

Item 5



Travis County Commissioners Court Agenda Request

Meeting Date: 12/21/12

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

A handwritten signature in blue ink, appearing to be "JB".

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 Criminal Justice Planning for a variance to Travis County Code § 10.03011, Lateral Transfer.

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 - 8.

Criminal Justice Planning requests approval for a lateral transfer with a decrease in pay – Travis County Code § 10.03011, Attorney III, PG 25. HRMD has reviewed supporting documentation and concurs with the request.

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

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.

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

700 Lavaca Street, 4th Floor

• P.O. Box 1748

• Austin, Texas 78767

• (512) 854-9165 / FAX (512) 854-9757

December 21, 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 *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 – 5.

B. Non-Routine Personnel Action – Pages 6 - 8.

Criminal Justice Planning requests approval for a lateral transfer with a decrease in pay – Travis County Code § 10.03011, Attorney III, PG 25. HRMD has reviewed supporting documentation and concurs with the request.

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
County Atty	69	Office Spec	12 / Minimum / \$28,262.42	12 / Minimum / \$28,262.42
County Atty	96	Office Spec	12 / Midpoint / \$34,621.60	12 / Midpoint / \$34,621.60
County Atty	230	Office Spec	12 / Minimum / \$28,262.42	12 / Minimum / \$28,262.42
County Clerk	137	Court Clerk Asst	11 / Level 1 / \$27,206.40	11 / Level 1 / \$27,206.40
Criminal Courts	191	Business Analyst III	26 / \$81,688.60	26 / \$81,688.60
Criminal Justice Planning	70	Case Worker	16 / Minimum / \$37,024.00	16 / Minimum / \$37,024.00
Emergency Medical Service	7	Star Flight Helic Pilot Sr	26 / \$73,444.80	26 / \$73,444.80
ITS	2	Systems Architect I	28 / \$85,000.00	28 / \$85,000.00
Pretrial Services	91	Chem Dependency Counselor	16 / Level 2 / \$39,249.60	16 / Level 2 / \$39,249.60
* 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	50050	Office Asst	10 / \$11.87	10 / \$11.87	05
HHS	20094	Office Spec	12 / \$13.59	12 / \$13.59	02
HHS	50070	Interpreter Sign Language IV	22 / \$34.00	22 / \$34.00	05
TNR	50089	School Crossing Guard	11 / \$13.00	11 / \$13.00	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	274	Corrections Ofcr* / Grd 81	Corrections Ofcr Sr / Grd 83	\$44,368.27	\$48,226.26	Career Ladder. Peace Officer Pay Scale (POPS).
Sheriff	602	Deputy Sheriff Law Enfrmnt* / Grd 72	Deputy Sheriff Sr Law Enfrmnt / Grd 74	\$54,414.67	\$58,681.38	Career Ladder. Peace Officer Pay Scale (POPS).
Sheriff	650	Cadet* / Grd 80	Corrections Ofcr* / Grd 81	\$38,919.50	\$44,368.27	Career Ladder. Peace Officer Pay Scale (POPS).
Sheriff	1061	Cadet* / Grd 80	Corrections Ofcr* / Grd 81	\$38,919.50	\$44,368.27	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 150 / Attorney VII / Grd 30 / \$50,705.72	County Atty	Slot 186 / 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 44 / Case Worker / Grd 16 / \$39,412.46	Criminal Justice Planning	Slot 44 / Case Worker / Grd 16 / \$43,411.80	Salary adjustment. Pay is between min and midpoint of pay grade.
District Atty	Slot 124 / Attorney IV* / Grd 27 / \$77,956.53	District Atty	Slot 214 / Attorney IV* / Grd 27 / \$77,956.53	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
District Atty	Slot 214 / Attorney III* / Grd 25 / \$68,095.87	District Atty	Slot 124 / Attorney III* / Grd 25 / \$68,095.87	Lateral transfer. Employee transferred to different slot, same position, same department, same pay grade, retains current pay.
ITS	Slot 82 / Administrative Asst I* / Grd 13 / \$38,791.17	ITS	Slot 82 / Purchasing Clerk III / Grd 14 / \$40,730.73	Promotion. Pay is between midpoint and max of pay grade.
ITS	Slot 111 / Systems Engineer I / Grd 23 / \$65,000.00	ITS	Slot 23 / Systems Engineer II / Grd 25 / \$70,000.00	Promotion. Pay is between min and midpoint of pay grade.
JP Pct 4	Slot 6 / Court Clerk I / Grd 13 / \$33,538.41	JP Pct 4	Slot 4 / Court Clerk II / Grd 15 / \$36,691.20	Promotion. Pay is between min and midpoint of pay grade.
Sheriff	Slot 1656 / Deputy Sheriff Sr Law Enfrmnt / Grd 74 / \$55,962.82	Sheriff	Slot 1656 / Deputy Sheriff Law Enfrmnt / Grd 72 / \$52,301.81	Error correction to Pers Amend 11/27/12. Correcting position, pay grade and salary.
Sheriff	Slot 1678 / Telecomm 911 Spec Sr / Grd 16 / \$44,880.58	Sheriff	Slot 1290 / Telecomm 911 Spec Supv / Grd 18 / \$52,977.60	Promotion. Pay is at midpoint of pay grade.
Sheriff	Slot 1860 / Corrections Ofcr / Grd 81 / \$44,368.27	Sheriff	Slot 559 / 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.
TNR	Slot 146 / Accountant Assoc / Grd 14 / \$36,159.76	ITS	Slot 50 / Purchasing Clerk III / Grd 14 / \$36,160.00	Lateral transfer. Employee transferred to different slot, different position, different department, same pay grade. Pay is between min and midpoint of pay grade.

* Actual vs Authorized

SECTION B. NON-ROUTINE PERSONNEL ACTION

NON-ROUTINE – Lateral Transfer

Dept. (From)	Slot – Position Title – Grade – Salary	Dept. (To)	Slot – Position Title – Grade – Salary	Comments
Criminal Justice Planning	Slot 60 / Attorney III / Grd 25 / \$74,371.23	Criminal Justice Planning	Slot 71 / Attorney III / Grd 25 / \$68,096.00	Lateral Transfer. Employee transferred to different slot, same position, same department, same pay grade. Pay reduction. Pay is between min and midpoint of pay grade. Travis County Code § 10.03011.

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, 2nd Floor • P.O. Box 1748 • Austin, Texas 78767 • (512) 854-9165 / FAX(512) 854-4203

MEMORANDUM

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 & Budget Office *LB*

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

SUBJECT: Criminal Justice Planning - Non-Routine Salary Action, Slot 71

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

Criminal Justice Planning Request:

The Criminal Justice Planning Department (CJP) requests approval to decrease the current salary of one Attorney III to coincide with a lateral transfer from a General Fund position to a grant-funded position. The employee is currently an Attorney III in a General Fund position (Slot #60) and has a salary of \$74,371.23. The employee has requested a lateral transfer to a grant-funded position (Slot #71) which is funded at the amount of \$68,096.00. The salary decrease is \$6,275.23, which translates to approximately 8.4%. The action would apply to the following slots:

From:

<u>Dept</u>	<u>Slot #</u>	<u>Title</u>	<u>PG</u>	<u>Salary</u>
CJP	60	Attorney III	25	\$74,371.23

To:

<u>Dept</u>	<u>Slot #</u>	<u>Title</u>	<u>PG</u>	<u>Salary</u>
CJP	71	Attorney III	25	\$68,096.00

6

Policy

Travis County Code §10.03011(b) states that if a lateral transfer is to the same job in the same department, the pay remains unchanged.

Issues

In this case, the amount of grant funding does not equal the employee's current salary. The employee has been notified of the salary implications of taking the position and has decided to accept the position due to a strong belief in the value of the grant program.

Recommendation

HRMD recommends approval of the salary action. Despite the salary implications, the employee has decided it is in best interest to make the lateral transfer and accept the position at the grant-funded rate. Since both the employee and the department believe they will benefit from the move, HRMD concurs with the decision. The effective date is December 27, 2012.



JUSTICE & PUBLIC SAFETY DIVISION

Roger W. Jefferies, County Executive
P.O. Box 1748 Austin, Texas 78767 Phone (512) 854-4415 Fax (512) 854-4417

**Criminal Justice
Planning**
Roger W. Jefferies
(512) 854-4415

**Counseling &
Education Services**
Caryl Colburn
(512) 854-9540

**Juvenile Public
Defender**
Kameron D. Johnson
(512) 854-4128

MEMORANDUM

To: Todd Osburn, HRMD Compensation

From: Roger Jefferies, JPS County Executive

Date: December 12, 2012

Subject: Non-routine Personnel Amendment

The Office of Child Representation (OCR) has recently been awarded a portion of the Health and Human Services Parenting in Recovery II grant. The funding is for an Attorney III position within the OCR for the next two years.

[redacted] a current OCR employee and has expressed [redacted] would like to be a part of this program. [redacted] requested to transfer from [redacted] Attorney III slot to the grant slot. [redacted] aware that this is a grant program and it will expire in two years.

We are requesting to transfer [redacted] from slot 60 into the newly created grant slot 71. [redacted] pay will decrease with this transfer. [redacted] salary will go from \$74,371.23 to \$68,096.

I have attached the manual Personnel Action Form and Pay Determination Guide with this memo. If you have any questions, please feel free to contact me at 854-4759.

8