



# Travis County Commissioners Court Agenda Request

**Meeting Date:** 2/19/13

**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

## **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.**

**Succession Position Extension – Pages 5 - 6**

County Clerk requests approval to **extend** Elections Division Director succession position to December 31, 2013. HRMD has reviewed appropriate documentation; 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

## **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 19, 2013**

**ITEM # :**

**DATE:** February 8, 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.

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**Succession Position Extension – Pages 5 - 6**

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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	02/04/2013	N/A	N/A	3400 - Justice of the Peace Pct 1	30001613 / Court Clerk I / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$35,692.80
New Hire	New Hire	02/04/2013	N/A	N/A	3100 - County Attorney	30000820 / Law Clerk I / 1 - Regular / 04 - Part Time Non-Exempt / GRD15 / 00 / \$17,304.25
New Hire	New Hire	02/11/2013	N/A	N/A	3650 - Juvenile Probation	30004359 / Juvenile Rsdnt Treatment I / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$31,158.40
New Hire	New Hire	02/11/2013	N/A	N/A	3650 - Juvenile Probation	30004044 / Administrative Asst II / 1 - Regular / 02 - Full Time Non-Exempt / GRD15 / 00 / \$36,691.20
New Hire	New Hire	02/05/2013	N/A	N/A	3000 - County Treasurer	30000110 / Accounting Clerk / 1 - Regular / 02 - Full Time Non-Exempt / GRD12 / 00 / \$33,540.99
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	01/16/2013	N/A	N/A	3100 - County Attorney	30000895 / Office Asst / 2 - Temporary / 06 - Hourly - No Bnf / GRD10 / 00 / \$11.87
Re-Hire	Re-Hire	01/24/2013	N/A	N/A	3100 - County Attorney	30000896 / Office Asst / 2 - Temporary / 06 - Hourly - No Bnf / GRD10 / 00 / \$11.87

WEEKLY PERSONNEL AMENDMENTS - ROUTINE

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Re-Hire	Re-Hire	01/16/2013	N/A	N/A	3100 - County Attorney	30000894 / Office Asst / 2 - Temporary / 06 - Hourly - No Bnf / GRD10 / 00 / \$11.87
Re-Hire	Re-Hire	01/17/2013	N/A	N/A	3100 - County Attorney	30000893 / Office Asst / 2 - Temporary / 06 - Hourly - No Bnf / GRD10 / 00 / \$11.87
Re-Hire	Re-Hire	01/16/2013	N/A	N/A	3100 - County Attorney	30000892 / Office Asst / 2 - Temporary / 06 - Hourly - No Bnf / GRD10 / 00 / \$11.87
Mobility	Career Ladder	02/16/2013	3600 - Pretrial Services	30003912 / Pretrial Officer I / 1 - Regular / 02 - Full Time Non-Exempt / GRD16 / 00 / \$39,049.30	3600 - Pretrial Services	30003912 / Pretrial Officer II / 1 - Regular / 02 - Full Time Non-Exempt / GRD17 / 00 / \$41,001.77
Mobility	Career Ladder	01/03/2013	3500 - Sheriff	30005912 / Cadet / 1 - Regular / 02 - Full Time Non-Exempt / GRD80 / 01 / \$38,919.50	3500 - Sheriff	30005912 / Corrections Officer / 1 - Regular / 02 - Full Time Non-Exempt / GRD81 / 01 / \$44,368.27
Mobility	Interdpt Change	02/16/2013	1750 - Criminal Justice Planning	30005138 / Planning Mgr / 1 - Regular / 01 - Full Time Exempt / GRD24 / 00 / \$69,065.57	1400 - Information Technology Service	30050186 / Business Analyst II / 1 - Regular / 01 - Full Time Exempt / GRD24 / 00 / \$75,088.00
Mobility	Interdpt Change	02/01/2013	1550 - Counseling and Education Sv	30003788 / Counselor / 2 - Temporary / 05 - Hourly - Retmt / GRD16 / 00 / \$17.80	1850 - Health and Human Sv and Vet Sv	30050293 / Planner / 2 - Temporary / 05 - Hourly - Retmt / GRD19 / 00 / \$21.81

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	NEW Position / Position Title / Employee Group / Employee Subgroup / Grade / Level / Salary/Rate Amt
Mobility	Interdpt Change	02/04/2013	1750 - Criminal Justice Planning	30005171 / Planner Sr / 1 - Regular / 01 - Full Time Exempt / GRD21 / 00 / \$52,275.39	1400 - Information Technology Service	30050189 / Customer Support Analyst III / 1 - Regular / 01 - Full Time Exempt / GRD24 / 00 / \$63,638.43
Mobility	Promotion	02/01/2013	3500 - Sheriff	30001917 / Accounting Clerk / 1 - Regular / 02 - Full Time Non-Exempt / GRD12 / 00 / \$33,573.28	3500 - Sheriff	30001914 / Accountant Assoc / 1 - Regular / 02 - Full Time Non-Exempt / GRD14 / 00 / \$37,042.72
Mobility	Promotion	02/01/2013	1850 - Health and Human Sv and Vet Sv	30005384 / Case Worker / 1 - Regular / 02 - Full Time Non-Exempt / GRD16 / 00 / \$40,927.54	1850 - Health and Human Sv and Vet Sv	30005258 / Social Services Program Specialist / 1 - Regular / 02 - Full Time Non-Exempt / GRD17 / 00 / \$44,366.40
Mobility	Temporary to Regular	01/21/2013	3455 - Constable Pct 2	30005873 / Court Clerk I / 2 - Temporary / 06 - Hourly - No Bnf / GRD13 / 00 / \$14.54	3455 - Constable Pct 2	30001769 / Court Clerk I / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$32,000.00
Mobility	Temporary to Regular	02/01/2013	1750 - Criminal Justice Planning	30005559 / Social Services Program Specialist Assoc / 2 - Temporary / 05 - Hourly - Retmt / GRD13 / 00 / \$14.98	1750 - Criminal Justice Planning	30050652 / Social Services Program Specialist / 1 - Regular / 02 - Full Time Non-Exempt / GRD17 / 00 / \$39,615.06
Salary Change	Salary/Hourly Rate Change	02/01/2013	3500 - Sheriff	30003123 / Victim Counselor / 1 - Regular / 02 - Full Time Non-Exempt / GRD16 / 00 / \$39,245.44	N/A	GRD16 / 00 / \$46,280.00

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## Succession Position Extension

Personnel Area	Position	Position Title
County Clerk	30050005	Elections Div Dir Succession

Department requests to extend the position from 1/31/13 to 12/31/13 in order to meet departmental needs. PBO has confirmed funding available.

BY ORDER OF THE COMMISSIONERS COURT, THE PRECEDING PERSONNEL AMENDMENTS ARE APPROVED.

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Samuel T. Biscoe, County Judge

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Ron Davis, Commissioner, Pct. 1

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Sarah Eckhardt, Commissioner, Pct. 2

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Gerald Daugherty, Commissioner, Pct. 3

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Margaret Gomez, Commissioner, Pct. 4



## Travis County Clerk Dana DeBeauvoir

(512) 854-9188  
P.O. Box 149325, Austin, TX 78714-9325  
www.traviscountyclerk.org

February 5, 2013

TO: Alan Miller, Planning and Budget Analyst  
Cynthia Lam-Roldan, HRMD

FROM: Dana DeBeauvoir

RE: Continuation of ' 's Succession Position 30050005

We are requesting that the Elections Division succession position held by be extended from January 31, 2013 to December 31, 2013. In addition to helping ensure a smooth transition for the new Elections Division Director, is coordinating the writing of an RFP for a new election system and working on the development of a new election results web site.

Funds for the continuation of this position for the remainder of FY13 and the start of FY14 can be found in Cost Center 1200090001 and GL Account 500070.

Please let us know if you need additional information.

Thank you.

