



Travis County Commissioners Court Agenda Request

Meeting Date: 2/5/13

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 – 6.

If you have any questions or comments, please contact 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

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.



Human Resources Management Department

700 Lavaca Street, 4th Floor

• P.O. Box 1748

• Austin, Texas 78767

• (512) 854-9165 / FAX (512) 854-9757

February 5, 2013

ITEM # :

DATE: January 25, 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: Todd L. Osburn, Compensation Manager, HRMD *TLO*

SUBJECT: Weekly Personnel Amendments

Attached are Personnel Amendments for Commissioners Court approval.

Routine Personnel Actions – Pages 2 – 6.

If you have any questions or comments, please contact Todd L. Osburn at 854-2744.

LB/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	1/15/2013	N/A	N/A	3500 - Sheriff	30001989 / Certified Nursing Asst / 1 - Regular / 02 - Full Time Non-Exempt / GRD10 / 00 / \$30,234.88
New Hire	New Hire	1/16/2013	N/A	N/A	3100 - County Attorney	30000897 / Office Asst / 2 - Temporary / 06 - Hourly - No Bnf / GRD10 / 00 / \$11.87
New Hire	New Hire	1/22/2013	N/A	N/A	3500 - Sheriff	30002270 / Cadet / 1 - Regular / 02 - Full Time Non-Exempt / GRD80 / 01 / \$38,919.50
New Hire	New Hire	1/16/2013	N/A	N/A	3100 - County Attorney	30000898 / Office Asst / 2 - Temporary / 06 - Hourly - No Bnf / GRD10 / 00 / \$11.87
New Hire	New Hire	1/14/2013	N/A	N/A	1850 - Health and Human Sv and Vet Sv	30050551 / Planner Mgmt Research Ass / 2 - Temporary / 06 - Hourly - No Bnf / GRD14 / 00 / \$15.56
New Hire	New Hire	1/22/2013	N/A	N/A	3650 - Juvenile Probation	30004314 / Juvenile Rsdnt Treatment / 2 - Temporary / 05 - Hourly - Reimt / GRD12 / 00 / \$13.59

2

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New Hire	New Hire	1/14/2013	N/A	N/A	1850 - Health and Human Sv and Vet Sv	30050502 / Planner Mgmt Research Ass / 2 - Temporary / 06 - Hourly - No Bnf / GRD14 / 00 / \$15.56
Re-Hire	Re-Hire	2/04/2013	N/A	N/A	3420 - Justice of the Peace Pct 5	30001712 / Court Clerk I / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$32,700.00
Re-Hire	Re-Hire	1/16/2013	N/A	N/A	3350 - Probate Court	30050526 / Accountant Assoc / 2 - Temporary / 05 - Hourly - Retmt / GRD14 / 00 / \$15.56
Mobility	Career Ladder	1/16/2013	3650 - Juvenile Probation	30004319 / Juvenile Rsdnt Treatment Officer II / 1 - Regular / 02 - Full Time Non-Exempt / GRD14 / 00 / \$33,731.78	3650 - Juvenile Probation	30004319 / Juvenile Rsdnt Treatment Officer III / 1 - Regular / 02 - Full Time Non-Exempt / GRD15 / 00 / \$35,418.37
Mobility	Career Ladder	1/16/2013	3650 - Juvenile Probation	30004410 / Juvenile Rsdnt Treatment Officer II / 1 - Regular / 02 - Full Time Non-Exempt / GRD14 / 00 / \$33,731.78	3650 - Juvenile Probation	30004410 / Juvenile Rsdnt Treatment Officer III / 1 - Regular / 02 - Full Time Non-Exempt / GRD15 / 00 / \$35,418.36
Mobility	Interdpt Change	1/2/2013	3460 - Constable Pct 3	30001795 / Court Clerk II Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD16 / 00 / \$50,908.00	1150 - County Commissioner 3	30000015 / Executive Asst-Elected Official / 1 - Regular / 01 - Full Time Exempt / GRD19 / 00 / \$50,908.00

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Mobility	Interdpt Change	1/2/2013	1450 - Facilities Management	30000437 / Executive Asst / 1 - Regular / 01 - Full Time Exempt / GRD17 / 00 / \$52,380.02	1150 - County Commissioner 3	3000016 / Executive Asst / 1 - Regular / 01 - Full Time Exempt / GRD17 / 00 / \$52,380.02
Mobility	Interdpt Change	1/16/2013	3100 - County Attorney	30000728 / Attorney VI / 1 - Regular / 01 - Full Time Exempt / GRD29 / 00 / \$89,265.70	3300 - District Attorney	30001298 / Attorney VI / 1 - Regular / 01 - Full Time Exempt / GRD29 / 00 / \$89,265.70
Mobility	Lateral Transfer	1/16/2013	3500 - Sheriff	30002958 / Security Coord / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$35,918.90	3500 - Sheriff	30050211 / Office Specialist Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$37,042.72
Mobility	Lateral Transfer (Employee Sub Group Change)	1/15/2013	3650 - Juvenile Probation	30050111 / Juvenile Rsdnt Treatment Officer II / 2 - Temporary / 06 - Hourly - No Bnf / GRD14 / 00 / \$16.09	3650 - Juvenile Probation	30050112 / Juvenile Rsdnt Treatment Officer II / 2 - Temporary / 05 - Hourly - Reimt / GRD14 / 00 / \$16.09
Mobility	Lateral Transfer (Employee Sub Group Change)	1/15/2013	3650 - Juvenile Probation	30050112 / Juvenile Rsdnt Treatment Officer II / 2 - Temporary / 06 - Hourly - No Bnf / GRD14 / 00 / \$16.09	3650 - Juvenile Probation	30050111 / Juvenile Rsdnt Treatment Officer II / 2 - Temporary / 05 - Hourly - Reimt / GRD14 / 00 / \$16.09
Mobility	Lateral Transfer (Employee Sub Group Change)	1/16/2013	3300 - District Attorney	30050130 / Office Specialist / 2 - Temporary / 06 - Hourly - No Bnf / GRD12 / 00 / \$13.59	3300 - District Attorney	30050130 / Office Specialist / 2 - Temporary / 05 - Hourly - Reimt / GRD12 / 00 / \$13.59

4

WEEKLY PERSONNEL AMENDMENTS - ROUTINE

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Mobility	Promotion	1/17/2013	1700 - Transportation and Nat Rsrc	30005059 / Equipment Operator / 1 - Regular / 02 - Full Time Non-Exempt / GRD12 / 00 / \$38,211.68	1700 - Transportation and Nat Rsrc	30005057 / Equipment Operator Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$40,122.26
Mobility	Promotion	1/24/2013	3200 - District Clerk	30001120 / Court Clerk Asst / 1 - Regular / 02 - Full Time Non-Exempt / GRD11 / 00 / \$30,350.11	3200 - District Clerk	30001104 / Court Clerk I / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$33,883.20
Mobility	Promotion	1/16/2013	3300 - District Attorney	30001291 / Accountant / 1 - Regular / 01 - Full Time Exempt / GRD17 / 00 / \$44,649.28	3300 - District Attorney	30001275 / Accountant Sr / 1 - Regular / 01 - Full Time Exempt / GRD19 / 00 / \$53,518.40
Mobility	Promotion	1/16/2013	3300 - District Attorney	30001353 / Attorney VII / 1 - Regular / 01 - Full Time Exempt / GRD30 / 00 / \$106,771.60	3300 - District Attorney	30001460 / County/District Attorney Div Dir / 1 - Regular / 01 - Full Time Exempt / GRD32 / 00 / \$122,787.34
Mobility	Reclassification	1/22/2013	3200 - District Clerk	30001164 / Court Clerk I / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$37,632.32	3200 - District Clerk	30001164 / Court Clerk II / 1 - Regular / 02 - Full Time Non-Exempt / GRD15 / 00 / \$38,761.29
Salary Change	Salary/Hourly Rate Change	1/2/2013	1750 - Criminal Justice Planning	30005139 / Executive Asst / 1 - Regular / 01 - Full Time Exempt / GRD17 / 00 / \$47,468.93	1750 - Criminal Justice Planning	GRD17 / 00 / \$50,468.93

5

AD HOC CLASSIFICATION CHANGE

		Current			HRMD Recommends		
Dept.	Position	Budgeted Title / Job Object ID	FLSA	Pay Grade	Budgeted Title / Job Object ID	FLSA	Pay Grade
Pretrial Services	30005939	Counselor Sr / 20000187	NE	17	Social Services Program Coordinator / 20000199	E	18

Department 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

