

## ITEM 6



# Travis County Commissioners Court Agenda Request

**Meeting Date:** 1/8/13

**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

### **AGENDA LANGUAGE:**

Consider and take appropriate action on the following items for Human Resources Management Department:

- A. Proposed routine personnel amendments; and
- B. A non-routine personnel request for approval of a lump-sum award for slot 32, in Tax Assessor-Collector office.

### **BACKGROUND/SUMMARY OF REQUEST AND ATTACHMENTS:**

Attached are Personnel Amendments for Commissioners Court approval.

**A. Routine Personnel Actions – Pages 2 – 8.**

**B. Non-Routine Personnel Action**

Tax Collector requests approval for a lump-sum award for slot 32, Administrative Asst II, PG 15.

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.

**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.

**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](mailto: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, 4<sup>th</sup> Floor

• P.O. Box 1748

• Austin, Texas 78767

• (512) 854-9165 / FAX (512) 854-9757

**January 8, 2013**

**ITEM # :**

**DATE:** December 28, 2012

**TO:** Samuel T. Biscoe, County Judge  
Ron Davis, Commissioner, Precinct 1  
Sarah Eckhardt, Commissioner, Precinct 2  
Gerald Daugherty, Commissioner, Pct. 3  
Margaret Gomez, Commissioner, Precinct 4

**VIA:** Leslie Browder, County Executive, Planning and Budget

**FROM:** Diane Poirot, Director, HRMD *D.P. for D.P.*

**SUBJECT:** Weekly Personnel Amendments

Attached are Personnel Amendments for Commissioners Court approval.

**A. Routine Personnel Actions – Pages 2 – 8.**

**B. Non-Routine Personnel Action**

Tax Collector requests approval for a lump-sum award for slot 32, Administrative Asst II, PG 15.

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>
<b>Criminal Justice Planning</b>	69	Social Worker	18 / Minimum / \$42,382.08	18 / Minimum / \$42,382.08
<b>JP Pct 2</b>	60002	Accounting Clerk	12 / \$30,262.42	12 / \$30,262.42
<b>* Temporary to Regular</b>			<b>** Actual vs Authorized</b>	

<b>TEMPORARY APPOINTMENTS</b>					
<b>Dept.</b>	<b>Slot</b>	<b>Position Title</b>	<b>Dept. Requests Grade/Salary</b>	<b>HRMD Recommends Grade/Salary</b>	<b>**Temporary Status Type Code</b>
<b>County Clerk</b>	23087	Elec Clk Erly Vting Clk	7 / \$10.00	7 / \$10.00	02
<b>HHS</b>	20095	Office Spec	12 / \$13.59	12 / \$13.59	02
<b>JP Pct 4</b>	20001	Court Clerk I	13 / \$14.54	13 / \$14.54	02
<b>Records Mang &amp; Comm Resrc</b>	50017	Imaging Production Tech	11 / \$12.70	11 / \$12.70	02
<b>Tax Collector</b>	50054	Administrative Asst I	13 / \$14.54	13 / \$14.54	05
<b>Tax Collector</b>	50060	Administrative Asst I	13 / \$14.54	13 / \$14.54	05
<b>Tax Collector</b>	50064	Administrative Asst I	13 / \$14.54	13 / \$14.54	05
<b>Tax Collector</b>	50113	Administrative Asst I	13 / \$14.54	13 / \$14.54	05
<b>Tax Collector</b>	50114	Administrative Asst I	13 / \$14.54	13 / \$14.54	05
<b>**Temporary Status Type Codes: (Temporary less than 6 mos. = 02) (Project Worker more than 6 mos. = 05, includes Retirement Benefits).</b>					

<b>CAREER LADDERS – POPS</b>						
<b>Dept.</b>	<b>Slot</b>	<b>Current Position Title/Grade</b>	<b>New Position Title/Grade</b>	<b>Current Annual Salary</b>	<b>Proposed Annual Salary</b>	<b>Comments Current HRMD Practice</b>
<b>Sheriff</b>	314	Cadet* / Grd 80	Corrections Ofcr* / Grd 81	\$38,919.50	\$44,368.27	Career Ladder. Peace Officer Pay Scale (POPS).
<b>Sheriff</b>	663	Corrections Ofcr* / Grd 81	Corrections Ofcr Sr / Grd 83	\$44,368.27	\$48,226.26	Career Ladder. Peace Officer Pay Scale (POPS).
<b>* Actual vs Authorized</b>						

<b>PROMOTIONS / SALARY ADJUSTMENTS / LATERAL TRANSFERS / VOLUNTARY REASSIGNMENTS / TEMPORARY ASSIGNMENTS</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>
<b>Juvenile Probation</b>	Slot 447 / Juvenile Case Work Mgr / Grd 20 / \$55,182.19	<b>Juvenile Probation</b>	Slot 449 / Chem Dependency Counselor Sr / Grd 17 / \$46,904.86	Employee demoted from pay grade 20 to 17. HRMD reviewed supporting documents. Pay is between min and midpoint of pay grade.
<b>Sheriff</b>	Slot 244 / Corrections Ofcr Sr / Grd 83 / \$51,855.02	<b>Sheriff</b>	Slot 639 / Corrections Ofcr Sr* / Grd 83 / \$51,855.02	POPS lateral transfer. Employee transferred to different slot, same position, same department, same pay grade, retains current pay.
<b>Sheriff</b>	Slot 268 / Certf Peace Ofcr Sr / Grd 84 / \$59,665.84	<b>Sheriff</b>	Slot 1947 / Records Analyst Supv / Grd 20 / \$60,663.62	Voluntary job change. Transition from Peace Officer Pay Scale (POPS) to Classified Pay Scale. Pay is at midpoint of pay grade.
<b>Tax Collector</b>	Slot 10 / Business Analyst I* / Grd 22 / \$60,005.92	<b>Tax Collector</b>	Slot 10 / Business Analyst II / Grd 24 / \$63,638.43	Promotion. Pay is at minimum of pay grade.
<b>Tax Collector</b>	Slot 109 / Volunteer Coord* / Grd 15 / \$35,311.03	<b>Tax Collector</b>	Slot 109 / Voter Reg Outreach Prgm Coord / Grd 19 / \$45,346.50	Promotion. Pay is at minimum of pay grade.
<b>Tax Collector</b>	Slot 137 / Business Analyst I* / Grd 22 / \$61,137.50	<b>Tax Collector</b>	Slot 137 / Business Analyst II / Grd 24 / \$63,638.43	Promotion. Pay is at minimum of pay grade.
<b>* Actual vs Authorized</b>				

<b>AD HOC CLASSIFICATION CHANGE</b>							
		<b>Current</b>			<b>HRMD Recommends</b>		
<b>Dept.</b>	<b>Slot #</b>	<b>Auth Position Title / Position #</b>	<b>FLSA</b>	<b>Pay Grade</b>	<b>Position Title / Position #</b>	<b>FLSA</b>	<b>Pay Grade</b>
<b>Sheriff</b>	<b>25</b>	Captain Law Enforcement / 28093	<b>E</b>	<b>28</b>	Captain Corrections / 28092	<b>E</b>	<b>28</b>
<b>Department requests in order to meet departmental needs.</b>							

<b>REVISED JOB DESCRIPTION</b>		
<b>Position Title / Position #</b>	<b>FLSA</b>	<b>Pay Grade</b>
Budget Director / 32450	<b>E</b>	<b>32</b>
HRMD is providing the attached revised job description for approval, see pages 5- 8.		

**BY ORDER OF THE COMMISSIONERS COURT, THE PRECEDING PERSONNEL AMENDMENTS ARE APPROVED.**

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**Samuel T. Biscoe, County Judge**

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**Ron Davis, Commissioner, Pct. 1**

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**Sarah Eckhardt, Commissioner, Pct. 2**

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**Gerald Daugherty, Commissioner, Pct. 3**


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**Margaret Gomez, Commissioner, Pct. 4**



## Human Resources Management

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

### MEMORANDUM

DATE: December 28, 2012  
TO: Members of the Commissioners Court  
VIA: Leslie Browder, County Executive, Planning & Budget Office  
FROM: Diane Poirot, Director of Human Resources  
Todd Osburn, Compensation Manager   
SUBJECT: Revision to Budget Director Job Classification

HRMD recommends the following revision to the Budget Director job classification as outlined below:

#### Budget Director

HRMD recommends removing the following Duty and Responsibility from the job description of the Budget Director;

"Oversees staff and operations of the Cash Investment Management Office. Provides general administrative and programmatic oversight."

Per the County Executive, Planning and Budget, this function will be overseen personally by the County Executive. Elimination of this responsibility will not have an impact on the placement of this job within the Classification and Compensation system.

Should you have questions, contact Diane Poirot at ext. 4-9170 or Todd Osburn at ext. 4-2744.

# TRAVIS COUNTY JOB DESCRIPTION

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**JOB TITLE: Budget Director**

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**JOB CODE:** 32450  
**PAY GRADE:** 32

**FLSA STATUS:** Exempt  
**LAST REVISED:** 10/01/0913

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## **JOB SUMMARY:**

Under minimal direction, manages operational elements of the County's overall budget process, including budget preparation and monitoring, in consultation with the Executive Manager Planning and Budget. Directly supervises budget analysts on executing budget and finance matters, including evaluation and resource recommendations for all departmental operating and capital budget requests, including current funding base calculations, total departmental expenditures, and grants. Makes presentations directly to Commissioners Court in public and must defend conclusions to Elected and Appointed Officials. Interacts with Elected and Appointed Officials concerning their budget requests for new funding and requests to modify adopted departmental budgets during the year. Serves as the primary contact with the County Auditor's Office for accounting and finance matters. Represents the Executive Manager in the absence to the Commissioners Court, the public and press, and other governmental agencies. Ensures prompt and accurate development of the countywide multi-million dollar budget. Makes primary recommendations directly to the Commissioners Court on more efficient procedures for countywide operations. Insures that countywide expenditures are within approved budgets. Represents Travis County on City/County and County/State study teams. The position has considerable discretion and independence in accomplishing all responsibilities.

## **DISTINGUISHING CHARACTERISTICS:**

This is the second in a series of two budget-related job classifications within the Senior Management/Middle Management job family. Incumbents in this classification reports directly to the department head and functions as the second highest level of management within the department.

## **DUTIES AND RESPONSIBILITIES:**

- Provides to the Commissioners Court the overall parameters of the countywide budget, including the consolidation of departmental current funding requirements, and countywide funding requirements, such as projected salary increases, retirement increases, health insurance increases, and all other recommended additional funding allocations, in conjunction with the Executive Manager.
- Prepares recapitulation of countywide funds in Preliminary, Proposed, and Adopted Budgets, including the reconciliation of interfund transfers. Coordinates the projected total expenditures of all funds and estimated revenues from recommended budget requests. Responsible for producing and filing the Preliminary, Proposed and Adopted Budgets.
- Provides day-to-day operational supervision of analysts on budget and finance matters. Reviews all analysts' recommendations for logic and accuracy. Consolidates and prioritizes all budget recommendations into the Preliminary and Proposed Budgets. Meets with analysts and departments to review budget recommendations. Intervenes with departments when necessary to resolve conflicts between departments and analysts. Performs duties of Senior Analysts in their absence.
- Supervises and/or conducts departmental, programmatic, functional and organizational evaluations and analysis, and presents findings and recommendations to the Executive Manager and/or the Commissioners Court. Assists in the development of outcome and performance measures in County departments. Serves as Project Director on various budget and/or research projects as assigned. Assists in planning and coordinating the County's planning and budget process.
- ~~Oversees staff and operations of the Cash Investment Management Office. Provides general administrative and programmatic oversight.~~
- Supervises and/or conducts departmental, programmatic, functional, and organizational evaluations and analysis, and presents findings and recommendations to the Executive Manager and/or the Commissioners Court. Assists in the development of outcome and performance measures in County departments. Serves as Project Director on various budget and/or research projects as assigned.
- Supervises and/or performs periodic expenditure forecasts, cost-effectiveness analysis, and other financial studies. Supervises and/or conducts fiscal, management, program, and issue/policy development analysis.



# TRAVIS COUNTY JOB DESCRIPTION

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**JOB TITLE: Budget Director**

**JOB CODE:** 32450  
**PAY GRADE:** 32

**FLSA STATUS:** Exempt  
**LAST REVISED:** 10/01/0913

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## **DUTIES AND RESPONSIBILITIES: (Cont.)**

- Represents the Planning and Budget Office at Commissioners Court meetings. Participates in the recruitment, selection, evaluation and discipline of all departmental staff. Trains analysts in appropriate concepts, methods, tools, and procedures relevant to financial planning, organizational analysis, operations research and other techniques.
- Performs other job-related duties as assigned.

## **MINIMUM REQUIREMENTS:**

### **Education and Experience:**

Bachelor's degree in Public Administration, Business Administration, Economics, Accounting, Finance or a directly related field AND eight (8) years of responsible administrative/supervisory level experience, using an automated performance based budget system, including four (4) years of mid- to senior level supervisory or management experience supervising budget analysts and financial management within a County or comparable environment;

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.

### **Licenses, Registrations, Certifications, or Special Requirements:**

None required.

### **Preferred:**

Master's degree in Public Administration, Business Administration, Economics, Accounting, Finance or a directly related field.

Certified Public Accountant (CPA).

### **Knowledge, Skills, and Abilities:**

#### **Knowledge of:**

- Basic principles of public administration, accounting and budgeting, and state and local issues.
- Organization, management and supervisory principles, practices and techniques.
- Policies, practices, procedures and terminology related to budgeting.
- Program evaluation.
- Financial principles and practices.
- State and local issues.
- Federal, State, Local and County applicable program laws, rules, regulations and guidelines.
- Standard practices in area of assignment.
- Computer equipment to include word processing, spreadsheets, databases and a variety of software packages.
- Business English, letter writing, grammar and punctuation, and report preparation.

#### **Skill in:**

- Statistical methods.
- Financial analysis.
- Directing and managing others, including team building.
- Project direction and coordination.
- Developing long-term strategies.
- Problem-solving and decision-making.
- Training, managing and evaluating the work of others.
- Preparing and making public presentations and communications.
- Both verbal and written communication.

# TRAVIS COUNTY JOB DESCRIPTION

**JOB TITLE:** Budget Director

**JOB CODE:** 32450

**PAY GRADE:** 32

**FLSA STATUS:** Exempt

**LAST REVISED:** 10/01/0913

## MINIMUM REQUIREMENTS: (Cont.)

### Ability to:

- Develop budget formats and procedures and to make budgetary recommendations.
- Bring together several viewpoints and ideas to a balanced position.
- Direct, motivate, train and educate others in budgetary and automation matters.
- Reason and make judgments and decisions.
- Reach sound conclusions and make realistic recommendations based on facts and objective analysis.
- Work with both the large and small details.
- Manage time well, perform multiple tasks and organize diverse activities.
- Perform in a stressful environment while maintaining a professional manner.
- Research, compile, analyze, interpret and prepare a variety of memorandums or reports.
- Establish and maintain effective working relationships with other governmental entities, Elected and Appointed Officials, civic groups, other County employees and officials, and the general public.

## WORK ENVIRONMENT AND PHYSICAL DEMANDS:

Physical requirements include the ability to lift/carry up to 25 pounds occasionally, visual acuity, speech and hearing, hand and eye coordination and manual dexterity necessary to operate a computer and office equipment. Subject to standing, 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.**