



# Travis County Commissioners Court Agenda Request

**Meeting Date:** 2/12/13

**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

*JB*

## **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 the Travis County Clerk for a variance to Travis County Code Chapter §10.0155, Employment of Special Project Employees.

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

Attached are Personnel Amendments for Commissioners Court approval.

- A. Routine Personnel Actions – Pages 2 – 11.
- B. Non-Routine Personnel Action – Pages 12 - 15.

County Clerk requests approval to extend twelve (12) Special Project Employees for an additional two (2) year period. Travis County Code §10.0155 Employment of Special Project Employees specifies that the duration is expected to last more than 6 months and less than 2 years. HRMD recommends approval of the proposed end date extensions. PBO has confirmed funding.

If you have any questions or comments, please contact 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](mailto: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

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

**February 12, 2013**

**ITEM # :**

**DATE:** February 1, 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.

**A. Routine Personnel Actions – Pages 2 – 11.**

**B. Non-Routine Personnel Action – Pages 12 - 15.**

**County Clerk** requests approval to extend twelve (12) Special Project Employees for an additional two (2) year period. Travis County Code §10.0155 Employment of Special Project Employees specifies that the duration is expected to last more than 6 months and less than 2 years. HRMD recommends approval of the proposed end date extensions. PBO has confirmed funding.

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	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	02/01/2013	N/A	N/A	3200 - District Clerk	30001120 / Court Clerk Asst / 1 - Regular / 02 - Full Time Non-Exempt / GRD11 / 00 / \$26,417.46
New Hire	New Hire	02/04/2013	N/A	N/A	3650 - Juvenile Probation	30004559 / Office Specialist Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$31,158.40
New Hire	New Hire	02/04/2013	N/A	N/A	1400 - Information Technology	30050188 / Customer Support Analyst / 1 - Regular / 01 - Full Time Exempt / GRD24 / 00 / \$63,638.43
New Hire	New Hire	01/28/2013	N/A	N/A	3415 - Justice of the Peace Pct 4	30001697 / Court Clerk I / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$32,968.00
New Hire	New Hire	01/24/2013	N/A	N/A	3415 - Justice of the Peace Pct 4	30001698 / Court Clerk I / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$33,883.20

Z

WEEKLY PERSONNEL AMENDMENTS - ROUTINE

Action Type Description	Action Reason Description	Action Effective Date	Current Personnel Area	Current Position Title / Employee Group / 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	02/04/2013	N/A	N/A	3500 - Sheriff	30002721 / Cadet / 1 - Regular / 02 - Full Time Non-Exempt / GRD80 / 01 / \$38,919.50
New Hire	New Hire	02/04/2013	N/A	N/A	3500 - Sheriff	30002605 / Cadet / 1 - Regular / 02 - Full Time Non-Exempt / GRD80 / 01 / \$38,919.50
New Hire	New Hire	02/04/2013	N/A	N/A	3500 - Sheriff	30002124 / Cadet / 1 - Regular / 02 - Full Time Non-Exempt / GRD80 / 01 / \$38,919.50
New Hire	New Hire	02/04/2013	N/A	N/A	3500 - Sheriff	30001927 / Human Resources Asst II / 1 - Regular / 02 - Full Time Non-Exempt / GRD14 / 00 / \$33,321.60
New Hire	New Hire	01/23/2013	N/A	N/A	3100 - County Attorney	30000891 / Office Asst / 2 - Temporary / 06 - Hourly - No Bnf / GRD10 / 00 / \$11.87
New Hire	New Hire	02/04/2013	N/A	N/A	3500 - Sheriff	30002851 / Cadet / 1 - Regular / 02 - Full Time Non-Exempt / GRD80 / 01 / \$38,919.50

WEEKLY PERSONNEL AMENDMENTS - ROUTINE

Action Type Description	Action Reason Description	Action Effective Date	Current Personnel Area	Current 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	02/04/2013	N/A	N/A	1800 - Rcd Mgmt and Comm Rsrc	30005197 / Law Librarian / 2 - Temporary / 05 - Hourly - Retmt / GRD17 / 00 / \$19.05
New Hire	New Hire	02/04/2013	N/A	N/A	3650 - Juvenile Probation	30004422 / Office Asst / 1 - Regular / 02 - Full Time Non-Exempt / GRD10 / 00 / \$25,417.60
New Hire	New Hire	01/23/2013	N/A	N/A	3415 - Justice of the Peace Pct 4	30050477 / Court Clerk Asst / 2 - Temporary / 06 - Hourly - No Bnf / GRD11 / 00 / \$12.71
New Hire	New Hire	02/01/2013	N/A	N/A	3100 - County Attorney	30000834 / Law Clerk I / 1 - Regular / 04 - Part Time Non-Exempt / GRD15 / 00 / \$17,304.25
Re-Hire	Re-Hire	2/1/2013	N/A	N/A	3450 - Constable Pct 1	30050296 / Constable Deputy / 4 - Special Project / 02 - Full Time Non-Exempt / GRD61 / 01 / \$49,686.62

4

WEEKLY PERSONNEL AMENDMENTS - ROUTINE

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Re-Hire	Re-Hire	01/28/2013	N/A	N/A	3400 - Justice of the Peace Pct 1	30050529 / Court Clerk I / 2 - Temporary / 06 - Hourly - No Bnf / GRD13 / 00 / \$14.54
Re-Hire	Re-Hire	01/28/2013	N/A	N/A	3400 - Justice of the Peace Pct 1	30050528 / Court Clerk I / 2 - Temporary / 06 - Hourly - No Bnf / GRD13 / 00 / \$14.54
Mobility	Second Job	01/07/2013	N/A	N/A	3650 - Juvenile Probation	30050501 / Counselor Sr / 2 - Temporary / 05 - Hourly - Retmt / GRD17 / 00 / \$19.62
Mobility	End Temp Assignment	01/01/2013	3050 - Tax Collector	30000137 / Tax Assessor-Collector Deputy Assoc / 1 - Regular / 01 - Full Time Exempt / GRD29 / 00 / \$109,575.56	3050 - Tax Collector	30000137 / Tax Assessor-Collector Deputy Assoc / 1 - Regular / 01 - Full Time Exempt / GRD29 / 00 / \$94,242.26
Mobility	End Temp Assignment	01/01/2013	3050 - Tax Collector	30000236 / Tax Assessor-Collector Div Dir / 1 - Regular / 01 - Full Time Exempt / GRD28 / 00 / \$104,578.82	3050 - Tax Collector	30000236 / Tax Assessor-Collector Div Dir / 1 - Regular / 01 - Full Time Exempt / GRD28 / 00 / \$89,245.52

5

WEEKLY PERSONNEL AMENDMENTS - ROUTINE

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Mobility	End Temp Assignment	01/01/2013	3050 - Tax Collector	30000184 / Tax Assessor-Collector Deputy Assoc / 1 - Regular / 01 - Full Time Exempt / GRD29 / 00 / \$121,749.35	3050 - Tax Collector	30000184 / Tax Assessor-Collector Deputy Assoc / 1 - Regular / 01 - Full Time Exempt / GRD29 / 00 / \$106,416.05
Mobility	Career Ladder	01/03/2013	3500 - Sheriff	30002736 / Corrections Officer / 1 - Regular / 02 - Full Time Non-Exempt / GRD81 / 01 / \$44,368.27	3500 - Sheriff	30002736 / Corrections Officer Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD83 / 01 / \$48,226.26
Mobility	Full-Time to Part-Time	01/02/2013	1850 - Health and Human Sv and Vet Sv	30005496 / Case Worker / 1 - Regular / 02 - Full Time Non-Exempt / GRD16 / 00 / \$44,880.58	1850 - Health and Human Sv and Vet Sv	30005496 / Case Worker / 1 - Regular / 04 - Part Time Non-Exempt / GRD16 / 00 / \$28,050.36
Mobility	Promotion	01/02/2013	3050 - Tax Collector	30000144 / Tax Specialist II / 1 - Regular / 02 - Full Time Non-Exempt / GRD15 / 00 / \$34,608.50	3050 - Tax Collector	30000145 / Tax Specialist III / 1 - Regular / 02 - Full Time Non-Exempt / GRD16 / 00 / \$37,024.00
Mobility	Career Ladder	01/30/2013	3500 - Sheriff	30005890 / Cadet / 1 - Regular / 02 - Full Time Non-Exempt / GRD80 / 01 / \$38,919.50	3500 - Sheriff	30005890 / Corrections Officer / 1 - Regular / 02 - Full Time Non-Exempt / GRD81 / 01 / \$44,368.27



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	Temporary to Regular	02/01/2013	1800 - Rcd Mgmt and Comm Rsrc	30050326 / Office Asst / 2 - Temporary / 06 - Hourly - No Bnf / GRD10 / 00 / \$12.78	1800 - Rcd Mgmt and Comm Rsrc	30005199 / Office Asst / 1 - Regular / 02 - Full Time Non-Exempt / GRD10 / 00 / \$28,506.19
Mobility	Career Ladder	01/03/2013	3500 - Sheriff	30005916 / Cadet / 1 - Regular / 02 - Full Time Non-Exempt / GRD80 / 01 / \$38,919.50	3500 - Sheriff	30005916 / Corrections Officer / 1 - Regular / 02 - Full Time Non-Exempt / GRD81 / 01 / \$44,368.27
Mobility	Voluntary Reassignment	02/01/2013	3200 - District Clerk	30001103 / Court Clerk II / 1 - Regular / 02 - Full Time Non-Exempt / GRD15 / 00 / \$37,632.32	3200 - District Clerk	30001109 / Court Clerk I / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$35,750.71
Mobility	Promotion	02/01/2013	3200 - District Clerk	30001105 / Court Clerk II Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD16 / 00 / \$39,513.67	3200 - District Clerk	30001110 / Court Services Mgmt Adm Coord / 1 - Regular / 01 - Full Time Exempt / GRD18 / 00 / \$42,382.08
Mobility	Full-Time to Part-Time	02/01/2013	3405 - Justice of the Peace Pct 2	30001634 / Court Clerk I / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$30,238.83	3405 - Justice of the Peace Pct 2	30001634 / Court Clerk I / 1 - Regular / 04 - Part Time Non-Exempt / GRD13 / 00 / \$15,119.42

WEEKLY PERSONNEL AMENDMENTS - ROUTINE

Action Type Description	Action Reason Description	Action Effective Date	Current Personnel Area	CURRENT Position / Position Title / Employee Subgroup / Grade / Level / Salary/Rate Amt	New Personnel Area	NEW Position / Position Title / Employee Subgroup / Grade / Level / Salary/Rate Amt
Mobility	Promotion	01/22/2013	1450 - Facilities Management	30000458 / Custodian / 1 - Regular / 02 - Full Time Non-Exempt / GRD07 / 00 / \$29,199.04	1450 - Facilities Management	30000465 / Custodian Lead / 1 - Regular / 02 - Full Time Non-Exempt / GRD09 / 00 / \$30,659.20
Mobility	Career Ladder	01/17/2013	3500 - Sheriff	30005918 / Cadet / 1 - Regular / 02 - Full Time Non-Exempt / GRD80 / 01 / \$38,919.50	3500 - Sheriff	30005918 / CrcOfr / 1 - Regular / 02 - Full Time Non-Exempt / GRD81 / 01 / \$44,368.27
Mobility	Career Ladder	01/17/2013	3500 - Sheriff	30005920 / Cadet / 1 - Regular / 02 - Full Time Non-Exempt / GRD80 / 01 / \$38,919.50	3500 - Sheriff	30005920 / Corrections Officer / 1 - Regular / 02 - Full Time Non-Exempt / GRD81 / 01 / \$44,368.27
Mobility	Promotion	02/01/2013	3200 - District Clerk	30001109 / Court Clerk I / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$33,744.24	3200 - District Clerk	30001103 / Court Clerk II / 1 - Regular / 02 - Full Time Non-Exempt / GRD15 / 00 / \$37,710.40
Mobility	Career Ladder	01/03/2013	3500 - Sheriff	30005915 / Cadet / 1 - Regular / 02 - Full Time Non-Exempt / GRD80 / 01 / \$38,919.50	3500 - Sheriff	30005915 / Corrections Officer / 1 - Regular / 02 - Full Time Non-Exempt / GRD81 / 01 / \$44,368.27

8

WEEKLY PERSONNEL AMENDMENTS - ROUTINE

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Mobility	Part-Time to Full-Time	01/16/2013	3100 - County Attorney	3000807 / Law Clerk I / 1 - Regular / 04 - Part Time Non-Exempt / GRD15 / 00 / \$17,304.25	3100 - County Attorney	3000807 / Law Clerk I / 1 - Regular / 02 - Full Time Non-Exempt / GRD15 / 00 / \$34,608.50
Mobility	Career Ladder	01/03/2013	3500 - Sheriff	30005914 / Cadet / 1 - Regular / 02 - Full Time Non-Exempt / GRD80 / 01 / \$38,919.50	3500 - Sheriff	30005914 / Corrections Officer / 1 - Regular / 02 - Full Time Non-Exempt / GRD81 / 01 / \$44,368.27
Mobility	Promotion	02/01/2013	1700 - Transportation and Nat Rsrc	30004826 / Park Maintenance Worker / 1 - Regular / 02 - Full Time Non-Exempt / GRD09 / 00 / \$29,793.71	1700 - Transportation and Nat Rsrc	30004819 / Park Maintenance Worker Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD11 / 00 / \$31,283.40
Mobility	Career Ladder	01/17/2013	3500 - Sheriff	30005921 / Cadet / 1 - Regular / 02 - Full Time Non-Exempt / GRD80 / 01 / \$38,919.50	3500 - Sheriff	30005921 / Corrections Officer / 1 - Regular / 02 - Full Time Non-Exempt / GRD81 / 01 / \$44,368.27
Mobility	Promotion	02/01/2013	3200 - District Clerk	30001117 / Court Clerk Asst / 1 - Regular / 02 - Full Time Non-Exempt / GRD11 / 00 / \$28,100.80	3200 - District Clerk	30001162 / Court Clerk I / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$32,052.80

9

WEEKLY PERSONNEL AMENDMENTS - ROUTINE

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Mobility	Promotion	02/01/2013	1700 - Transportation and Nat Rsrc	30004927 / Park Tech I / 2 - Temporary / 05 - Hourly - Retmt / GRD08 / 00 / \$11.00	1700 - Transportation and Nat Rsrc	30004924 / Park Tech II / 2 - Temporary / 05 - Hourly - Retmt / GRD10 / 00 / \$12.00
Mobility	Promotion	02/01/2013	3650 - Juvenile Probation	30004560 / Office Asst / 1 - Regular / 02 - Full Time Non-Exempt / GRD10 / 00 / \$25,766.42	3650 - Juvenile Probation	30004557 / Office Specialist Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$30,238.83
Mobility	Promotion	02/01/2013	3000 - County Treasurer	30000111 / Accounting Clerk / 1 - Regular / 02 - Full Time Non-Exempt / GRD12 / 00 / \$30,343.66	3000 - County Treasurer	30050165 / Accountant / 1 - Regular / 01 - Full Time Exempt / GRD17 / 00 / \$39,615.06
Mobility	Promotion	01/16/2013	3300 - District Attorney	30001312 / Legal Secretary / 1 - Regular / 02 - Full Time Non-Exempt / GRD15 / 00 / \$38,750.40	3300 - District Attorney	30001269 / Legal Secretary Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD16 / 00 / \$41,462.93
Salary Change	Salary/Hourly Rate Change	02/01/2013	3500 - Sheriff	30001945 / Community Liaison / 1 - Regular / 01 - Full Time Exempt / GRD18 / 00 / \$48,737.52	N/A	GRD18 / 00 / \$52,977.60

10

WEEKLY PERSONNEL AMENDMENTS - ROUTINE

Action Type Description	Action Reason Description	Action Effective Date	Current Personnel Area	Current 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
Salary Change	Salary/Hourly Rate Change	02/01/2013	3500 - Sheriff	30001940 / Community Liaison / 1 - Regular / 01 - Full Time Exempt / GRD18 / 00 / \$48,964.15	N/A	GRD18 / 00 / \$55,001.43
Mobility	Reclassification	02/01/2013	1350 - Human Resources Management	30000294 / Human Resources Analyst II / 1 - Regular / 01 - Full Time Exempt / GRD20 / 00 / \$56,248.75	1350 - Human Resources Management	30000294 / Business Analyst II / 1 - Regular / 01 - Full Time Exempt / GRD24 / 00 / \$63,638.43
Mobility	Reclassification	02/01/2013	1350 - Human Resources Management	30000282 / Administrative Assoc / 1 - Regular / 02 - Full Time Non-Exempt / GRD16 / \$49,775.11	1350 - Human Resources Management	30000282 / Leave Coordinator / 1 - Regular / 01 - Full Time Exempt / GRD18 / 00 / \$52,983.54
Mobility	Promotion	02/01/2013	1350 - Human Resources Management	30000295 / Human Resources Analyst II / 1 - Regular / 01 - Full Time Exempt / GRD20 / 00 / \$56,869.65	Human Resources Analyst II	30000293 / Human Resources Analyst Sr / 1 - Regular / 01 - Full Time Exempt / GRD21 / 00 / \$59,713.13

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**SECTION B. NON-ROUTINE PERSONNEL ACTION**

<b>Dept.</b>	<b>Positions</b>	<b>Position Title</b>
<b>County Clerk</b>	30000936	Elec Clk – Elc Cr Special Project Temps
	30000937	Elec Clk – Elc Cr Special Project Temps
	30000938	Elec Clk – Elc Cr Special Project Temps
	30000939	Elec Clk – Elc Cr Special Project Temps
	30000942	Elec Clk – Elc Cr Special Project Temps
	30000944	Elec Clk – Elc Cr Special Project Temps
	30000945	Elec Clk – Elc Cr Special Project Temps
	30000948	Elec Clk – Elc Cr Special Project Temps
	30000950	Elec Clk – Elc Cr Special Project Temps
	30000951	Elec Clk – Elc Cr Special Project Temps
	30000952	Elec Clk – Elc Cr Special Project Temps
	30000953	Elec Clk – Elc Cr Special Project Temps

**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**

12



# 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: February 1, 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 & Budget

FROM: Todd Osburn, Compensation Manager *CV d. OS.*

SUBJECT: County Clerk – Elections Special Projects Slots – End Date Extensions

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

### **County Clerk's Request:**

The County Clerk requests Commissioners Court approval to extend the duration of 12 Election Clerk Special Project employees for an additional two years. Eleven of these slots (30000948, 30000942, 30000939, 30000945, 30000944, 30000950, 3000952, 30000953, 30000937, 30000938, 30000951) have an end date of 02/04/13, while the twelfth slot (30000936) has an end date of 09/30/13. No salary-related actions are being requested.

### **Policy:**

*Travis County Code §10.0155(c)(1) stipulates that special project employees have a duration of six months to two years. Section 10.0155(d) states that extension of Special Project employees can be approved at any voting session of the Commissioners Court.*

### **Background:**

Commissioners Court first approved the creation of these special project slots approximately eight years ago during a re-organization of the Elections Division. Since then, the slots have been extended three times, with the last extension occurring via Personnel Amendments in January of 2011.

Use of the Special Project employee designation benefits County operations since under Texas Elections Code 31.100(e) portions of the salaries of these employees can be paid from special contract funds for performance of contractual duties.

**Recommendation:**

HRMD recommends approval of the proposed end date extensions. The Planning and Budget Office (PBO) has confirmed that these slots were fully budgeted for all of FY 2013 and has approved the two-year end date extension.

14





DANA DeBEAUVOIR  
Travis County Clerk

(512) 854-9188  
P. O. Box 149325, Austin, TX 78714-9325  
5501 Airport Boulevard, Austin, Texas 78751-1410  
(Recording, Elections, Computer Resources, Accounting, and Administration Divisions)  
1000 Guadalupe, Austin, Texas 78701-2328  
(Misdemeanor Records, Civil/Probate, and Records Management Divisions)  
[www.co.travis.tx.us](http://www.co.travis.tx.us)

January 30, 2013

TO: Diane Poirot, Director, Human Resources Management Department  
FROM: Susan Bell  
RE: Special Project Temporary Employees in the Elections Division

We are requesting that thirteen positions be designated as special project temporary employees for a two-year period. This will be a reconfirmation of a structure that was approved by the Commissioners' Court over eight years ago when the Elections Division was reorganized. Since County policy (10.0155) states these positions have a maximum duration of two years, we are required to return to Court to ask that these positions again be designated as special project temporary employees.

It is important that the Elections Division maintain this arrangement as it has given us the ability to provide a continuity of services from election to election and to maintain a team of highly trained employees. Both of these conditions are essential and will allow us to continue successfully managing the steady flow of election service contracts taken on by the Elections Division.

We would like to take this to Court as soon as possible. Two years ago, I believe you put this item on the agenda as a personnel item. Please let us know if you would like to handle it this way, or if you would like us to directly submit an agenda item.

Thanks.

