



## Item 16

# Travis County Commissioners Court Agenda Request

**Meeting Date:** 3/5/13

**Prepared By/Phone Number:** Cynthia Lam-Roldan, 854-4822

**Elected/Appointed Official/Dept. Head:** Leslie Browder, 854-9106 JB

**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.

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

**March 5, 2013**

**ITEM # :**

**DATE:** February 22, 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	03/01/2013	N/A	N/A	1750 - Criminal Justice Planning	NEW 30005146 / Attorney III / 1 - Regular / 01 - Full Time Exempt / GRD25 / 00 / \$68,095.87
New Hire	New Hire	03/04/2013	N/A	N/A	3650 - Juvenile Probation	30004254 / Juvenile Detention Officer I / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$30,238.83
New Hire	New Hire	02/21/2013	N/A	N/A	3200 - District Clerk	30001093 / Court Clerk I / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$31,200.00
New Hire	New Hire	03/04/2013	N/A	N/A	3500 - Sheriff	30002801 / Cadet / 1 - Regular / 02 - Full Time Non-Exempt / GRD80 / 01 / \$38,919.50
New Hire	New Hire	03/01/2013	N/A	N/A	3455 - Constable Pct 2	30001752 / Court Clerk I / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$34,000.00

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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	02/25/2013	N/A	N/A	3500 - Sheriff	30001982 / Registered Nurse Charge N / 1 - Regular / 02 - Full Time Non-Exempt / GRD22 / 00 / \$57,241.60
New Hire	New Hire	02/19/2013	N/A	N/A	3300 - District Attorney	30050282 / Office Specialist / 2 - Temporary / 06 - Hourly - No Bnf / GRD12 / 00 / \$13.99
Re-Hire	Re-Hire	03/04/2013	N/A	N/A	1900 - STAR Flight	30050651 / Business Analyst Assoc / 8 - Retiree Temp / 06 - Hourly - No Bnf / GRD19 / 00 / \$25.07
Mobility	Career Ladder	02/16/2013	3650 - Juvenile Probation	30004231 / Juvenile Detention Officer II / 1 - Regular / 02 - Full Time Non-Exempt / GRD14 / 00 / \$32,345.46	3650 - Juvenile Probation	30004231 / Juvenile Detention Officer III / 1 - Regular / 02 - Full Time Non-Exempt / GRD15 / 00 / \$34,608.50
Mobility	Career Ladder	02/13/2013	3500 - Sheriff	30002998 / Cadet / 1 - Regular / 02 - Full Time Non-Exempt / GRD80 / 01 / \$38,919.50	3500 - Sheriff	30002998 / Corrections Officer / 1 - Regular / 02 - Full Time Non-Exempt / GRD81 / 01 / \$44,368.27

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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	02/16/2013	3300 - District Attorney	30001330 / Attorney VI / 1 - Regular / 01 - Full Time Exempt / GRD29 / 00 / \$91,409.97	3300 - District Attorney	30001330 / Attorney VII / 1 - Regular / 01 - Full Time Exempt / GRD30 / 00 / \$95,980.47
Mobility	Part-Time to Full-Time	02/07/2013	1850 - Health and Human Sv and Vet Sv	30005496 / Case Worker / 1 - Regular / 04 - Part Time Non-Exempt / GRD16 / 00 / \$28,050.36	1850 - Health and Human Sv and Vet Sv	30005496 / Case Worker / 1 - Regular / 02 - Full Time Non-Exempt / GRD16 / 00 / \$44,880.58
Mobility	Promotion	03/03/2013	1700 - Transportation and Nat Rsrc	30004888 / Park Tech I / 2 - Temporary / 05 - Hourly - Retmt / GRD08 / 00 / \$11.00	1700 - Transportation and Nat Rsrc	30004770 / Park Tech II / 2 - Temporary / 05 - Hourly - Retmt / GRD10 / 00 / \$12.00
Mobility	Promotion	03/04/2013	1400 - Information Technology Service	30000419 / Customer Support Analyst II / 1 - Regular / 01 - Full Time Exempt / GRD22 / 00 / \$55,578.85	1400 - Information Technology Service	30000385 / Systems Engineer I / 1 - Regular / 01 - Full Time Exempt / GRD23 / 00 / \$65,000.00
Mobility	Promotion	02/21/2013	1700 - Transportation and Nat Rsrc	30004987 / Equipment Operator / 1 - Regular / 02 - Full Time Non-Exempt / GRD12 / 00 / \$37,206.62	1700 - Transportation and Nat Rsrc	30005009 / Equipment Operator Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$39,066.95

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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	Promotion	02/16/2013	3100 - County Attorney	30000875 / Investigator / 1 - Regular / 02 - Full Time Non-Exempt / GRD67 / 05 / \$76,074.96	3100 - County Attorney	30000868 / Investigations Lieutenant / 1 - Regular / 01 - Full Time Exempt / GRD69 / 05 / \$83,445.65
Mobility	Promotion	02/16/2013	3100 - County Attorney	30000802 / Attorney VII / 1 - Regular / 01 - Full Time Exempt / GRD30 / 00 / \$113,873.97	3100 - County Attorney	30000790 / County/District Attorney Div Dir / 1 - Regular / 01 - Full Time Exempt / GRD32 / 00 / \$119,225.60
Mobility	Voluntary Reassignment	02/20/2013	3600 - Pretrial Services	30005939 / Social Services Program Coord / 1 - Regular / 02 - Full Time Non-Exempt / GRD17 / 00 / \$42,430.96	3600 - Pretrial Services	30050175 / Chemical Dependency Counselor / 1 - Regular / 02 - Full Time Non-Exempt / GRD16 / 00 / \$42,430.96

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**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
County Clerk	30000918	Court Clerk Asst / 20000082	NE	11	Court Clerk II / 20000084	15	NE
County Clerk	30001001	Court Clerk I / 20000083	NE	13	Court Clerk II / 20000084	15	NE
District Clerk	30001100	Court Clerk I / 20000083	NE	13	Court Clerk II / 20000084	15	NE

Departments request 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

