommodate a pay increase above the budgeted salary. This Office does not want to go to Commissioner's Court requesting a budget adjustment to fund a pay increase. Increasing her salary above the budgeted entry rate would also cause pay compression issues among our support staff. Therefore please proceed with this non-routine personnel action.



## 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: December 7, 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 *LB*

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

SUBJECT: ITS Non-Routine Voluntary Job Change Salary Action, Slot 56

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

#### ITS Request:

Information Technology Services (ITS) requests approval to keep the salary of one Business Consultant I (PG 27) the same despite a voluntary job change to an Application Development Analyst II (PG 25). The employee currently earns \$89,650.60. The action applies to the following slots:

<u>From</u>	<u>To</u>
Slot # 134	Slot # 56
Business Consultant I	Application Development Analyst II
PG 27	PG 25
\$89,650.60	\$89,650.60

#### Policy:

*Travis County Code §10.03009(b)(2&3) states that the pay adjustment for employees undergoing a voluntary job change must be either a 5% decrease per grade or placement between the minimum and midpoint of the new pay grade.*

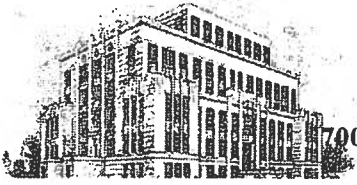
**Issue:**

The salary proposed by ITS for the employee is \$1,1126.01 over the midpoint of PG 25. This makes the salary action non-routine by policy.

**Recommendation:**

HRMD recommends approval of retaining the salary at the current level. Given the employee's experience and knowledge of County operations, and the fact that the proposed salary would leave the employee only about 1.25% above midpoint of the new pay grade, retaining the employee's current salary is justified.

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TRAVIS COUNTY INFORMATION TECHNOLOGY SERVICES

Travis County Courthouse, Austin, Texas

700 Lavaca, Suite 501A, P. O. Box 1748, Austin, Tx 78767 (512) 854-4022 Fax (512) 854-4401

**Date:** November 29, 2012

**To:** Leslie Browder, County Executive for Planning and Budget  
Diane Poirot, Human Resources Management Director  
Todd Osburn, Compensation Manager

**From:** Rod Brown, Information Technology Director

**Subject:** Transfer Employee in Slot 134 from a Grade 27 Position to a Grade 25 Position (Slot 56) with No Change in Pay – Non-routine personnel action

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**Proposed Transfer:**

*Approve moving employee in Slot 134 from a Business Consultant I, grade 27, to an Application Development Analyst II, grade 25 position (Slot 56) with no adjustments in current salary.*

**Summary & Staff Recommendations:**

Employee in Slot 134 has many years of programming experience and her skills can be better utilized by moving from their current Business Consultant I position into an Application Development Analyst II position with no salary adjustments. The employee’s current salary is \$89,650 and this move will place the employee at \$1,126 (1.27%) above the midpoint of \$88,524 in the new lower grade level.

**Background:**

The employee was hired on January 5, 2009 as a Business Consultant I and was funded by the JP Technology Fund in support of the Tiburon FACTS implementation. This position then transitioned into a permanent General Fund ITS position for FY11. Although the employee has held the title and position of a Business Consultant, many of the duties performed by the employee are development duties that take full advantage of their experience and background as an application developer.

ITS has an open Application Development Analyst II position and the employee has expressed the desire to move back into a fulltime development role that can better utilize their experience and skills. After interviewing several candidates for the open position we have concluded that this person is the best fit for the open position.

The employee understands that their current grade is a 27 and that the open position is a grade 25 and is willing to change positions knowing that there will be no salary adjustments as part of the move. The employee also understands that they will be slightly above midpoint of the new grade (1.27%) and that future salary adjustments may be limited.

ITS realizes that in cases such as this, HRMD policy calls for a 5% pay cut per grade or a salary adjustment that places an employee no higher than the midpoint of the new grade. To keep this employee

at current salary would not fall within that policy, and ITS would have to take to Court as a non-routine personnel action. At this time, ITS would like to put this item on the Court's agenda for consideration as such. ITS notes two similar non-routine actions were put before the Court and approved on 9/11/12 and 11/27/12 and we would hope for the same generous support from the Commissioners Court and HRMD.

ITS has already provided HRMD with PAQs, resumes and job application. If additional information is required, we would be happy to obtain any items that HRMD or the Court would require.

CC: Elijio Arjona, Cynthia Lam-Roldan, Carlotta Leavy, HRMD  
Katie Gipson, PBO

