

## ITEM 7



# Travis County Commissioners Court Agenda Request

**Meeting Date:** 1/15/13

**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

A handwritten signature in black ink, appearing to be "JB", located to the right of the text for Leslie Browder.

### **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](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 15, 2013**

**ITEM # :**

**DATE:** January 4, 2013

**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 *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

Action Type Description	Action Reason Description	Action Effective Date	Current Personnel Area	CURRENT Position / Position Title / Employee Group / Employee Subgroup / Grade / Level / Salary/Rate Amt	New Personnel Area	NEW Position / Position Title / Employee Group / Employee Subgroup / Grade / Level / Salary/Rate Amt
New Hire	New Hire	01/07/2013	N/A	N/A	3500 - Sheriff	30005919 / Cadet / 1 - Regular / 02 - Full Time Non-Exempt / GRD80 / 01 / \$31135.60
New Hire	New Hire	01/07/2013	N/A	N/A	3650 - Juvenile Probation	30004127 / Juvenile Probation Office / 1 - Regular / 02 - Full Time Non-Exempt / GRD17 / 00 / \$39615.06
New Hire	New Hire	01/02/2013	N/A	N/A	3100 - County Attorney	30000854 / Legal Secretary / 1 - Regular / 02 - Full Time Non-Exempt / GRD15 / 00 / \$43260.67
New Hire	New Hire	01/02/2013	N/A	N/A	3650 - Juvenile Probation	30004526 / Paralegal / 1 - Regular / 02 - Full Time Non-Exempt / GRD18 / 00 / \$43659.20
New Hire	New Hire	01/07/2013	N/A	N/A	3500 - Sheriff	30002515 / Security Coord / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$31158.40
New Hire	New Hire	01/07/2013	N/A	N/A	3500 - Sheriff	30002934 / Building Maintenance Work / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$37042.72
New Hire	New Hire	01/07/2013	N/A	N/A	3500 - Sheriff	30002757 / Cadet / 1 - Regular / 02 - Full Time Non-Exempt / GRD80 / 01 / \$38919.50
New Hire	New Hire	01/07/2013	N/A	N/A	3500 - Sheriff	30002258 / Cadet / 1 - Regular / 02 - Full Time Non-Exempt / GRD80 / 01 / \$38919.50
New Hire	New Hire	01/02/2013	N/A	N/A	3100 - County Attorney	30000764 / Attorney I / 1 - Regular / 01 - Full Time Exempt / GRD22 / 00 / \$55578.85
New Hire	New Hire	01/07/2013	N/A	N/A	3100 - County Attorney	30000785 / Law Clerk I / 1 - Regular / 04 - Part Time Non-Exempt / GRD15 / 00 / \$17304.25

WEEKLY PERSONNEL AMENDMENTS --- ROUTINE

Action Type Description	Action Reason Description	Action Effective Date	Current Personnel Area	CURRENT Position / Position Title / Employee Group / Employee Subgroup / Grade / Level / Salary/Rate Amt	New Personnel Area	NEW Position / Position Title / Employee Group / Employee Subgroup / Grade / Level / Salary/Rate Amt
New Hire	New Hire	01/02/2013	N/A	N/A	3100 - County Attorney	30000714 / Attorney I / 1 - Regular / 01 - Full Time Exempt / GRD22 / 00 / \$55578.85
New Hire	New Hire	01/02/2013	N/A	N/A	3100 - County Attorney	30000763 / Attorney I / 1 - Regular / 01 - Full Time Exempt / GRD22 / 00 / \$55578.85
New Hire	New Hire	01/02/2013	N/A	N/A	3600 - Pretrial Services	30050177 / Substance Abuse Monitor / 1 - Regular / 02 - Full Time Non-Exempt / GRD10 / 00 / \$26166.40
Re-Hire	Re-Hire	12/26/2012	N/A	N/A	3050 - Tax Collector	30050455 / Administrative Asst I / 2 - Temporary / 05 - Hourly - Retmt / GRD13 / 00 / \$14.54
Re-Hire	Re-Hire	12/26/2012	N/A	N/A	3050 - Tax Collector	30050456 / Administrative Asst I / 2 - Temporary / 05 - Hourly - Retmt / GRD13 / 00 / \$14.54
Re-Hire	Re-Hire	01/07/2013	N/A	N/A	3500 - Sheriff	30002280 / Cadet / 1 - Regular / 02 - Full Time Non-Exempt / GRD80 / 01 / \$38919.5
Re-Hire	Re-Hire	01/16/2013	N/A	N/A	3100 - County Attorney	30000789 / Law Clerk I / 1 - Regular / 04 - Part Time Non-Exempt / GRD15 / 00 / \$17304.25
Mobility	Demotion	01/01/2013	3470 - Constable Pct 5	30001861 / Constable Sergeant / 1 - Regular / 02 - Full Time Non-Exempt / GRD64 / 15 / \$92757.18	3470 - Constable Pct 5	30001882 / Constable Deputy Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD62 / 15 / \$73536.32
Mobility	Interdpt Change	01/02/2013	1550 - Counseling and Education Sv	30003873 / Counselor / 2 - Temporary / 05 - Hourly - Retmt / GRD16 / 00 / \$17.80	3600 - Pretrial Services	30050174 / Chemical Dependency Counselor / 1 - Regular / 02 - Full Time Non-Exempt / GRD16 / 00 / \$38147.20
Mobility	Promotion	01/01/2013	3470 - Constable Pct 5	30001881 / Constable Deputy Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD62 / 09 / \$64604.38	3470 - Constable Pct 5	30001861 / Constable Sergeant / 1 - Regular / 02 - Full Time Non-Exempt / GRD64 / 09 / \$83489.95

WEEKLY PERSONNEL AMENDMENTS --- ROUTINE

Action Type Description	Action Reason Description	Action Effective Date	Current Personnel Area	CURRENT Position / Position Title / Employee Group / Employee Subgroup / Grade / Level / Salary/Rate Amt	New Personnel Area	NEW Position / Position Title / Employee Group / Employee Subgroup / Grade / Level / Salary/Rate Amt
Mobility	Promotion	01/02/2013	3650 - Juvenile Probation	30004437 / Chemical Dependency Counselor Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD17 / 00 / \$39874.85	3650 - Juvenile Probation	30004417 / Juvenile Case Work Mgr / 1 - Regular / 01 - Full Time Exempt / GRD20 / 00 / \$48530.77
Mobility	Voluntary Reassignment	1/1/2013	3050 - Tax Collector	30000113 / Tax Assessor-Collector / 1 - Regular / 02 - Full Time Non-Exempt / NCF01 / 00 / \$116253.00	3050 - Tax Collector	30000115 / Tax Assessor-Collector Deputy Chf / 1 - Regular / 01 - Full Time Exempt / GRD31 / 00 / \$102222.02

<b>AD HOC CLASSIFICATION CHANGE</b>							
		<b>Current</b>			<b>HRMD Recommends</b>		
<b>Dept.</b>	<b>Position</b>	<b>Budgeted Title / Job Object ID</b>	<b>FLSA</b>	<b>Pay Grade</b>	<b>Budgeted Title Title / Job Object ID</b>	<b>FLSA</b>	<b>Pay Grade</b>
<b>Records Mang &amp; Comm Resrc</b>	30005201	Law Library Specialist / 20000344	NE	15	Law Librarian / 20000345	NE	17
<b>Department requests in order to meet departmental needs.</b>							

<b>NEW JOB CLASSIFICATION</b>		
<b>Budgeted Title / Job Object ID</b>	<b>FLSA</b>	<b>Pay Grade</b>
Leave Coordinator / 2XXXXXXX	E	18
<b>See attached memo and job description, pages 6 - 8.</b>		

**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**

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

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



# HRMD Human Resources Management

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

## MEMORANDUM

DATE: January 4, 2013  
TO: Members of the Commissioners Court  
VIA: Leslie Browder, County Executive, Planning & Budget Office *JB*  
FROM: Diane Poirot, Director of Human Resources *D*  
Todd Osburn, Compensation Manager  
SUBJECT: Proposed New Job Classification

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

### Leave Coordinator

This position is responsible for tracking, coordinating, and administering leaves of absence and for the coordination of the short and long term disability program, all leave of absence programs including, military, personal and family medical leave (FMLA). Coordinates cases to ensure compliance with federal and state laws; and works directly with employees and managers on any leave issues. Analyzes reported FMLA requests; and makes determinations based on state and federal regulations; ensures that on-going claim management is within County service standards and industry best practices.

Creation of this job title was necessary to facilitate the coordination of various leave actions in a matter consistent with County policy and federal statutes. Placing this responsibility in a central coordinator position should provide greater consistency in the application of leave policies, provide a central point of contact for inquiries from department human resources staff, managers, and employees, free department human resources staff from tracking leave situations and eventually increase the overall knowledge of the application of leave policies. Consistent with market data, the job is recommended to be put in Pay Grade 18 on the Classified Pay Scale.

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

6

# TRAVIS COUNTY JOB DESCRIPTION

---

---

**JOB TITLE:** Leave Coordinator

**JOB CODE:** 18XXX  
**PAY GRADE:** 18

**FLSA STATUS:** Exempt  
**LAST REVISED:** 1/01/13

---

---

## **JOB SUMMARY:**

This position is responsible for tracking, coordinating, and administering leaves of absence and for the coordination of the short and long term disability program, all leave of absence programs including, military, personal and family medical leave (FMLA). Coordinates cases to ensure compliance with federal and state laws; and works directly with employees and managers on any leave issues. Analyzes reported FMLA requests; and makes determinations based on state and federal regulations; ensures that on-going claim management is within County service standards and industry best practices.

## **DISTINGUISHING CHARACTERISTICS:**

This is a job classification within the Human Resources job family. It is distinguished by applied knowledge of County leave programs.

## **DUTIES AND RESPONSIBILITIES:**

- Processes requests for leaves of absence, including designating type of leave.
- Ensures timely processing of short-term and long-term disability claims. Reviews documentation and eligibility status to determine whether an employee is eligible for benefits.
- Maintains contact with employees on leave to monitor progress and prompt return to work date. Keeps employees and HR/managers informed of the leave status throughout the leave.
- Works with managers and Human Resources to monitor leaves and provide regular status reports. Assist HR/managers with complex leave issues involving abuse of FML and other leave types.
- Communicates and works with a variety of internal and external sources such as attorneys, physicians, providers, and others to achieve timely return to work date and prompt resolution of the claim.
- Prepares and mails leave notices (e.g., FMLA leave notices) as required to employees requesting leave.
- Creates and maintains an activity file containing required documentation for leave of absence. Ensure that all case details are documented accurately, timely and in detail. Monitors and tracks leave of absences and follows up on required paperwork such as medical certifications, requests for extended leaves, and other required information.
- Works with employees on leave to arrange for payments of benefits. Monitors benefits repayments from employees on leave and terminates benefits when appropriate for failure to pay.
- Responds to telephone inquiries from employees and outside vendors answering questions and resolving routine issues.
- Establishes FMLA claims; tracks and codes documentation in accordance with internal workflow processes.
- Analyzes FMLA claims to determine eligibility and certification in compliance with state and federal regulations.
- Maintains professional client relationships.
- Coordinates most aspects of the leave process for offices that elect HRMD to provide leave coordination services for employees from the commencement of the leave through to the return to work or termination (whichever applies).
- Supports administration of leave policies in accordance with applicable federal and state regulations.
- Support FMLA compliance by tracking FML usage to ensure that employees do not exceed the amount of allotted FML time.
- Prepare leave statistical and trends reporting. Composes reports and correspondences to ensure communication between employees, managers, Human Resources, and outside vendors.
- Educates employees, managers and HR Community on the appropriate leave processes and procedures. Provides the necessary communication and plan materials to employees and HR throughout the leave (leave notification letters, approval letters, information packets etc.)
- Attends ongoing training as needed to remain current on leave laws.
- Work on special projects.
- Performs other related duties and activities as required.

# TRAVIS COUNTY JOB DESCRIPTION

---

---

**JOB TITLE: Leave Coordinator**

**JOB CODE:** 18XXX  
**PAY GRADE:** 18

**FLSA STATUS:** Exempt  
**LAST REVISED:** 1/01/13

---

---

## **MINIMUM REQUIREMENTS:**

### **Education and Experience:**

Associate's degree in Human Resource Management, Public Administration, Business Administration, or a directly related field AND three (3) years responsible experience in the coordination of an organizational leave program.

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.

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

#### **Knowledge of:**

- Knowledge of state and federal FMLA regulations.
- Knowledge of disability benefits.
- Federal, State, and Local laws, statutes, and regulations relating to the field.
- Knowledge of Organization and Departmental policies and procedures.
- Basic record keeping ensuring compliance with mandated requirements.
- Computer equipment to include word processing, spreadsheets, databases and a variety of software packages.
- Business letter writing, grammar and punctuation, and report preparation.

#### **Skill in:**

- Prioritizing work assignments.
- Oral and written communication, including presentations.
- Analysis and interpretation of leave situations.
- Organization of multiple cases.
- Interpersonal interaction with employees and managers.

#### **Ability to:**

- Coordinate workflows and time lines for tasks related to leave administration.
- Apply leave policy correctly to various situations and bring cases to successful outcomes.
- Work in a team environment
- Conduct research and remain current in program area.
- Coordinate and organize training activities.
- Coordinate numerous tasks simultaneously and work well under time pressure.
- Exercise discretion and diplomacy in difficult and sensitive situations.
- Establish and maintain effective working relationships with County employees and officials, departmental clientele, and other County employees and officials.

## **WORK ENVIRONMENT AND PHYSICAL DEMANDS:**

Physical requirements include the ability to lift/carry up to 20 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.**