Item 25

Travis County Commissioners Court Agenda Request

Meeting Date: 2/26/13
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 the following items for Human Resources Management Department:

A. Proposed routine personnel amendments; and

B. Non-routine request from Pretrial Services for a variance to Travis County Code Chapter §10.03009, Voluntary Job Change.

BACKGROUND/SUMMARY OF REQUEST AND ATTACHMENTS:
Attached are Personnel Amendments for Commissioners Court approval.

A. Routine Personnel Actions – Pages 2 – 10.

B. Non-Routine Personnel Action – Pages 5, 11 - 13.
Pretrial Services request approval for a voluntary job change retaining the employee's pay that is above midpoint – Travis County Code § 10.03009, Position 30050176, Chemical Dependency Counselor, PG16. HRMD has reviewed supporting documentation and concurs.

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.

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.

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 26, 2013

ITEM # :

DATE: February 15, 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

FROM: Todd L. Osburn, Compensation Manager, HRMD

SUBJECT: Weekly Personnel Amendments

Attached are Personnel Amendments for Commissioners Court approval.

A. Routine Personnel Actions – Pages 2 – 10.

B. Non-Routine Personnel Action – Pages 5, 11 - 13.
Pretrial Services request approval for a voluntary job change retaining the employee's pay that is above midpoint – Travis County Code § 10.03009, Position 30050176, Chemical Dependency Counselor, PG16. HRMD has reviewed supporting documentation and concurs.

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	02/19/2013	N/A	N/A	3500 - Sheriff	30002783 / Cadet / 1 - Regular / 02 - Full Time Non-Exempt / GRD80 / 01 / $38,919.50
New Hire	New Hire	02/19/2013	N/A	N/A	1400 - Information Technology Service	30000408 / Systems Engineer III / 1 - Regular / 01 - Full Time Exempt / GRD27 / 00 / $84,988.80
New Hire	New Hire	02/19/2013	N/A	N/A	3600 - Pretrial Services	30050171 / Pretrial Officer I / 1 - Regular / 02 - Full Time Non-Exempt / GRD16 / 00 / $38,147.20
New Hire	New Hire	02/19/2013	N/A	N/A	1400 - Information Technology Service	30000413 / Network Engineer II / 1 - Regular / 01 - Full Time Exempt / GRD25 / 00 / $80,350.40
Mobility	Career Ladder	02/07/2013	3500 - Sheriff	30002165 / Corrections Officer / 1 - Regular / 02 - Full Time Non-Exempt / GRD81 / 01 / $44,368.27	3500 - Sheriff	30002165 / Corrections Officer Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD83 / 01 / $48,226.26
Mobility	Career Ladder	01/03/2013	3500 - Sheriff	30002231 / Corrections Officer / 1 - Regular / 02 - Full Time Non-Exempt / GRD81 / 01 / $44,368.27	3500 - Sheriff	30002231 / Corrections Officer Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD83 / 01 / $48,226.26
Mobility	Career Ladder	02/01/2013	3300 - District Attorney	30001337 / Attorney IV / 1 - Regular / 01 - Full Time Exempt / GRD27 / 00 / $77,956.53	3300 - District Attorney	30001337 / Attorney V / 1 - Regular / 01 - Full Time Exempt / GRD28 / 00 / $83,424.43

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	Career Ladder	02/05/2013	3500 - Sheriff	30006016 / Law Enforcement Sheriff Deputy / 1 - Regular / 02 - Full Time Non-Exempt / GRD72 / 03 / $54,414.67	3500 - Sheriff	30006016 / Law Enforcement Sheriff Deputy Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD74 / 03 / $58,681.38
Mobility	Career Ladder	02/01/2013	3300 - District Attorney	30001319 / Attorney III / 1 - Regular / 01 - Full Time Exempt / GRD25 / 00 / $68,095.87	3300 - District Attorney	30001319 / Attorney IV / 1 - Regular / 01 - Full Time Exempt / GRD27 / 00 / $77,956.53
Mobility	Career Ladder	02/22/2013	3500 - Sheriff	30002715 / Corrections Officer / 1 - Regular / 02 - Full Time Non-Exempt / GRD81 / 01 / $44,368.27	3500 - Sheriff	30002715 / Corrections Officer Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD83 / 01 / $48,226.26
Mobility	Interdpt Change	02/04/2013	3100 - County Attorney	30000756 / Victim Counselor Sr / 1 - Regular / 04 - Part Time Non-Exempt / GRD17 / 00 / $20,404.80	3650 - Juvenile Probation	30004437 / Chemical Dependency Counselor Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD17 / 00 / $40,809.60
Mobility	Lateral Transfer	01/02/2013	3650 - Juvenile Probation	30004441 / Counselor Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD17 / 00 / $39,880.36	3650 - Juvenile Probation	30004437 / Chemical Dependency Counselor Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD17 / 00 / $39,880.36
Mobility	Lateral Transfer	02/16/2013	3650 - Juvenile Probation	30004203 / Juvenile Detention Officer Asst / 2 - Temporary / 05 - Hourly - Retmt / GRD12 / 00 / $13.59	3650 - Juvenile Probation	30004311 / Juvenile Rsdnt Treatment Officer Asst / 2 - Temporary / 05 - Hourly - Retmt / GRD12 / 00 / $13.59

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	Lateral Transfer	02/16/2013	3150 - County Clerk	30000977 / County/District Clerk Div Dir / 1 - Regular / 01 - Full Time Exempt / GRD26 / 00 / $88,150.44	3150 - County Clerk	30050701 / County/District Clerk Div Dir Succession / 1 - Regular / 01 - Full Time Exempt / GRD26 / 00 / $88,150.44
Mobility	Promotion	02/16/2013	3150 - County Clerk	30000998 / Court Services Mgmt Adm Coord / 1 - Regular / 01 - Full Time Exempt / GRD18 / 00 / $54,627.02	3150 - County Clerk	30000977 / County/District Clerk Div Dir / 1 - Regular / 01 - Full Time Exempt / GRD26 / 00 / $81,619.20
Mobility	Temporary to Regular	02/19/2013	3050 - Tax Collector	30000169 / Administrative Asst I / 2 - Temporary / 05 - Hourly - Retmt / GRD13 / 00 / $14.54	3050 - Tax Collector	30000142 / Tax Specialist I / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / $30,238.83
Salary Change	Salary/Hourly Rate Change	02/01/2013	3500 - Sheriff	30001914 / Accountant Assoc / 1 - Regular / 02 - Full Time Non-Exempt / GRD14 / 00 / $37,042.72	N/A	GRD14 / 00 / $39,623.17
Salary Change	Correction to Second Job Hourly Rate	01/07/2013	3650 - Juvenile Probation	30050501 / Counselor Sr / 2 - Temporary / 05 - Hourly - Retmt / GRD17 / 00 / $19.62	N/A	GRD17 / 00 / $20.19

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
Facilities Mgmt	30000568	Expo Center Events Facilities Coord Sr / 20000314	E	21	Exposition Center Coordinator / 2XXXXXXX	E	15
Department requests in order to meet departmental needs. PBO has confirmed funding available.							

NEW JOB CLASSIFICATIONS		
Job Title / Job Object ID	FLSA	Pay Grade
Exposition Center Coordinator / 2XXXXXXX	E	15
Internal Auditor / 2XXXXXXX	E	21
See attached memo and job descriptions, pages 5 - 10.		

NON-ROUTINE – Voluntary Reassignment				
Dept. (From)	Position – Position Title – Grade – Salary	Dept. (To)	Position – Position Title – Grade – Salary	Comments
Pretrial Services	30005940 / Counselor Sr / Grd 17 / $49,931.23	Pretrial Services	30050176 / Chemical Dependency Counselor / Grd 16 / $49,931.23	Voluntary job change. Pay remains the same. Pay is between midpoint and max of pay grade. Travis County Code § 10.03009.

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

February 26, 2013

Human Resources Management

700 Lavaca, 4th Floor • P.O. Box 1748 • Austin, Texas 78701 • (512) 854-9165

MEMORANDUM

DATE: February 15, 2013

TO: Members of the Commissioners Court

VIA: Leslie Browder, County Executive, Planning & Budget Office

FROM: Todd Osburn, Compensation Manager

SUBJECT: Proposed New Job Classifications

HRMD recommends creation of two new job classifications as outlined below:

Exposition Center Coordinator

Under the direction of the Expo Center Director, the Exposition Center Coordinator will be responsible for scheduling, booking, and coordinating events within the Travis County Exposition center. The incumbent will be responsible for monitoring license agreements, arranging various aspects of events such as facility needs, security, and parking. Incumbent will also assist in representing the facility in public relations activities and estabishing and maintaining good working relationships with clients, participating vendors, advertising agencies and the general public.

Creation of this title came after Facilities re-examined existing operations at the Expo Center and recognized that the vacant job of Expo Center Events Facility Coordinator Senior (PG 21) was no longer necessary. The proposed tile (PG 15) replaces the existing title at a lower pay grade and clarifies job duties. HRMD agrees with the proposed placement of the job in Pay Grade 15 of the Classified Pay Scale.

Internal Auditor

HRMD has worked with the Tax Office, Auditor's Office and PBO to create this title. The Tax Office requested a new title to assist in establishing more effective internal controls over cash management. The incumbent in this job will conduct detailed and cursory audits of financial and operational transactions, processes and procedures within the department to facilitate compliance with applicable laws, policies and procedures. The incumbent will also review and analyze the methods by which transactions are conducted and processed within a department and may conduct spot audits of financial operations including funds collections and disbursements. Commissioners Court has already approved this position in the FY 2013 budget for the Tax Office and PBO has confirmed sufficient funding. After reviewing market data, HRMD recommends this job be placed at PG 21 on the Classified Pay Scale.

Should you have questions, contact Todd Osburn at ext. 4-2744.

6

TRAVIS COUNTY JOB DESCRIPTION

JOB TITLE: Exposition Center Coordinator

JOB CODE: XXXXX
PAY GRADE: 15
FLSA STATUS: Exempt
LAST REVISED: 02/26/13

JOB SUMMARY:

Schedules, books and coordinates events within the Travis County Exposition Center. Monitors license agreements, arranges various aspects of events, such as facility needs, security and parking.

DISTINGUISHING CHARACTERISTICS:

This is a job classification within the Management/Middle Management job family. Incumbents in this classification is responsible for booking and coordinating events within the Travis County Exposition Center and ensuring all facility, security and parking needs are arranged. This classification reports to the Exposition Center Director. This classification requires a flexible work schedule in order to meet the needs of the Exposition Center.

DUTIES AND RESPONSIBILITIES:

- Schedules, books and coordinates events within the Exposition Center facility. Assists in determining the eligibility of clients requesting rental of the facilities.
- Fill out and monitors Exposition Center license agreements. Ensures compliance with all federal, State, County and Local laws and ordinances and County policies.
- Assists in representing the facility in public relations activities and establishing and maintaining good working relationships with clients, participating vendors, advertising agencies and the general public.
- Distributes Exposition Center brochures, pamphlets and other informational material.
- Use of SAP for procurement of goods and services.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:

Bachelor's degree in Business, Marketing, Public Relations or a directly related field **AND** 2 years experience in convention industry events management and/or events marketing.

OR,

Any combination of education and experience that has been achieved and is equivalent to the stated education and experience and required knowledge, skills and abilities sufficient to successfully perform the duties and responsibilities of this job.

Licenses, Registrations, Certifications, or Special Requirements:
Valid Texas Driver's License.

Knowledge, Skills, and Abilities:
Knowledge of:

- Policies, practices, procedures and terminology of assigned function
- Federal, State, Local and County applicable laws, regulatory codes, ordinances, rules, permits, licenses, purposes, sources, standards, policies and procedures, regulation and guidelines.
- Contract administration and services of an entertainment and convention/conference facilities program.
- Completion of SAP Training for procurement of goods and services.
- Modern office practices, procedures and methods.

JOB TITLE: Exposition Center Coordinator

JOB CODE: XXXXX
PAY GRADE: 15
FLSA STATUS: Exempt
LAST REVISED: 02/26/13

- Computer equipment to include word processing, spreadsheets, data bases and a variety of software packages.

Skill in:
- Problem solving
- Contract Compliance
- Both verbal and written communication, including presentations.

Ability to:
- Work independently and efficiently.
- Manage time well, perform multiple tasks and organize diverse activities.
- Establish and maintain effective working relationships with departmental clientele, representatives of outside agencies and providers, other County employees and officials and the general public.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

Physical requirements include the ability to lift/carry up to 25 pounds occasionally, visual acuity, speech and hearing, hand and eye coordination and manual dexterity necessary to operate a computer and office equipment. Subject to standing, walking, sitting, repetitive motions, reaching, climbing stairs, bending, stooping, kneeling, crouching, crawling, pushing, pulling, balancing, client/customer contact, squatting to perform the essential functions. Subject to outside elements, noise, vibration, contact with dust, foul odors, animal fecal matter, insects and rodents.

This job description is intended to be generic in nature. It is not necessarily an exhaustive list of all duties and responsibilities. The essential duties, functions and responsibilities and overtime eligibility may vary based on the specific tasks assigned to the position.

8

TRAVIS COUNTY JOB DESCRIPTION

JOB TITLE: Internal Auditor

JOB CODE: XXXXX
PAY GRADE: 21
FLSA STATUS: Exempt
LAST REVISED: 02/26/13

JOB SUMMARY:

Conducts detailed and cursory audits of financial and operational transactions, processes and procedures within the department to facilitate compliance with applicable laws, policies and procedures. Reviews and analyzes the methods by which transactions are conducted and processed within a department and may conduct spot audits of financial operations including funds collections and disbursements. Prepares documentation and reports of findings and coordinates implementation of recommendations with County Officials, management, and staff.

DISTINGUISHING CHARACTERISTICS:

This job is in the Finance job family. Incumbents typically conduct moderately complex to complex audits of departmental financial and operational systems, processes and procedures using Generally Accepted Auditing Standards (GAAS) and standardized financial procedures. This classification may require a flexible work schedule in order to meet the needs of the department.

DUTIES AND RESPONSIBILITIES:

- Performs detailed and cursory audits of financial and operational transactions, processes and procedures within a department to facilitate compliance with applicable federal, state and local laws, policies and procedures. Duties include running queries, auditing cash receipts, disbursements, other revenue and expenditure transactions and processes and procedures. Documents and reports findings and makes recommendations for improvements.
- Performs review of departmental internal control policies and procedures. Documents and reports findings and makes recommendations for improvements.
- Conducts spot audits of transactions and documents and reports findings to management.
- Performs follow-up on audit findings to confirm that problem areas have been corrected according to recommended protocols.
- Ensures compliance with applicable federal, state and local laws, policies and procedures for areas being audited.
- Serves as a troubleshooter in assisting management and staff in identifying and resolving audit issues, including statutory, policy and other questions.
- Performs special projects and audits of sensitive or critical nature.
- Communicates audit issues and provides fiscal and operational information and assistance to department management and staff.
- Investigates reported occurrences of fraud, embezzlement, theft and waste and recommends controls to prevent or detect such occurrences. Conducts fact-finding and/or informational interviews.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:
Bachelor's degree in Accounting, Finance or a directly related field AND five (5) years of increasingly responsible relevant professional level auditing, accounting or financial analysis experience. Master's degree in Accounting, Finance or a directly related field may substitute for two (2) years of the required experience.

Licenses, Registrations, Certifications, or Special Requirements:
None required.

Preferred:
Valid Texas Driver's License.

9

TRAVIS COUNTY JOB DESCRIPTION

JOB TITLE: Internal Auditor

JOB CODE: XXXXX
PAY GRADE: 21
FLSA STATUS: Exempt
LAST REVISED: 02/26/13

MINIMUM REQUIREMENTS (Cont.):

Knowledge, Skills, and Abilities:

Knowledge of:

- Policies, practices, procedures and terminology used in internal auditing.
- Federal, state and local applicable laws, rules, regulations and guidelines.
- Generally Accepted Accounting Principles (GAAP), Generally Accepted Auditing Standards (GAAS) and standardized financial practices.
- Knowledge of internal control systems used for general accounting principles.
- Manual and automated systems relating to assigned function.
- Modern office practices, procedures and methods.
- Computer equipment to include word processing, spreadsheets, databases and a variety of software packages.
- Business letter writing, grammar and punctuation, and report preparation.

Skill in:

- Reviewing and analyzing processes and finding problems and/or improvements.
- Problem-solving and decision-making.
- Identifying and recommending alternative methods for improving efficiency and effectiveness of service delivery.
- Entering and reconciling financial data and reporting and monitoring fund and ledger balances.
- Completing professional audit reports.
- Both verbal and written communication.

Ability to:

- Analyze, calculate, consolidate, reconcile and interpret financial data and identify errors.
- Prepare reports of findings and recommendations and present to management.
- Establish and maintain effective working relationships with departmental clientele, representatives of outside agencies and providers, other County employees and officials, and the general public.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

Physical requirements include the ability to lift/carry up to 10-15 pounds occasionally, visual acuity, speech and hearing, hand and eye coordination and manual dexterity necessary to operate a computer and office equipment. Subject to standing, sitting, walking, climbing, crawling, bending, stooping, crouching, kneeling, pushing, pulling, reaching, twisting, balancing, repetitive motion, and squatting to perform the essential functions.

This job description is intended to be generic in nature. It is not necessarily an exhaustive list of all duties and responsibilities. The essential duties, functions and responsibilities and overtime eligibility may vary based on the specific tasks assigned to the position.

10

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 15, 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 LB

FROM: Todd L. Osburn, Compensation Manager, HRMD

SUBJECT: Pretrial Services Non-Routine Salary Action, Position 30050176

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

Pretrial Services Request:

Pretrial Services requests approval to leave the maintain the current salary of one Counselor Senior (PG 17) concurrent with a voluntary job change to a Chemical Dependency Counselor (PG 16). The salary would place the employee between midpoint and 10% above midpoint in the proposed new pay grade. The request applies to the following action:

From:

Position #	Title	PG	Salary
30005940	Counselor Sr.	17	$49,931.23

To:

Position #	Title	PG	Salary
30050176	Chem. Dep. Counselor	16	$49,931.23

11

Policy:

Travis County Code §10.03009(b)states that the pay adjustment accompanying a voluntary job change must place the employee either between minimum and midpoint of the new pay grade or there is a 5% decrease for each pay grade that the position is lower than the former position.

Issue:

By maintaining the employee's current salary, the employee's salary is higher than the midpoint of the new pay grade and a decrease of 5% per grade does not occur. By policy, this makes the proposed salary action non-routine.

Recommendation:

HRMD recommends approval of the proposed salary action accompanying this voluntary job change. Pretrial Services' request is based on the necessity for proper staffing of the Drug Diversion Court Program and is based on a legitimate business need. The salary is not excessive for the proposed pay grade. The Planning and Budget Office (PBO) has confirmed funding.

12

Travis County Drug Diversion Court
a division of Pretrial Services & Adult Probation Department
PO Box 1748 Austin, TX 78767
2201 Post Road Austin, TX 78704
512-854-4646 & 512-854-4200
512-854-4643 Fax

Dr. Geraldine Nagy, Director
Rosie Ramón-Durán, Assistant Director
Sharon Caldwell-Hernandez, Program Administrator

MEMORANDUM

TO: Todd L. Osburn, HRMD

FROM: Rosie Ramón-Durán, Assistant Director

DATE: February 15, 2013

SUBJECT: Voluntary Job Change/Reassignment

Travis County Adult Probation, Pretrial Services respectfully requests a Voluntary Job Change/Reassignment:

For Position # 30005940 –Sr. Counselor, Pay Grade 17 to
Chemical Dependency Counselor, Pay Grade 16 - Position # 30050176.

Due to recent programming changes within the Drug Diversion Court Program, this employee needs to be transferred to meet the business needs of the department. Licensed Chemical Dependency Counselors are needed to provide in-house intensive outpatient treatment services. Since this is a business necessity, we are requesting no decrease in salary. Please contact me if you have any questions or concerns at 854-4608.

Thank you for your assistance.

cc: Dr. Geraldine Nagy, Adult Probation
Irma Guerrero, Pretrial Services
Sharon Caldwell-Hernandez, Drug Diversion Court
Cynthia Lam-Roldan, HRMD