



Travis County Commissioners Court Agenda Request

Meeting Date: 1/29/13

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", is written over the text of the elected/appointed official.

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 District Clerk for a variance to Travis County Code § 10.03010, Demotion.

BACKGROUND/SUMMARY OF REQUEST AND ATTACHMENTS:

Attached are Personnel Amendments for Commissioners Court approval.

A. Routine Personnel Actions – Pages 2 – 6.

B. Non-Routine Personnel Action – Pages 6 - 9.

District Clerk requests approval for a demotion with a salary adjustment which is outside of the policy of 5% for each pay grade that the position is lower than the former position - Travis County Code § 10.03010, from Court Services Mgmt Adm Coord, PG 18 to Court Clerk II Sr, PG 16. HRMD has reviewed supporting documentation and recommends approval.

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

January 29, 2013

ITEM # :

DATE: January 18, 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.

A. Routine Personnel Actions – Pages 2 – 6.

B. Non-Routine Personnel Actions – Pages 6 - 9.

District Clerk requests approval for a demotion with a salary adjustment which is outside of the policy of 5% for each pay grade that the position is lower than the former position - Travis County Code § 10.03010, from Court Services Mgmt Adm Coord, PG 18 to Court Clerk II Sr, PG 16. HRMD has reviewed supporting documentation and recommends approval.

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	1/15/2013	N/A	N/A	1900 - Emergency Medical Services	30005507 / Helicopter Pilot Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD26 / 0 / \$73,444.80
New Hire	New Hire	1/22/2013	N/A	N/A	3500 - Sheriff	30005892 / Cadet / 1 - Regular / 02 - Full Time Non-Exempt / GRD80 / 1 / \$38,919.50
New Hire	New Hire	1/2/2013	N/A	N/A	1850 - Health and Human Sv and Vet Sv	30005374 / Case Worker / 1 - Regular / 02 - Full Time Non-Exempt / GRD16 / 0 / \$39,249.60
New Hire	New Hire	1/15/2013	N/A	N/A	1450 - Facilities Management	30050192 / Building Maintenance Work / 1 - Regular / 02 - Full Time Non-Exempt / GRD11 / 0 / \$28,808.00
New Hire	New Hire	1/22/2013	N/A	N/A	1450 - Facilities Management	30000604 / Building Maintenance Work / 1 - Regular / 02 - Full Time Non-Exempt / GRD11 / 0 / \$28,808.00
New Hire	New Hire	1/2/2013	N/A	N/A	1500 - Medical Examiner	30003446 / ME Investigator II / 1 - Regular / 02 - Full Time Non-Exempt / GRD20 / 0 / \$52,977.60
New Hire	New Hire	1/22/2013	N/A	N/A	3500 - Sheriff	30002288 / Cadet / 1 - Regular / 02 - Full Time Non-Exempt / GRD80 / 1 / \$38,919.50
New Hire	New Hire	1/3/2013	N/A	N/A	1850 - Health and Human Sv and Vet Sv	30006014 / Volunteer Coord / 2 - Temporary / 06 - Hourly - No Bnf / GRD15 / 0 / \$16.64

WEEKLY PERSONNEL AMENDMENTS -- ROUTINE

Action Type Description	Action Reason Description	Action Effective Date	Current Personnel Area	CURRENT Position / Position Title / Employee Group / Level / Subgroup / Grade / Level / Salary/Rate Amt	New Personnel Area	NEW Position / Position Title / Employee Group / Level / Subgroup / Grade / Level / Salary/Rate Amt
New Hire	New Hire	1/22/2013	N/A	N/A	1900 - Emergency Medical Services	30005523 / Flight Paramedic / 1 - Regular / 02 - Full Time Non-Exempt / GRD22 / 0 / \$57,241.60
New Hire	New Hire	1/2/2013	N/A	N/A	3050 - Tax Collector	30050182 / GIS Analyst / 1 - Regular / 02 - Full Time Non-Exempt / GRD18 / 0 / \$42,382.08
New Hire	New Hire	1/4/2013	N/A	N/A	1500 - Medical Examiner	30003461 / Autopsy Tech / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 0 / \$30,238.83
New Hire	New Hire	1/10/2013	N/A	N/A	1700 - Transportation and Nat Rsrc	30005624 / School Crossing Guard / 2 - Temporary / 05 - Hourly - Retmt / GRD11 / 0 / \$13.00
New Hire	New Hire	1/10/2013	N/A	N/A	3300 - District Attorney	30001287 / Court Clerk I / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 0 / \$30,238.83
New Hire	New Hire	1/2/2013	N/A	N/A	3300 - District Attorney	30050178 / Attorney II / 1 - Regular / 01 - Full Time Exempt / GRD23 / 0 / \$59,466.58
New Hire	New Hire	1/4/2013	N/A	N/A	3460 - Constable Pct 3	30001802 / Constable Deputy / 1 - Regular / 02 - Full Time Non-Exempt / GRD61 / 1 / \$49,686.62
Re-Hire	Re-Hire	1/14/2013	N/A	N/A	1450 - Facilities Management	30005542 / Custodian / 2 - Temporary / 06 - Hourly - No Bnf / GRD07 / 0 / \$11.00
Re-Hire	Re-Hire	1/2/2013	N/A	N/A	3050 - Tax Collector	30000185 / Tax Specialist I / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 0 / \$37,042.72

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Re-Hire	Re-Hire	1/7/2013	N/A	N/A	3470 - Constable Pct 5	30050476 / Office Asst / 2 - Temporary / 06 - Hourly - No Bnf / GRD10 / 0 / \$12.00
Mobility	Voluntary Reassignment	1/2/2013	3500 - Sheriff	30002730 / Cadet / 1 - Regular / 02 - Full Time Non-Exempt / GRD80 / 1 / \$38,919.50	3500 - Sheriff	30002891 / Security Coord / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 0 / \$31,158.40
Mobility	Promotion	1/16/2013	3500 - Sheriff	30002235 / Security Coord / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 0 / \$34,997.66	3500 - Sheriff	30002288 / Cadet / 1 - Regular / 02 - Full Time Non-Exempt / GRD80 / 1 / \$38,919.50
Mobility	Promotion	1/3/2013	3050 - Tax Collector	30000122 / Tax Supv / 1 - Regular / 01 - Full Time Exempt / GRD20 / 0 / \$83,424.43	3050 - Tax Collector	30000121 / Tax Assessor-Collector Div Dir / 1 - Regular / 01 - Full Time Exempt / GRD28 / 0 / \$83,424.43
Mobility	Promotion	1/3/2013	3050 - Tax Collector	30000145 / Tax Specialist III / 1 - Regular / 02 - Full Time Non-Exempt / GRD16 / 0 / \$44,001.98	3050 - Tax Collector	30000122 / Tax Supv / 1 - Regular / 01 - Full Time Exempt / GRD20 / 0 / \$48,530.77
Mobility	Promotion	1/1/2013	3300 - District Attorney	30001392 / Investigations Lieutenant / 1 - Regular / 01 - Full Time Exempt / GRD69 / 17 / \$104,263.54	3300 - District Attorney	30001391 / Investigations Chief / 1 - Regular / 01 - Full Time Exempt / GRD27 / 0 / \$109,476.72
Mobility	Lateral Transfer	2/1/2013	3450 - Constable Pct 1	30050296 / Constable Deputy / 4 - Special Project / 02 - Full Time Non-Exempt / GRD61 / 1 / \$49,686.62	3450 - Constable Pct 1	30005872 / Constable Deputy / 1 - Regular / 02 - Full Time Non-Exempt / GRD61 / 1 / \$49,686.62
Mobility	Interdpt Change	1/1/2013	1150 - County Commissioner 3	30000015 / Executive Asst-Elected Official / 1 - Regular / 01 - Full Time Exempt / GRD19 / 0 / \$55,027.65	3460 - Constable Pct 3	30001795 / Court Clerk II Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD16 / 0 / \$46,773.50
Mobility	Interdpt Change	1/15/2013	1850 - Health and Human Sv and Vet Sv	30005225 / Executive Asst / 1 - Regular / 01 - Full Time Exempt / GRD17 / 0 / \$57,269.26	1000 - County Judge	30000002 / Executive Asst-Elected Official / 1 - Regular / 01 - Full Time Exempt / GRD19 / 0 / \$57,269.26

WEEKLY PERSONNEL AMENDMENTS -- ROUTINE

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Mobility	Interdpt Change	1/3/2013	3500 - Sheriff	30003026 / Office Specialist Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 0 / \$35,918.90	3300 - District Attorney	30001388 / Legal Secretary / 1 - Regular / 02 - Full Time Non-Exempt / GRD15 / 0 / \$39,510.79
Mobility	Temporary to Regular	1/14/2013	3150 - County Clerk	30001051 / Office Asst / 2 - Temporary / 05 - Hourly - Retmt / GRD10 / 0 / \$11.87	3150 - County Clerk	30000985 / Court Clerk Asst / 1 - Regular / 02 - Full Time Non-Exempt / GRD11 / 0 / \$29,598.40
Salary Change	Salary/Hourly Rate Change	12/27/2012	1750 - Criminal Justice Planning	30005558 / Attorney III / 1 - Regular / 01 - Full Time Exempt / GRD25 / 0 / \$68,095.87	1750 - Criminal Justice Planning	GRD25 / 0 / \$74,371.23
Salary Change	Salary/Hourly Rate Change	1/16/2013	3415 - Justice of the Peace Pct 4	30001700 / Court Clerk I / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 0 / \$33,209.60	3415 - Justice of the Peace Pct 4	GRD13 / 0 / \$33,883.20
Salary Change	Salary/Hourly Rate Change	1/16/2013	3415 - Justice of the Peace Pct 4	30001702 / Court Clerk I / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 0 / \$32,052.80	3415 - Justice of the Peace Pct 4	GRD13 / 0 / \$34,071.62

AD HOC CLASSIFICATION CHANGES

		Current			HRMD Recommends		
Dept.	Position	Budgeted Title / Job Object ID	FLSA	Pay Grade	Budgeted Title / Job Object ID	FLSA	Pay Grade
HRMD	30000282	Administrative Assoc / 20000101	NE	16	Leave Coordinator / 20050176	E	18
HRMD	30000293	Human Resources Analyst Specialist / 20000382	E	24	Human Resources Analyst Sr / 20000381	E	21
HRMD	30000294	Human Resources Analyst II / 20000380	E	20	Business Analyst II / 20000444	E	24

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

NON-ROUTINE – Demotion				
Dept. (From)	Position – Position Title – Grade – Salary	Dept. (To)	Position – Position Title – Grade – Salary	Comments
District Clerk	30001110 / Court Services Mgmt Adm Coord / Grd 18 / \$45,954.59	District Clerk	30001105 / Court Clerk II Sr / Grd 16 / \$43,000.00	Employee demoted from pay grade 18 to 16. HRMD reviewed supporting documents. 6.87% decrease in pay. Pay is between min and midpoint of pay grade. Travis County Code § 10.03010.

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

January 29, 2013



HRMD

Human Resources Management Department

700 Lavaca Street, 4th Floor • P.O. Box 1748 • Austin, Texas 78767 • (512) 854-9165 / FAX(512) 854-4203

MEMORANDUM

DATE: January 18, 2013

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

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

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

SUBJECT: District Clerk Non-Routine Demotion, Position #30001105

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

District Clerk Request:

The District Clerk's Office requests approval to pay one Court Clerk II Sr. (PG 16) at a rate of \$43,000 upon demotion from Ct. Svcs. Mgmt. Admin. Coord. (PG 18). The rate would result in an annual reduction in pay of \$2,954.59. This translates to 6.87%. The action would apply to the following position:

From

<u>Position #</u>	<u>Title</u>	<u>PG</u>	<u>Salary</u>
30001110	Ct Svcs Mgmt Admin Coord	18	\$45,954.59

To

<u>Position#</u>	<u>Title</u>	<u>PG</u>	<u>Salary</u>
30001105	Court Clerk II Sr	16	\$43,000.00

Policy

Travis County Code §10.03010 states that employees demoted due to performance issues who are not returning to a position from which they were promoted in the past 12 months will receive a 5% decrease for each pay grade that the position is lower than the former position

Issue

According to the policy above, the District Clerk's request of a 6.87% decrease for this employee would need to be 10% to comply with policy.

Recommendation

HRMD recommends approval of the proposed salary. The proposed salary is well within the proposed pay grade and the proposed decrease is more consistent with the increase the employee received upon promotion. The action is scheduled to be effective February 1, 2013.



Amalia Rodriguez-Mendoza
District Clerk, Travis County
Travis County Courthouse Complex
P. O. Box 1748
Austin, Texas 78767

Memorandum

January 11, 2013

To Whom It May Concern:

This is to request a payroll change from a Court Services Mgmt. Adm. Coordinator (Grade 18 – Slot# 126) to a Court Clerk II Sr. (Grade 16 – Slot#42).

This change will be considered a demotion due to poor performance and a decrease in salary will result in a difference of \$2,954.59 from \$45,954.59 to \$43,000.00.

We would like this action to be effective on ^{Feb 1,} ~~January 16,~~ 2013.

Sincerely,

A handwritten signature in black ink, appearing to read "Robert H. Chappell".

Robert H. Chappell
Financial Manager
Travis County District Clerk

Administrative Offices
(512) 854-9737
Fax: 854-4744

Civil and Family Division
(512) 854-9457
Fax: 854-6610

Criminal Division
(512) 854-9420
Fax: 854-4566

Jury Office
(512) 854-4295
Fax: 854-4457

