

## Item 23



# Travis County Commissioners Court Agenda Request

**Meeting Date:** 3/26/13

**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:

Proposed routine personnel amendments

### **BACKGROUND/SUMMARY OF REQUEST AND ATTACHMENTS:**

Attached are Personnel Amendments for Commissioners Court approval.

**Routine Personnel Actions – Pages 2 – 6, and 8.**

**FY 13 Temporary Position Extensions – Page 7.**

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.

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.



## 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 26, 2013**

**ITEM # :**

**DATE:** March 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 *JB*

**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, and 8.**

**FY 13 Temporary Position Extensions – Page 7.**

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.

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	NEW Position / Position Title / Employee Group / Employee Subgroup / Grade / Level / Salary / Rate Amt
New Hire	New Hire	03/11/2013	N/A	N/A	3150 - County Clerk	30050073 / Business Analyst III / 1 - Regular / 01 - Full Time Exempt / GRD26 / 00 / \$72,861.57
New Hire	New Hire	03/11/2013	N/A	N/A	1600 - Juvenile Public Defender	30003944 / Attorney I / 1 - Regular / 01 - Full Time Exempt / GRD22 / 00 / \$57,241.60
New Hire	New Hire	03/04/2013	N/A	N/A	1850 - Health and Human Sv and Vet Sv	30000665 / Education Instructional S / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$31,615.00
New Hire	New Hire	03/11/2013	N/A	N/A	3500 - Sheriff	30050212 / Office Specialist Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$37,042.72
New Hire	New Hire	03/18/2013	N/A	N/A	1400 - Information Technology Service	30050190 / Business Analyst II / 1 - Regular / 01 - Full Time Exempt / GRD24 / 00 / \$65,000.00
New Hire	New Hire	03/18/2013	N/A	N/A	3500 - Sheriff	30050214 / Records Analyst / 1 - Regular / 02 - Full Time Non-Exempt / GRD17 / 00 / \$41,995.20
New Hire	New Hire	03/18/2013	N/A	N/A	3100 - County Attorney	30000821 / Law Clerk I / 1 - Regular / 04 - Part Time Non-Exempt / GRD15 / 00 / \$17,604.25
New Hire	New Hire	03/25/2013	N/A	N/A	3100 - County Attorney	30000769 / Attorney II / 1 - Regular / 01 - Full Time Exempt / GRD23 / 00 / \$77,306.53

WEEKLY PERSONNEL AMENDMENTS - ROUTINE

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New Hire	New Hire	03/11/2013	N/A	N/A	3300 - District Attorney	30001398 / Investigator / 1 - Regular / 02 - Full Time Non-Exempt / GRD67 / 01 / \$70,779.49
New Hire	New Hire	03/18/2013	N/A	N/A	3460 - Constable Pct 3	30001815 / Constable Deputy / 1 - Regular / 02 - Full Time Non-Exempt / GRD61 / 01 / \$49,686.62
New Hire	New Hire	03/18/2013	N/A	N/A	3460 - Constable Pct 3	30001817 / Constable Deputy / 1 - Regular / 02 - Full Time Non-Exempt / GRD61 / 01 / \$49,686.62
New Hire	New Hire	03/11/2013	N/A	N/A	3300 - District Attorney	30001353 / Attorney VI / 1 - Regular / 01 - Full Time Exempt / GRD29 / 00 / \$91,956.80
New Hire	New Hire	03/18/2013	N/A	N/A	3500 - Sheriff	30002068 / Office Specialist Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$37,042.72
New Hire	New Hire	03/18/2013	N/A	N/A	3100 - County Attorney	30050204 / Victim Counselor Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD17 / 00 / \$44,366.40
New Hire	New Hire	03/18/2013	N/A	N/A	1850 - Health and Human Sv and Vet Sv	30050851 / Interpreter Sign Language / 2 - Temporary / 06 - Hourly - No Bnf / GRD22 / 00 / \$34.00
Re-Hire	Re-Hire	03/11/2013	N/A	N/A	3050 - Tax Collector	30005851 / Administrative Asst I / 2 - Temporary / 05 - Hourly - Retmt / GRD13 / 00 / \$14.54

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Mobility	Temporary to Regular	03/04/2013	1550 - Counseling and Education Sv	30003800 / Office Specialist / 2 - Temporary / 05 - Hourly - Retmt / GRD12 / 00 / \$13.59	1550 - Counseling and Education Sv	30003811 / Office Specialist / 1 - Regular / 02 - Full Time Non-Exempt / GRD12 / 00 / \$30,804.80
Mobility	Temporary to Regular	03/04/2013	1450 - Facilities Management	30000490 / Custodian / 2 - Temporary / 06 - Hourly - No Bnf / GRD07 / 00 / \$11.00	1450 - Facilities Management	30050191 / Custodian / 1 - Regular / 02 - Full Time Non-Exempt / GRD07 / 00 / \$22,880.00
Mobility	Career Ladder	03/05/2013	3500 - Sheriff	30002970 / Cadet / 1 - Regular / 02 - Full Time Non-Exempt / GRD80 / 01 / \$38,919.50	3500 - Sheriff	30002970 / Corrections Officer / 1 - Regular / 02 - Full Time Non-Exempt / GRD81 / 01 / \$44,368.27
Mobility	Career Ladder	03/21/2013	3500 - Sheriff	30002527 / Corrections Officer / 1 - Regular / 02 - Full Time Non-Exempt / GRD81 / 01 / \$44,368.27	3500 - Sheriff	30002527 / Corrections Officer Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD83 / 01 / \$48,226.26
Mobility	Career Ladder	03/05/2013	3500 - Sheriff	30002816 / Cadet / 1 - Regular / 02 - Full Time Non-Exempt / GRD80 / 01 / \$38,919.50	3500 - Sheriff	30002816 / Corrections Officer / 1 - Regular / 02 - Full Time Non-Exempt / GRD81 / 01 / \$44,368.27
Mobility	Career Ladder	03/05/2013	3500 - Sheriff	30002293 / Cadet / 1 - Regular / 02 - Full Time Non-Exempt / GRD80 / 01 / \$38,919.50	3500 - Sheriff	30002293 / Corrections Officer / 1 - Regular / 02 - Full Time Non-Exempt / GRD81 / 01 / \$44,368.27
Mobility	Career Ladder	03/19/2013	3500 - Sheriff	30002499 / Cadet / 1 - Regular / 02 - Full Time Non-Exempt / GRD80 / 01 / \$38,919.50	3500 - Sheriff	30002499 / Corrections Officer / 1 - Regular / 02 - Full Time Non-Exempt / GRD81 / 01 / \$44,368.27
Mobility	Career Ladder	03/11/2013	3500 - Sheriff	30002543 / Corrections Officer / 1 - Regular / 02 - Full Time Non-Exempt / GRD81 / 01 / \$44,368.27	3500 - Sheriff	30002543 / Corrections Officer Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD83 / 01 / \$48,226.26

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Mobility	Reclassification	03/01/2013	3200 - District Clerk	30001100 / Court Clerk I / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$30,238.83	3200 - District Clerk	30001100 / Court Clerk II / 1 - Regular / 02 - Full Time Non-Exempt / GRD15 / 00 / \$34,608.50
Mobility	Career Ladder	03/06/2013	3500 - Sheriff	30002879 / Corrections Officer / 1 - Regular / 02 - Full Time Non-Exempt / GRD81 / 01 / \$44,368.27	3500 - Sheriff	30002879 / Corrections Officer Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD83 / 01 / \$48,226.26
Mobility	Career Ladder	02/07/2013	3500 - Sheriff	30002831 / Corrections Officer / 1 - Regular / 02 - Full Time Non-Exempt / GRD81 / 01 / \$44,368.27	3500 - Sheriff	30002831 / Corrections Officer Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD83 / 01 / \$48,226.26
Mobility	Career Ladder	03/07/2013	3500 - Sheriff	30002592 / Corrections Officer / 1 - Regular / 02 - Full Time Non-Exempt / GRD81 / 01 / \$44,368.27	3500 - Sheriff	30002592 / Corrections Officer Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD83 / 01 / \$48,226.26
Mobility	Promotion	03/01/2013	3200 - District Clerk	30001165 / Court Clerk II Sr / 1 - Regular / 01 - Full Time Exempt / GRD20 / 00 / \$58,435.43	3200 - District Clerk	30001069 / Court Services Program Mgr / 1 - Regular / 01 - Full Time Exempt / GRD24 / 00 / \$64,500.00
Mobility	Career Ladder	03/11/2013	3500 - Sheriff	30002548 / Corrections Officer Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD81 / 01 / \$44,368.27	3500 - Sheriff	30002548 / Corrections Officer Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD83 / 01 / \$48,226.26
Salary Change	Salary/Hourly Rate Change (Error Correction Pers. Amend. 2/5/13)	01/02/2013	1150 - County Commissioner 3	30000016 / Executive Asst / 1 - Regular / 01 - Full Time Exempt / GRD17 / 00 / \$52,380.02	1150 - County Commissioner 3	GRD17 / 00 / \$53,000.00

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WEEKLY PERSONNEL AMENDMENTS - ROUTINE

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Salary Change	Salary/Hourly Rate Change (Error Correction Pers. Amend. 2/5/13)	01/02/2013	1150 - County Commissioner 3	30000015 / Executive Asst-Elected Official / 1 - Regular / 01 - Full Time Exempt / GRD19 / 00 / \$50,908.00	1150 - County Commissioner 3	GRD19 / 00 / \$55,000.00

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**FY 13 TEMPORARY POSITION EXTENSIONS - TEMPORARY HOURLY NO BENEFIT POSITIONS**

<b>Personnel Area</b>	<b>Position Number</b>	<b>Position Title</b>
<b>County Atty</b>	30000891, 30000892, 30000893, 30000894, 30000895, 30000896, 30000897, 30000898	Office Asst
<b>District Attorney</b>	30050114	Attorney VI
<b>District Attorney</b>	30050113	County/District Attorney Div Dir
<b>District Attorney</b>	30050054	Law Clerk II
<b>District Attorney</b>	30050025, 30050072, 30050282	Office Specialist
<b>Facilities Management</b>	30000478, 30000490, 30000511, 30005542	Custodian
<b>Facilities Management</b>	30000450, 30000454, 30005979, 30005980, 30005981	Groundskeeper
<b>Health and Human Sv and Vet Sv</b>	30050276, 30050277, 30050401, 30050426	Office Specialist
<b>Health and Human Sv and Vet Sv</b>	30050287	Planner
<b>Health and Human Sv and Vet Sv</b>	30050502, 30050551	Planner Mgmt Research Asst
<b>Health and Human Sv and Vet Sv</b>	30006014	Volunteer Coord
<b>Intergovernmental Relations</b>	30050451	Administrative Asst II
<b>Justice of the Peace Pct 4</b>	30050403	Court Clerk I
<b>Purchasing</b>	30005543	Pur Support Specialist I
<b>Transportation and Nat Rsrc</b>	30050601, 30050602	Natural Resources Tech
<b>Transportation and Nat Rsrc</b>	30004776, 30004864, 30004866, 30004867, 30004872, 30004889, 30004906, 30004907, 30004910, 30050006, 30050009, 30050010, 30050011, 30050012, 30050013, 30050014, 30050015, 30050016, 30050017, 30050018, 30050019, 30050020	Park Tech I
<b>Transportation and Nat Rsrc</b>	30004832	Park Tech II



<b>AD HOC CLASSIFICATION CHANGE CORRECTION</b>							
		<b>Current</b>			<b>HRMD Recommends</b>		
<b>Dept.</b>	<b>Position</b>	<b>Budgeted Title / Job Object ID</b>	<b>FLSA</b>	<b>Pay Grade</b>	<b>Budgeted Title / Job Object ID</b>	<b>FLSA</b>	<b>Pay Grade</b>
<b>County Clerk</b>	<b>30001012</b>	Court Clerk Asst / 20000082	NE	11	Court Clerk II / 20000084	15	NE
<b>Correcting position number for an ad hoc classification approved on 3/5/13. Position should have been 30001012 instead of 30000918.</b>							

**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**

