



Travis County Commissioners Court Agenda Request

Meeting Date: 3/12/13

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

AGENDA LANGUAGE:

Consider and take appropriate action on the following items for Human Resources Management Department:

- A. Proposed routine personnel amendments;
- B. Routine request from Planning and Budget to extend Succession Position;
- C. Non-routine request from County Clerk for a variance to Travis County Code Chapter §10.03009, Voluntary Job Change; and
- D. Non-routine request from Sheriff's Office for a variance to Travis County Code § 10.0295, Peace Officer Pay Scale (POPS).

BACKGROUND/SUMMARY OF REQUEST AND ATTACHMENTS:

Attached are Personnel Amendments for Commissioners Court approval.

A. Routine Personnel Actions – Pages 2 – 7.

B. Succession Position Extension – Page 7.

PBO requests approval to **extend** Budget Director succession position to April 30, 2013. HRMD has reviewed appropriate documentation; PBO has confirmed funding.

C. Non-Routine Personnel Action – Pages 8 - 11.

County Clerk request approval for a voluntary job change retaining the employee's pay that is above midpoint Travis County Code § 10.03009, Position 30000974, Court Clerk I, PG13. HRMD has reviewed supporting documentation and concurs.

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.

D. Non-Routine Personnel Action – Pages 8, 12 - 14.

Sheriff's Office requests an exception to Peace Officer Pay Scale (POPS) – Travis County Code § 10.0295 to place position from step 1 to step 3, Deputy Sheriff Law Enforcement, PG 72. HRMD has reviewed supporting documentation and recommends approval; PBO has confirmed sufficient funds.

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

March 12, 2013

ITEM # :

DATE: March 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.

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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	02/25/2013	N/A	N/A	3600 - Pretrial Services	30050527 / Case Worker / 1 - Regular / 02 - Full Time Non-Exempt / GRD16 / 00 / \$39,249.60
New Hire	New Hire	03/01/2013	N/A	N/A	3250 - Civil Courts	30001240 / Planning Mgr / 1 - Regular / 01 - Full Time Exempt / GRD24 / 00 / \$80,616.22
New Hire	New Hire	03/18/2013	N/A	N/A	3500 - Sheriff	30003023 / Office Specialist Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$37,042.72
New Hire	New Hire	03/04/2013	N/A	N/A	3050 - Tax Collector	30000204 / Tax Specialist I / 1 - Regular / 04 - Part Time Non-Exempt / GRD13 / 00 / \$15,119.42
New Hire	New Hire	03/06/2013	N/A	N/A	3100 - County Attorney	30000728 / Attorney IV / 1 - Regular / 01 - Full Time Exempt / GRD27 / 00 / \$77,956.53

2

WEEKLY PERSONNEL AMENDMENTS - ROUTINE

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New Hire	New Hire	03/01/2013	N/A	N/A	3455 - Constable Pct 2	30001778 / Constable Deputy Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD62 / 03 / \$55,747.33
New Hire	New Hire	03/04/2013	N/A	N/A	3500 - Sheriff	30002178 / Cadet / 1 - Regular / 02 - Full Time Non- Exempt / GRD80 / 01 / \$38,919.50
New Hire	New Hire	03/04/2013	N/A	N/A	3650 - Juvenile Probation	30004534 / Guardian Ad Litem I / 1 - Regular / 01 - Full Time Exempt / GRD17 / 00 / \$41,995.20
New Hire	New Hire	03/01/2013	N/A	N/A	3300 - District Attorney	30001312 / Legal Secretary / 1 - Regular / 02 - Full Time Non-Exempt / GRD15 / 00 / \$37,710.40
New Hire	New Hire	03/04/2013	N/A	N/A	3500 - Sheriff	30002837 / Cadet / 1 - Regular / 02 - Full Time Non- Exempt / GRD80 / 01 / \$38,919.50

3

WEEKLY PERSONNEL AMENDMENTS - ROUTINE

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New Hire	New Hire	03/04/2013	N/A	N/A	1250 - Planning and Budget	30000267 / Budget Analyst I / 1 - Regular / 01 - Full Time Exempt / GRD17 / 00 / \$41,162.78
New Hire	New Hire	03/04/2013	N/A	N/A	3500 - Sheriff	30002898 / Cadet / 1 - Regular / 02 - Full Time Non-Exempt / GRD80 / 01 / \$38,919.50
New Hire	New Hire	03/11/2013	N/A	N/A	1600 - Juvenile Public Defender	30003942 / Attorney III / 1 - Regular / 01 - Full Time Exempt / GRD25 / 00 / \$68,096.00
Mobility	Career Ladder	02/06/2013	3500 - Sheriff	30002286 / Cadet / 1 - Regular / 02 - Full Time Non-Exempt / GRD80 / 01 / \$38,919.50	3500 - Sheriff	30002286 / Corrections Officer / 1 - Regular / 02 - Full Time Non-Exempt / GRD81 / 01 / \$44,368.27
Mobility	Career Ladder	02/16/2013	3300 - District Attorney	30001297 / Attorney VI / 1 - Regular / 01 - Full Time Exempt / GRD29 / 00 / \$94,762.93	3300 - District Attorney	30001297 / Attorney VII / 1 - Regular / 01 - Full Time Exempt / GRD30 / 00 / \$99,501.08

4

WEEKLY PERSONNEL AMENDMENTS - ROUTINE

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Mobility	Career Ladder	02/13/2013	3500 - Sheriff	30002771 / Cadet / 1 - Regular / 02 - Full Time Non- Exempt / GRD80 / 01 / \$38,919.50	3500 - Sheriff	30002771 / Corrections Officer / 1 - Regular / 02 - Full Time Non-Exempt / GRD81 / 01 / \$44,368.27
Mobility	Career Ladder	02/13/2013	3500 - Sheriff	30002407 / Cadet / 1 - Regular / 02 - Full Time Non- Exempt / GRD80 / 01 / \$38,919.50	3500 - Sheriff	30002407 / Corrections Officer / 1 - Regular / 02 - Full Time Non-Exempt / GRD81 / 01 / \$44,368.27
Mobility	Career Ladder	02/19/2013	3500 - Sheriff	30002083 / Corrections Officer / 1 - Regular / 02 - Full Time Non-Exempt / GRD81 / 01 / \$44,368.27	3500 - Sheriff	30002083 / Corrections Officer Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD83 / 01 / \$48,226.26
Mobility	Career Ladder	01/03/2013	3500 - Sheriff	30002539 / Corrections Officer / 1 - Regular / 02 - Full Time Non-Exempt / GRD81 / 01 / \$44,368.27	3500 - Sheriff	30002539 / Corrections Officer Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD83 / 01 / \$48,226.26
Mobility	Career Ladder	02/06/2013	3500 - Sheriff	30002335 / Cadet / 1 - Regular / 02 - Full Time Non- Exempt / GRD80 / 01 / \$38,919.50	3500 - Sheriff	30002335 / Corrections Officer / 1 - Regular / 02 - Full Time Non-Exempt / GRD81 / 01 / \$44,368.27

5

WEEKLY PERSONNEL AMENDMENTS - ROUTINE

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Mobility	Career Ladder	02/16/2013	3300 - District Attorney	30001350 / Attorney VI / 1 - Regular / 01 - Full Time Exempt / GRD29 / 00 / \$94,847.79	3300 - District Attorney	30001350 / Attorney VII / 1 - Regular / 01 - Full Time Exempt / GRD30 / 00 / \$99,590.18
Mobility	Interdpt Change	03/04/2013	3470 - Constable Pct 5	30001853 / Accountant Assoc / 1 - Regular / 02 - Full Time Non-Exempt / GRD14 / 00 / \$33,253.46	3200 - District Clerk	30001078 / Court Clerk I / 1 - Regular / 02 - Full Time Non- Exempt / GRD13 / 00 / \$33,280.00
Mobility	Promotion	02/16/2013	3500 - Sheriff	30002051 / Security Coord / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$37,319.78	3500 - Sheriff	30050213 / Records Analyst / 1 - Regular / 02 - Full Time Non-Exempt / GRD17 / 00 / \$49,518.98
Mobility	Temporary to Regular	03/01/2013	3050 - Tax Collector	30005851 / Administrative Asst I / 2 - Temporary / 05 - Hourly - Retmt / GRD13 / 00 / \$14.54	3050 - Tax Collector	30000144 / Tax Specialist I / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$30,238.83

6

SUCCESSION POSITION EXTENSION		
Personnel Area	Position	Position Title
Planning and Budget	30050026	Budget Dir Succession
Department requests to extend the position from 3/31/13 to 4/30/13 in order to meet departmental needs. PBO has confirmed funding available.		

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
Health and Human Sv and Vet Sv	30000667	Education Instructional Specialist / 20000397	NE	13	Social Services Program Specialist / 20000198	NE	17
Planning and Budget	30000264	Business Analyst I / 20000445	E	22	Business Analyst II / 20000444	E	24
Departments request in order to meet departmental needs. PBO has confirmed funding available.							

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7

NON-ROUTINES – Voluntary Reassignment and POPS Step Change				
Dept. (From)	Position / Position Title / Grade / Level / Salary	Dept. (To)	Position / Position Title / Grade / Level / Salary	Comments
County Clerk	30000931 / Accountant Assoc / Grd 14 / 00 / \$37,674.83	County Clerk	30000974 / Court Clerk I / Grd 13 / 00 / \$37,674.83	Voluntary job change. Pay remains the same. Pay is between midpoint and max of pay grade. Travis County Code § 10.03009.
Sheriff	30050224 / Deputy Sheriff Law Enforcement / Grd 72 / 01 / \$52,301.81	Sheriff	30050224 / Deputy Sheriff Law Enforcement / Grd 72 / 03 / \$54,414.67	POPS step change. Placing from Step 1 to Step 3. Travis County Code § 10.0295.

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

8



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: March 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 *JB*

FROM: Todd L. Osburn, Compensation Manager, HRMD *TL*

SUBJECT: County Clerk Non-Routine Salary Action, Position 30000974

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

Pretrial Services Request:

County Clerk requests approval to maintain the current salary of one Accountant Associate (PG 14) concurrent with a voluntary job change to a Court Clerk I (PG 13). 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:

<u>Position #</u>	<u>Title</u>	<u>PG</u>	<u>Salary</u>
30000931	Accountant Associate	14	\$37,674.83

To:

<u>Position #</u>	<u>Title</u>	<u>PG</u>	<u>Salary</u>
30000974	Court Clerk I	13	\$37,674.83

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. County Clerk's request is based on the necessity for proper staffing of the Civil/Probate Division 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.

10



Dana DeBeauvoir
Travis County Clerk

P.O. Box 149325, Austin TX 78714-9325
(512) 854-9188 www.co.travis.tx.us

Recording, Elections, Computer Resources,
Accounting, and Administration Divisions
5501 Airport Boulevard, Austin, TX 78751-1410

Misdemeanor, Recording, Civil/Probate,
and Records Management Divisions
1000 Guadalupe, Austin, TX 78701-2328

February 27, 2013

TO: Cynthia Lam-Roldan, HRMD
Todd Osburn, HRMD

FROM: Susan Bell

RE: Voluntary Job Change/Reassignment

We would like to do a voluntary job change for [redacted] from the Accountant Associate position (30000931) to the vacant Court Clerk I position (30000974). We are requesting this change to meet our business needs and to utilize [redacted] skills and background in the Civil/Probate Division. In her current position, [redacted] is a grade 14 and is paid \$37,674.83. We would like to keep [redacted] pay at that same level in the Court Clerk I position which is a grade 13. This salary level would put [redacted] at just \$632.11 above the annual midpoint pay for a grade 13 and well below the 10% above midpoint level. [redacted] almost 25 years of applicable job experience justifies [redacted] near midpoint level placement in this new position.

Please let me know if you require any additional information.

Thank you.



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: March 1, 2012

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 Osburn, Compensation Manager *TO*

SUBJECT: TCSO - Non-Routine POPS Salary Adjustment, Position 30050244

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

TCSO's Request:

TCSO requests approval to pay a salary adjustment to one Deputy Sheriff, Law Enforcement in the amount of \$2,112.86. The resulting pay differential between steps 1 (\$52,301.81) and 3 (\$54,414.67) is approximately four percent. The pay action would apply to the following position:

<u>Position #</u>	<u>From</u>	<u>To</u>
30050224	Deputy Sheriff, LE PG 72 – Step 1 \$52,301.81	Deputy Sheriff, LE PG 7264 – Step 3 \$54,414.67

Policy:

Travis County Code §10.0295 does not specifically address whether employees on the Peace Officer Pay Scale (POPS) are eligible for salary adjustments to address past errors in placement.

History:

On November 11, 2012, Commissioners Court approved an action to promote the officer in question from Corrections Officer to Deputy Sheriff, Law Enforcement. At the

time of the promotion, the officer moved from Grade 81, Step 1 to Grade 72, Step 1. However, TCSO did not recognize that the officer met the criteria for placement on step 3 at the time of promotion. According to section 10.0295 (d)(3), an officer will be placed at step 3 if the employee has 5-9 years of prior relevant law enforcement experience and possesses an intermediate TCLEOSE license.

Issues:

Policy does not specifically address whether employees on the POPS scale are eligible for salary adjustments. Long-standing practice has been that employees covered by POPS, when promoted, are placed on the same step in the new pay grade that they were on in their previous pay grade. In this case, TCSO did not realize that the employee had sufficient law-enforcement experience to warrant placement on step 3 per section 10.0295 (d)(3) at the time of promotion.

Recommendation:

HRMD recommends approval of this salary action. The employee meets the criteria for placement at step 3 and the department is simply correcting a past oversight. The Planning and Budget Office (PBO) has confirmed available funding for the adjustment to step 3. The salary adjustment will be effective March 1, 2013.



Greg Hamilton, Travis County Sheriff

MEMORANDUM

February 27, 2013

TO: Todd Osburn, Compensation Manager
HRMD

FROM: Greg Hamilton, Sheriff *GH*

SUBJECT: Salary Adjustment -

I have authorized a salary adjustment effective March 1, 2013 for Deputy Sheriff, 921859, position 30050244, org unit 10000448. current annual salary is \$52,301.81, and the adjustment will result in 4.04% increase to an annual salary of \$54,414.67.

In November 2012, when this officer promoted from Corrections Officer to LE Deputy Sheriff, prior law enforcement experience was not taken into consideration to determine eligibility for advanced placement on the POPS scale. In accordance with Travis County Policy 10.0295 Peace Officer Pay Scale, *Those with 5-9 years prior relevant Law Enforcement/relevant Corrections experience and an Intermediate TCLEOSE License will be placed on the Corrections Officer or Deputy Sheriff position at Step 3.* Deputy does meet these requirements. Funding has been confirmed by PBO.

If there are any questions, or additional information needed, please do not hesitate to contact my office.

GH/tb

Attachment - Pay Determination Guide

xc: Travis Gatlin, PBO
Phyllis Clair, Major
Paul Matthews, Financial Manager
Terri Brown, HR Manager
Jeremy Moehnke, Deputy Sheriff