



Travis County Commissioners Court Agenda Request

Meeting Date: 12/28/12

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 black ink, appearing to be "LB", located to the right of the "Elected/Appointed Official/Dept. Head" line.

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 requests from Emergency Services 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 – 3.

B. Non-Routine Personnel Actions – Pages 4 - 8.

Emergency Services requests approval for two salary adjustments that exceeds 10% above midpoint – Travis County Code § 10.03002, slot 26; Executive Asst; PG 17 and slot 35; Contract Compliance Spec; PG 21. 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.

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.



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 28, 2012

ITEM # :

DATE: December 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.

A. Routine Personnel Actions – Pages 2 – 3.

B. Non-Routine Personnel Actions – Pages 4 - 8.

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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

NEW HIRES				
Dept.	Slot	Position Title	Dept. Requests Level/Salary	HRMD Recommends Level/Salary
District Atty	285	Business Analyst III	26 / Level 1 / \$75,046.40	26 / Level 1 / \$75,046.40
Fac Mgmt	36	Groundskeeper*	8 / \$25,883.64	8 / \$25,883.64
Juvenile Probation	601	Juvenile Detention Ofcr II**	14 / Level 1 / \$33,321.60	14 / Level 1 / \$33,321.60
* 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	50054	Office Asst	10 / \$11.87	10 / \$11.87	05
County Clerk	50056	Office Asst	10 / \$11.87	10 / \$11.87	05
**Temporary Status Type Codes: (Temporary less than 6 mos. = 02) (Project Worker more than 6 mos. = 05, includes Retirement Benefits).					

CAREER LADDERS - NON-POPS						
Dept.	Slot	Current Position Title/Grade	New Position Title/Grade	Current Annual Salary	Proposed Annual Salary	Comments Current HRMD Practice
Juvenile Probation	310	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
District Atty	Slot 214 / Attorney IV* / Grd 27 / \$77,956.53	District Atty	Slot 124 / Attorney IV* / Grd 27 / \$77,956.53	Error correction to Pers Amend 12/18/12. Correcting slot.
Emergency Services	Slot 31 / Financial Analyst Lead / Grd 23 / \$66,284.61	Emergency Services	Slot 31 / Financial Analyst Lead / Grd 23 / \$71,107.61	Salary adjustment. Pay is between min and midpoint of pay grade.
Emergency Services	Slot 32 / Emergency Wireless Comm Mgr / Grd 26 / \$83,787.60	Emergency Services	Slot 32 / Emergency Wireless Comm Mgr / Grd 26 / \$86,628.60	Salary adjustment. Pay is between min and midpoint of pay grade.
Juvenile Probation	Slot 136 / Mailroom Svcs Asst / Grd 9 / \$32,093.51	Juvenile Probation	Slot 139 / Housekeeper / Grd 7 / \$28,884.15	Employee demoted from pay grade 9 to 7. HRMD reviewed supporting documents. Pay is between midpoint and max of pay grade.
Juvenile Probation	Slot 324 / Juvenile Probation Ofcr II / Grd 16 / \$37,024.00	Juvenile Probation	Slot 232 / Juvenile Probation Ofcr III / Grd 17 / \$39,615.06	Promotion. Pay is at minimum of pay grade.
Juvenile Probation	Slot 564 / Court Clerk II / Grd 15 / \$35,651.20	Juvenile Probation	Slot 388 / Administrative Assoc / Grd 16 / \$39,249.60	Promotion. Pay is between min and midpoint of pay grade.
Juvenile Probation	Slot 599 / Juvenile Detention Ofcr II / Grd 14 / \$32,810.88	Juvenile Probation	Slot 108 / Juvenile Rsdntl Trt Ofcr II* / Grd 14 / \$32,810.88	Lateral transfer. Employee transferred to different slot, different position, same department, same pay grade, retains current pay.
Pretrial Services	Slot 78 / Office Spec Sr / Grd 13 / \$34,638.86	Pretrial Services	Slot 7 / Pretrial Ofcr I / Grd 16 / \$41,475.20	Promotion. Pay is between min and midpoint of pay grade.

*** Actual vs Authorized**

SECTION B. NON-ROUTINE PERSONNEL ACTIONS

NON-ROUTINE – Salary Adjustments				
Dept. (From)	Slot – Position Title – Grade – Salary	Dept. (To)	Slot – Position Title – Grade – Salary	Comments
Emergency Services	Slot 26 / Executive Asst / Grd 17 / \$53,924.62	Emergency Services	Slot 26 / Executive Asst / Grd 17 / \$56,529.62	Salary adjustment. Pay is greater than 10% above midpoint, Travis County Code § 10.03002.
Emergency Services	Slot 35 / Contract Compliance Spec / Grd 21 / \$71,166.78	Emergency Services	Slot 35 / Contract Compliance Spec / Grd 21 / \$74,958.78	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



HRMD *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 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, Executive Manager, Planning & Budget *LB*

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

SUBJECT: Emergency Services Non-Routine Salary Actions, Slots 26 & 35

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

Emergency Services Request:

Emergency Services requests approval to grant a 4.83% salary adjustment to one Executive Assistant (slot #26) and a 5.32% salary adjustment to one Contract Compliance Specialist (slot #35). The dollar increase for slot #26 is \$2,605 and the dollar increase for slot #35 is \$3,792. Each employee is just short of 10 percent above midpoint, and the proposed increases would place them above that threshold. The salary adjustments would apply to the following slots:

<u>Slot #</u>	<u>Title</u>	<u>Current</u>	<u>Proposed</u>
26	Executive Assistant	\$53,924.62	\$56,529.62
35	Contract Compliance Spec.	\$71,166.78	\$74,958.78

Policy:

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

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Recommendation:

HRMD recommends approval of the proposed salary actions. Emergency Services' requests are reasonable in light of the increased employee responsibilities and facilitate retention of key employees. Departments are encouraged to make use of the available range and these actions are consistent with the intent of the referenced policy. Planning and Budget Office (PBO) has confirmed funding.

EMERGENCY SERVICES

DANNY HOBBY, EXECUTIVE MANAGER

P. O. Box 1748

AUSTIN, TEXAS 78767

(512) 854-4416, FAX (512) 854-4786



*Emergency Management
Pete Baldwin, Emergency
Mgmt. Coordinator*

*Fire Marshal
Hershel Lee*

*Chief Medical Examiner
Dr. David Dolinak*

*STAR Flight
Casey Ping, Program
Director*

MEMORANDUM

To: Todd Osburn, Compensation Manager
Human Resources Management Department

From: Danny Hobby, County Executive, Emergency Services

Date: December 10, 2012

Subject: Salary Adjustments Request- Non Routine

I would request your assistance in processing the following salary adjustments for two administrative support staff within Emergency Services:

<u>Name/Title</u>	<u>Current Salary</u>	<u>Allocation</u>	<u>New Salary</u>
<i>Slot 35</i> <i>Contract Compliance Specialist</i>	\$71,166.78	5.328%	\$74,958.78
<i>Slot 26</i> <i>Executive Assistant</i>	\$53,924.62	4.83%	\$56,529.62

Emergency Services continues to grow in both services and budget, and along with this comes added strain and workload for existing support staff. I have a very small administrative staff, but I have a very dedicated and talented staff. I feel it is time to provide staff something to reward them in their continued dedication and commitment to all the departments, divisions, and outside agencies they serve on a daily basis.

Slot 35 has been with the County for over 13 years, has maintained excellent performance ratings, and serves all the Emergency Services departments as their central contracting agent. *Slot 35* also develops the contracts and interlocals for all County EMS station locations sites (Small Cities and ESDs), along with all EMS vehicle and equipment purchases. *Slot 35* handles the large RRS (regional radio system), CTECC, and City of Austin ILA contracts which require constant monitoring and support. *Slot 35* is a utility employee for Emergency Services in that *Slot 35* accepts anything that needs getting done. *Slot 35* acquired knowledge base and on-hands experience are deserving of this increase at this time.

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. *Slot 26* has been with the County for 19 years, has maintained excellent performance ratings, and serves as my main support and the main administrative contact for all the Emergency Services departments/divisions and all county departments. As my support coordinates with all of our outside stakeholders in the system (City of Austin, ESDs, CAPCOG, Small Cities and Villages, residents, government offices, local residents, etc.). This past year we have added staff (PIO and HazMat Coordinator), along with major projects (Formula 1, Unified Fire Service, Medical School/Medical Examiner Office, EMS ILA enhancements, HazMat Program transition, Data Warehouse, etc.). also handles the office payroll, safety and security, administrative office equipment and supplies, human resources contact for hiring and employee relations, facility repairs and maintenance, and IT liaison for the office. The big benefit for me is that is my voice and support since I am out of the office most of the time, attending meetings, and facilitating meetings. has been with me since I started in 2002 and is deserving of this increase at this time.

PBO concurs that permanent salary savings are available for the proposed salary adjustments. The two salary adjustments total \$6,397.00.

Thank you for your assistance in this request.

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