



Travis County Commissioners Court Agenda Request

Meeting Date: 3/19/13

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

A handwritten signature in black ink, appearing to be "LB", located to the right of the text for the Elected/Appointed Official/Dept. Head.

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 Records Management and Communication Resources 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 – 4.

FY 13 Temporary Position Extensions – Pages 5 - 11.

Approval requested to **extend** temporary hourly no benefit position end dates - (less than 6 months of employment) effective

April 1, 2013. HRMD has reviewed appropriate documentation; PBO has confirmed FY 13 funding.

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

Records Mgmt and Communication Resources requests approval for a voluntary job change retaining the employee's pay that is above midpoint – Travis County Code § 10.03009, Position 30005201, Law Librarian, PG17. 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

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.

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 19, 2013

ITEM # :

DATE: March 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.

A. Routine Personnel Actions – Pages 2 – 4.

FY 13 Temporary Position Extensions – Pages 5 - 11.

Approval requested to **extend** temporary hourly no benefit position end dates - (less than 6 months of employment) effective April 1, 2013. HRMD has reviewed appropriate documentation; PBO has confirmed FY 13 funding.

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

Records Mgmt and Communication Resources requests approval for a voluntary job change retaining the employee's pay that is above midpoint – Travis County Code § 10.03009, Position 30005201, Law Librarian, PG17. 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	03/01/2013	N/A	N/A	3650 - Juvenile Probation	30050576 / Building Maintenance Work / 2 - Temporary / 05 - Hourly - Retmt / GRD11 / 00 / \$13.85
New Hire	New Hire	03/07/2013	N/A	N/A	3650 - Juvenile Probation	30004446 / Cook / 2 - Temporary / 05 - Hourly - Retmt / GRD08 / 00 / \$10.36
New Hire	New Hire	03/01/2013	N/A	N/A	3150 - County Clerk	30000927 / Systems Engineer II / 1 - Regular / 01 - Full Time Exempt / GRD25 / 00 / \$74,214.40
New Hire	New Hire	03/01/2013	N/A	N/A	3100 - County Attorney	30000768 / Attorney I / 1 - Regular / 01 - Full Time Exempt / GRD22 / 00 / \$55,578.85
New Hire	New Hire	03/19/2013	N/A	N/A	3470 - Constable Pct 5	30001881 / Constable Deputy / 1 - Regular / 02 - Full Time Non-Exempt / GRD61 / 01 / \$49,686.62
New Hire	New Hire	03/20/2013	N/A	N/A	3470 - Constable Pct 5	30001838 / Constable Deputy Chief Pc / 1 - Regular / 01 - Full Time Exempt / GRD68 / 03 / \$88,155.18
New Hire	New Hire	03/01/2013	N/A	N/A	1700 - Transportation and Nat Rsrc	30004639 / School Crossing Guard / 2 - Temporary / 05 - Hourly - Retmt / GRD11 / 00 / \$13.00

2

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	03/04/2013	N/A	N/A	3300 - District Attorney	30001336 / Attorney IV / 1 - Regular / 01 - Full Time Exempt / GRD27 / 00 / \$77,956.53
Mobility	Interdpt Change	03/04/2013	3150 - County Clerk	30000975 / Court Clerk II / 1 - Regular / 02 - Full Time Non-Exempt / GRD15 / 00 / \$38,852.77	3100 - County Attorney	30050201 / Legal Secretary / 1 - Regular / 02 - Full Time Non-Exempt / GRD15 / 00 / \$38,852.77
Mobility	Lateral Transfer	03/07/2013	3650 - Juvenile Probation	30004426 / Training Education Coord II / 1 - Regular / 01 - Full Time Exempt / GRD18 / 00 / \$56,640.00	3650 - Juvenile Probation	30004428 / Community Liaison / 1 - Regular / 01 - Full Time Exempt / GRD18 / 00 / \$56,640.00
Mobility	Lateral Transfer	02/04/2013	3650 - Juvenile Probation	30004437 / Chemical Dependency Counselor Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD17 / 00 / \$39,880.36	3650 - Juvenile Probation	30004441 / Counselor Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD17 / 00 / \$39,880.36
Mobility	Lateral Transfer	03/11/2013	3325 - Criminal Courts	30001539 / Court Reporter / 1 - Regular / 01 - Full Time Exempt / GRD25 / 00 / \$69,629.25	3325 - Criminal Courts	30001517 / Court Reporter / 1 - Regular / 01 - Full Time Exempt / GRD25 / 00 / \$80,341.25
Mobility	Promotion	03/11/2013	1700 - Transportation and Nat Rsrc	30005096 / Road Maintenance Worker / 1 - Regular / 02 - Full Time Non-Exempt / GRD10 / 00 / \$26,915.20	1700 - Transportation and Nat Rsrc	30005012 / Equipment Operator / 1 - Regular / 02 - Full Time Non-Exempt / GRD12 / 00 / \$30,804.80
Mobility	Promotion	03/11/2013	1700 - Transportation and Nat Rsrc	30004984 / Road Maintenance Worker / 1 - Regular / 02 - Full Time Non-Exempt / GRD10 / 00 / \$29,927.25	1700 - Transportation and Nat Rsrc	30004987 / Equipment Operator / 1 - Regular / 02 - Full Time Non-Exempt / GRD12 / 00 / \$34,621.60

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	03/04/2013	3470 - Constable Pct 5	30001844 / Court Clerk I / 1 - Regular / 02 - Full Time Non- Exempt / GRD13 / 00 / \$34,196.00	3470 - Constable Pct 5	30001853 / Accountant Assoc / 1 - Regular / 02 - Full Time Non-Exempt / GRD14 / 00 / \$36,589.72
Mobility	Temporary to Regular	03/01/2013	1800 - Rcd Mgmt and Comm Rsrc	30005197 / Law Librarian / 2 - Temporary / 05 - Hourly - Retmt / GRD17 / 00 / \$19.05	1800 - Rcd Mgmt and Comm Rsrc	30050241 / Law Librarian / 1 - Regular / 02 - Full Time Non- Exempt / GRD17 / 00 / \$39,615.06
Mobility	Temporary to Regular	02/24/2013	3650 - Juvenile Probation	30004185 / Juvenile Detention Officer Asst / 2 - Temporary / 05 - Hourly - Retmt / GRD12 / 00 / \$13.59	3650 - Juvenile Probation	30004220 / Juvenile Detention Officer I / 1 - Regular / 02 - Full Time Non- Exempt / GRD13 / 00 / \$31,158.40
Salary Change	Salary/Hourly Rate Change	03/16/2013	3600 - Pretrial Services	30003907 / Pretrial Officer I / 1 - Regular / 02 - Full Time Non-Exempt / GRD16 / 00 / \$38,311.10	3600 - Pretrial Services	GRD16 / 00 / \$40,226.66

4

FY 13 TEMPORARY POSITION EXTENSIONS - TEMPORARY HOURLY NO BENEFIT POSITIONS

Personnel Area	Position Number	Position Title
Constable 5	30050476	Office Asst
County Clerk	30050292	Application Dev Mgr
County Clerk	30006054, 30006055, 30006058, 30006059, 30006060, 30006061, 30006062, 30006064, 30006065, 30006066, 30006067, 30006068, 30006069, 30006070, 30006071, 30006073, 30006074, 30006075, 30006083, 30006085, 30006088, 30006091, 30006092, 30006094, 30006095, 30006096, 30006097, 30006098, 30006099, 30006100, 30006102, 30006103, 30006104, 30006105, 30006106, 30006107, 30006108, 30006112, 30006113, 30006114, 30006115, 30006116, 30006117, 30006118, 30006119, 30006120, 30006121, 30006122, 30006123, 30006124, 30006125, 30006126, 30006127, 30006128, 30006129, 30006130, 30006131, 30006132, 30006133, 30006134, 30006136, 30006137, 30006138, 30006139, 30006140, 30006141, 30006142, 30006143, 30006144, 30006145, 30006146, 30006147, 30006148, 30006153, 30006154, 30006158, 30006160, 30006161, 30006162, 30006163, 30006164, 30006165, 30006166, 30006167, 30006168, 30006169, 30006170, 30006171, 30006174, 30006175, 30006176, 30006177, 30006178, 30006179, 30006180, 30006181, 30006182, 30006183, 30006184, 30006185, 30006186, 30006187, 30006188, 30006189, 30006190, 30006191, 30006192, 30006193, 30006194, 30006195, 30006196, 30006197, 30006198, 30006199, 30006200, 30006201, 30006203, 30006204, 30006205, 30006206,	Elections Early Voting Clerk 6

FY 13 TEMPORARY POSITION EXTENSIONS - TEMPORARY HOURLY NO BENEFIT POSITIONS

Personnel Area	Position Number	Position Title
County Clerk	30006207, 30006208, 30006209, 30006210, 30006211, 30006212, 30006213, 30006214, 30006215, 30006217, 30006218, 30006219, 30006220, 30006221, 30006222, 30006223, 30006224, 30006225, 30006226, 30006227, 30006229, 30006230, 30006231, 30006232, 30006233, 30006234, 30006235, 30006236, 30006237, 30006238, 30006239, 30006240, 30006241, 30006242, 30006243, 30006244, 30006245, 30006246, 30006247, 30006248, 30006249, 30006250, 30006251, 30006252, 30006254, 30006255, 30006256, 30006257, 30006258, 30006259, 30006260, 30006261, 30006262, 30006263, 30006264, 30006266, 30006267, 30006268, 30006269, 30006271, 30006272, 30006273, 30006274, 30006275, 30006276, 30006277, 30006278, 30006279, 30006282, 30006283, 30006285, 30006286, 30006287, 30006291, 30006293, 30006294, 30006295, 30006297, 30006298, 30006299, 30006300, 30006301, 30006302, 30006304, 30006305, 30006306, 30006307, 30006308, 30006309, 30006310, 30006311, 30006312, 30006313, 30006314, 30006315, 30006316, 30006317, 30006318, 30006320, 30006321, 30006322, 30006323, 30006324, 30006325, 30006326, 30006327, 30006328, 30006329, 30006340, 30006343, 30006350, 30006351, 30006357, 30006359, 30006360, 30006363, 30006365, 30006368, 30006370, 30006372, 30006373, 30006374, 30006378, 30006379, 30006380, 30006381, 30006382, 30006384, 30006385, 30006387, 30006389, 30006394, 30006401, 30006402, 30006404, 30006406, 30006408, 30006409, 30006410, 30006411,	Elections Early Voting Clerk 6

FY 13 TEMPORARY POSITION EXTENSIONS - TEMPORARY HOURLY NO BENEFIT POSITIONS

Personnel Area	Position Number	Position Title
County Clerk	30006412, 30006413, 30006415, 30006416, 30006417, 30006418, 30006419, 30006420, 30006421, 30006422, 30006423, 30006424, 30006425, 30006426, 30006427, 30006428, 30006429, 30006431, 30006433, 30006434, 30006437, 30006440, 30006441, 30006442, 30006444, 30006445, 30006446, 30006447, 30006449, 30006450, 30006451, 30006452, 30006453, 30006454, 30006456, 30006457, 30006458, 30006459, 30006460, 30006461, 30006462, 30006463, 30006464, 30006465, 30006466, 30006468, 30006469, 30006470, 30006471, 30006472, 30006473, 30006474, 30006475, 30006476, 30006477, 30006479, 30006480, 30006481, 30006482, 30006483, 30006484, 30006485, 30006486, 30006488, 30006489, 30006490, 30006491, 30006492, 30006493, 30006494, 30006495, 30006496, 30006497, 30006498, 30006499, 30006500, 30006501, 30006502, 30006503, 30006504, 30006505, 30006506, 30006507, 30006508, 30006509, 30006510, 30006514, 30006516, 30006517, 30006518, 30006519, 30006520, 30006521, 30006522, 30006523, 30006524, 30006528, 30006529, 30006530, 30006532, 30006533, 30006534, 30006535, 30006536, 30006537, 30006538, 30006539, 30006540, 30006541, 30006542, 30006543, 30006544, 30006545, 30006546, 30006547, 30006548, 30006549, 30006550, 30006551, 30006552, 30006553, 30006554, 30006555, 30006557, 30006558, 30006559, 30006560, 30006561, 30006562, 30006563, 30006564, 30006565, 30006566, 30006567, 30006568, 30006569, 30006570, 30006571, 30006572, 30006573,	Elections Early Voting Clerk 6

FY 13 TEMPORARY POSITION EXTENSIONS - TEMPORARY HOURLY NO BENEFIT POSITIONS

Personnel Area	Position Number	Position Title
County Clerk	30006574, 30006575, 30006577, 30006578, 30006582, 30006585, 30006587, 30006592, 30006593, 30006594, 30006601, 30006602, 30006604, 30006605, 30006606, 30006607, 30006610, 30006615, 30006617, 30006618, 30006620, 30006623, 30006624, 30006631, 30006632, 30006643, 30006644, 30006649, 30006650, 30006651, 30006652, 30006653, 30006654, 30006655, 30006656, 30006657, 30006658, 30006659, 30006660, 30006661, 30006662, 30006663, 30006664, 30006665, 30006666, 30006667, 30006671, 30006672, 30006676, 30006677, 30006678, 30006679, 30006680, 30006681, 30006684, 30006687, 30006690, 30006691, 30006692, 30006693, 30006694, 30006695, 30006697, 30006698, 30006700, 30006701, 30006702, 30006703, 30006704, 30006705, 30006706, 30006707, 30006708, 30006710, 30006711, 30006712, 30006714, 30006715, 30006716, 30006717, 30006721, 30006722, 30006723, 30006726, 30006728, 30006729, 30006731, 30006732, 30006733, 30006736, 30006739, 30006740, 30006743, 30006744, 30006747, 30006748, 30006750, 30006751, 30006754, 30006755, 30006756, 30006763, 30006765, 30006767, 30006768, 30006775, 30006782, 30006784, 30006786, 30006787, 30006788, 30006789, 30006791, 30006795, 30006796, 30006797, 30006801, 30006802, 30006803, 30006805, 30006806, 30006810, 30006813, 30006814, 30006815, 30006816, 30006817, 30006818, 30006819, 30006822, 30006826, 30006827, 30006829, 30006831, 30006832, 30006835, 30006836, 30006838, 30006839, 30006840, 30006841, 30006843, 30006845, 30006846, 30006848, 30006849	Elections Early Voting Clerk 6

FY 13 TEMPORARY POSITION EXTENSIONS - TEMPORARY HOURLY NO BENEFIT POSITIONS

Personnel Area	Position Number	Position Title
County Clerk	30006057, 30006330, 30006331, 30006332, 30006333, 30006334, 30006335, 30006336, 30006337, 30006338, 30006339, 30006341, 30006342, 30006344, 30006345, 30006346, 30006347, 30006348, 30006349, 30006352, 30006353, 30006354, 30006355, 30006356, 30006358, 30006361, 30006362, 30006364, 30006366, 30006367, 30006369, 30006371, 30006377, 30006430, 30006436, 30006438, 30006439, 30006443, 30006448, 30006455, 30006467, 30006576, 30006584, 30006589, 30006590, 30006591, 30006595, 30006596, 30006597, 30006598, 30006599, 30006600, 30006603, 30006612, 30006613, 30006616, 30006619, 30006621, 30006622, 30006625, 30006629, 30006636, 30006637, 30006638, 30006639, 30006640, 30006645, 30006647, 30006734, 30006737, 30006742, 30006745, 30006770, 30006771, 30006773, 30006774, 30006777, 30006778	Elections Early Voting Deputy 7
County Clerk	30006611, 30006761	Elections Operations Clerk I 8
County Clerk	30006056, 30006063, 30006072, 30006076, 30006077, 30006078, 30006079, 30006080, 30006081, 30006082, 30006084, 30006086, 30006087, 30006089, 30006090, 30006093, 30006101, 30006149, 30006150, 30006151, 30006152, 30006155, 30006157, 30006159, 30006270, 30006280, 30006281, 30006289, 30006290, 30006296, 30006375, 30006376, 30006383, 30006386, 30006388, 30006390, 30006391, 30006392, 30006393, 30006395,	Elections Operations Clerk II 9

FY 13 TEMPORARY POSITION EXTENSIONS - TEMPORARY HOURLY NO BENEFIT POSITIONS

Personnel Area	Position Number	Position Title
County Clerk	30006396, 30006397, 30006398, 30006399, 30006405, 30006407, 30006414, 30006432, 30006435, 30006511, 30006512, 30006513, 30006527, 30006579, 30006580, 30006581, 30006583, 30006586, 30006588, 30006641, 30006646, 30006648, 30006668, 30006673, 30006674, 30006682, 30006683, 30006685, 30006686, 30006689, 30006709, 30006713, 30006719, 30006780, 30006790	Elections Operations Clerk II 9
County Clerk	30006109, 30006110, 30006111, 30006135, 30006156, 30006172, 30006173, 30006202, 30006216, 30006228, 30006253, 30006265, 30006284, 30006288, 30006292, 30006303, 30006319, 30006400, 30006403, 30006478, 30006487, 30006515, 30006525, 30006526, 30006531, 30006556, 30006608, 30006609, 30006614, 30006626, 30006627, 30006628, 30006630, 30006633, 30006634, 30006635, 30006642, 30006669, 30006670, 30006675, 30006688, 30006696, 30006699, 30006718, 30006720, 30006724, 30006725, 30006727, 30006735, 30006738, 30006741, 30006746, 30006749, 30006752, 30006753, 30006757, 30006758, 30006759, 30006760, 30006762, 30006764, 30006766, 30006769, 30006772, 30006776, 30006779, 30006781, 30006783, 30006785, 30006792, 30006793, 30006794, 30006798, 30006799, 30006800, 30006804, 30006807, 30006808, 30006809, 30006812, 30006820, 30006821, 30006823, 30006824, 30006825, 30006828, 30006830, 30006833, 30006834, 30006837, 30006842, 30006844, 30006847, 30006850, 30006851	Elections Operations Clerk III 10
County Clerk	30006053, 30006730, 30006811, 30050108, 30050140, 30050351	Elections Operations Clerk IV 11

FY 13 TEMPORARY POSITION EXTENSIONS - TEMPORARY HOURLY NO BENEFIT POSITIONS

Personnel Area	Position Number	Position Title
Emergency Medical Service	30050651	Business Analyst Assoc
Emergency Medical Service	30005995	Helicopter Pilot Sr
PBO	30005856	Financial Analyst Sr

NON-ROUTINE – Voluntary Reassignment				
Dept. (From)	Position / Position Title / Employee Subgroup / Grade / Level / Salary	Dept. (To)	Position / Position Title / Employee Subgroup / Grade / Level / Salary	Comments
RMCR	30005961 / Law Library Supv / Part Time Exempt / Grd 20 / 00 / \$27,081.81	RMCR	30005201 / Law Librarian / Part Time Non-Exempt / Grd 17 / 00 / \$27,081.81	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

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: March 8, 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 *TLO*

SUBJECT: Records Management Non-Routine Salary Action, Position 30005201

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

Records Management Request:

Records Management requests approval to maintain the current salary of one part-time Law Library Supervisor (PG 20) concurrent with a voluntary job change to a part-time Law Librarian (PG 17). 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>
30005961	Law Library Supv	20	\$27,081.81

To:

<u>Position #</u>	<u>Title</u>	<u>PG</u>	<u>Salary</u>
30005201	Law Librarian	17	\$27,081.81

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. Records Management's request is based on a legitimate business need in the restructuring of duties within the law library. The salary is not excessive for the proposed pay grade. The Planning and Budget Office (PBO) has confirmed funding. The action would be effective March 20, 2013.



Travis County RMCR
Records Management
& Communication
Resources

700 Lavaca, 3rd floor
P.O. Box 1748
Austin, TX 78767

512.854.9575
Fax: 512.854.4560

Services:

Archives
512.854.4675
Fax: 854.4560

Imaging Lab
512.854.9061
Fax: 854.4560

Information Booth
512.854.9000
Fax: 854.9082

Law Library
512.854.8677
Fax: 512.854.9887


Media Services/TCTV-17
TravisCountyTV.org
512.854.9503
Fax: 854.4560

Mail Services
512.854.9528
Fax: 854.4560

Offsite Storage
512.854.5865
Fax: 854.9062

Print Shop
512.854.9104
Fax: 854.9105

MEMORANDUM

To: Diane Poirot, Director, HRMD
From:  Steven Broberg, Director, RMCR
Date: January 28, 2013
Re: Voluntary Job Change in RMCR

Records Management and Communication Resources (RMCR) requests approval of a voluntary job change in which the employee retains current salary at a lower pay grade.

The Law Library has a vacancy for a half-time law librarian in the slot 44 (position 30005201). The .5 FTE reference supervisor, currently in slot 53, would like to transition from a supervising position to a non-supervising position.

A Library Supervisor position is a pay grade 20. Librarian positions are a pay grade 17. The supervisor's salary of is above midpoint of the lower pay grade.

Due to this individual's experience, knowledge and ability we feel that the salary proposed, \$27,082, is appropriate. RMCR would recommend the same amount as a starting salary if this employee were to be hired into the vacant slot.

RMCR has the funds available in the current budget to accommodate this salary without requesting additional funds from PBO.

