

## Item 30



# Travis County Commissioners Court Agenda Request

**Meeting Date:** 1/22/13

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

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

**Commissioners Court Sponsor:** Judge Samuel T. Biscoe

### **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 – 4.

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.



## 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 22, 2013**

**ITEM # :**

**DATE:** January 11, 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 *JB*

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

**SUBJECT:** Weekly Personnel Amendments

Attached are Personnel Amendments for Commissioners Court approval.

**Routine Personnel Actions – Pages 2 – 4.**

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	Position / Position Title / Employee Group / Employee Subgroup / Grade / Level / Salary/Rate Amt	New Personnel Area	Position / Position Title / Employee Group / Employee Subgroup / Grade / Level / Salary/Rate Amt
New Hire	New Hire	01/02/2013	N/A	N/A	1750 - Criminal Justice Planning	NEW 30005155 / Attorney III / 1 - Regular / 01 - Full Time Exempt / GRD25 / 00 / \$68,095.87
New Hire	New Hire	12/17/2012	N/A	N/A	1450 - Facilities Management	30000518 / Building Security Guard / 2 - Temporary / 05 - Hourly - Retmt / GRD09 / 00 / \$11.09
New Hire	New Hire	12/26/2012	N/A	N/A	3050 - Tax Collector	30050457 / Administrative Asst I / 2 - Temporary / 05 - Hourly - Retmt / GRD13 / 00 / \$14.54
New Hire	New Hire	12/27/2012	N/A	N/A	1450 - Facilities Management	30000519 / Building Security Guard / 2 - Temporary / 05 - Hourly - Retmt / GRD09 / 00 / \$11.09
New Hire	New Hire	01/07/2013	N/A	N/A	3650 - Juvenile Probation	30004456 / Cook / 1 - Regular / 02 - Full Time Non-Exempt / GRD08 / 00 / \$22,880.00
Mobility	Career Ladder	1/2/2013	3100 - County Attorney	30000753 / Attorney II / 1 - Regular / 01 - Full Time Exempt / GRD23 / 00 / \$59,466.58	3100 - County Attorney	30000753 / Attorney III / 1 - Regular / 01 - Full Time Exempt / GRD23 / 00 / \$68,095.87
Mobility	Demotion	1/1/2013	3460 - Constable Pct 3	30001812 / Constable Sergeant / 1 - Regular / 02 - Full Time Non-Exempt / GRD64 / 3 / \$74,660.98	3460 - Constable Pct 3	30001811 / Constable Deputy Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD62 / 3 / \$55,747.33
Mobility	Interdpt Change	1/1/2013	3300 - District Attorney	30001398 / Investigator / 1 - Regular / 02 - Full Time Non-Exempt / GRD67 / 5 / \$76,074.96	3460 - Constable Pct 3	30001786 / Constable Deputy Chief / 1 - Regular / 01 - Full Time Exempt / GRD66 / 5 / \$83,445.65
Mobility	Interdpt Change	1/1/2013	1150 - County Commissioner 3	30000015 / Executive Asst-Elected Official / 1 - Regular / 01 - Full Time Exempt / GRD19 / 00 / \$55,027.65	3460 - Constable Pct 3	30001795 / Court Clerk II Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD16 / 00 / \$46,773.50

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	Interdpt Change	1/2/2013	1150 - County Commissioner 3	30000016 / Executive Asst / 1 - Regular / 01 - Full Time Exempt / GRD17 / 00 / \$50,000.00	1300 - Intergovernmental Relations	30050451 / Administrative Asst II / 2 - Temporary / 06 - Hourly - No Bnf / GRD15 / 00 / \$20.79
Mobility	Interdpt Change	1/2/2013	3650 - Juvenile Probation	30004510 / Business Analyst II / 1 - Regular / 01 - Full Time Exempt / GRD24 / 00 / \$69,499.25	1400 - Information Technology Service	30050187 / Project Mgr I / 1 - Regular / 01 - Full Time Exempt / GRD27 / 00 / \$77,956.53
Mobility	Interdpt Change	1/1/2013	3100 - County Attorney	30000868 / Investigations Lieutenant / 1 - Regular / 01 - Full Time Exempt / GRD69 / 15 / \$101,424.75	3460 - Constable Pct 3	30001812 / Constable Sergeant / 1 - Regular / 02 - Full Time Non- Exempt / GRD64 / 15 / \$92,757.18
Mobility	Temporary to Regular	1/2/2013	3200 - District Clerk	30050109 / Court Clerk Asst / 2 - Temporary / 05 - Hourly - Reim / GRD11 / 00 / \$12.70	3200 - District Clerk	30001076 / Court Clerk I / 1 - Regular / 02 - Full Time Non- Exempt / GRD13 / 00 / \$30,238.83

**AD HOC CLASSIFICATION CHANGES**

		<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 / Job Object ID</b>	<b>FLSA</b>	<b>Pay Grade</b>
<b>District Clerk</b>	30001164	Court Clerk I / 20000083	NE	13	Court Clerk II / 20000084	NE	15
<b>Juvenile Probation</b>	30004428	Volunteer Coord / 20000398	NE	15	Community Liaison / 20000273	E	18

**Departments requests in order to meet departmental needs. PBO has confirmed funding available.**

**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**

