

Item 19



Travis County Commissioners Court Agenda Request

Meeting Date: 4/2/13

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 "JB".

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 – 5.

FY 13 Temporary Position Extensions – Page 6.

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 by **Tuesdays at 5:00 p.m.** for the next week's meeting.



HRMD

Human Resources Management Department

700 Lavaca Street, 4th Floor

• P.O. Box 1748

• Austin, Texas 78767

• (512) 854-9165 / FAX (512) 854-9757

April 2, 2013

ITEM # :

DATE: March 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

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

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	03/19/2013	N/A	N/A	3500 - Sheriff	30003026 / Office Specialist Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$31,158.40
New Hire	New Hire	04/01/2013	N/A	N/A	3500 - Sheriff	30005891 / Cadet / 1 - Regular / 02 - Full Time Non-Exempt / GRD80 / 01 / \$38,919.50
New Hire	New Hire	03/18/2013	N/A	N/A	3200 - District Clerk	30001106 / Court Clerk I / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$30,238.83
New Hire	New Hire	04/01/2013	N/A	N/A	3500 - Sheriff	30003138 / Dispatch Specialist 911 / 1 - Regular / 02 - Full Time Non-Exempt / GRD15 / 00 / \$43,260.67
New Hire	New Hire	04/01/2013	N/A	N/A	3500 - Sheriff	30002498 / Cadet / 1 - Regular / 02 - Full Time Non-Exempt / GRD80 / 01 / \$38,919.50
New Hire	New Hire	03/18/2013	N/A	N/A	1450 - Facilities Management	30000490 / Custodian / 2 - Temporary / 06 - Hourly - No Bnf / GRD07 / 00 / \$11.00
New Hire	New Hire	03/19/2013	N/A	N/A	3650 - Juvenile Probation	30004189 / Juvenile Detention Officer Asst / 2 - Temporary / 05 - Hourly - Retmt / GRD12 / 00 / \$13.59

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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	03/25/2013	N/A	N/A	3100 - County Attorney	30000826 / Legal Secretary / 1 - Regular / 02 - Full Time Non-Exempt / GRD15 / 00 / \$43,260.67
New Hire	New Hire	03/13/2013	N/A	N/A	3150 - County Clerk	30000966 / Office Asst / 2 - Temporary / 05 - Hourly - Retmt / GRD10 / 00 / \$11.87
New Hire	New Hire	03/13/2013	N/A	N/A	3150 - County Clerk	30001015 / Office Asst / 2 - Temporary / 05 - Hourly - Retmt / GRD10 / 00 / \$11.87
New Hire	New Hire	03/21/2013	N/A	N/A	3650 - Juvenile Probation	30003974 / Court Clerk II / 1 - Regular / 02 - Full Time Non-Exempt / GRD15 / 00 / \$36,691.20
New Hire	New Hire	04/08/2013	N/A	N/A	1700 - Transportation and Nat Rsrc	30050234 / Natural Resources Tech / 1 - Regular / 02 - Full Time Non-Exempt / GRD16 / 00 / \$40,352.00
New Hire	New Hire	03/22/2013	N/A	N/A	3300 - District Attorney	30001465 / Law Clerk II / 2 - Temporary / 05 - Hourly - Retmt / GRD19 / 00 / \$22.46
New Hire	New Hire	03/25/2013	N/A	N/A	3000 - County Treasurer	30000111 / Accounting Clerk / 1 - Regular / 02 - Full Time Non-Exempt / GRD12 / 00 / \$30,343.66

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WEEKLY PERSONNEL AMENDMENTS - ROUTINE

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Re-Hire	Re-Hire	03/18/2013	N/A	N/A	3200 - District Clerk	30001098 / Court Clerk II / 1 - Regular / 02 - Full Time Non-Exempt / GRD15 / 00 / \$34,608.50
Mobility	Career Ladder	03/21/2013	3500 - Sheriff	30002855 / Corrections Officer / 1 - Regular / 02 - Full Time Non-Exempt / GRD81 / 01 / \$44,368.27	3500 - Sheriff	30002855 / Corrections Officer Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD83 / 01 / \$48,226.26
Mobility	Interdpt Change	03/16/2013	3200 - District Clerk	30001098 / Court Clerk II / 1 - Regular / 02 - Full Time Non-Exempt / GRD15 / 00 / \$35,291.26	3250 - Civil Courts	30001191 / Court Operations Officer / 1 - Regular / 02 - Full Time Non-Exempt / GRD17 / 00 / \$43,516.72
Mobility	Interdpt Change	03/18/2013	3100 - County Attorney	30000718 / Attorney IV / 1 - Regular / 01 - Full Time Exempt / GRD27 / 00 / \$77,956.53	3300 - District Attorney	30001360 / Attorney IV / 1 - Regular / 01 - Full Time Exempt / GRD27 / 00 / \$77,956.53
Mobility	Interdpt Change	04/01/2013	3550 - CSCD	30003467 / CSCD Planner Sr / 1 - Regular / 01 - Full Time Exempt / NCF01 / 00 / \$65,682.83	1750 - Criminal Justice Planning	30005138 / Planning Mgr / 1 - Regular / 01 - Full Time Exempt / GRD24 / 00 / \$72,500.00
Mobility	Promotion	03/01/2013	3200 - District Clerk	30001115 / Records Analyst Assoc / 1 - Regular / 02 - Full Time Non-Exempt / GRD15 / 00 / \$37,990.61	3200 - District Clerk	30001165 / Court Clerk II Sr / 1 - Regular / 01 - Full Time Exempt / GRD16 / 00 / \$40,352.00
Mobility	Promotion	04/16/2013	1700 - Transportation and Nat Rsrc	30004902 / Park Maintenance Worker Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD11 / 00 / \$34,412.56	1700 - Transportation and Nat Rsrc	30004751 / Natural Resources Tech / 1 - Regular / 02 - Full Time Non-Exempt / GRD16 / 00 / \$40,352.00

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Mobility	Promotion	03/18/2013	3150 - County Clerk	30001024 / Office Asst / 2 - Temporary / 05 - Hourly - Retmt / GRD10 / 00 / \$11.87	3150 - County Clerk	30050351 / Elections Operations Clerk IV 11 / 2 - Temporary / 06 - Hourly - No Bnf / NCF01 / 00 / \$16.00

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FY 13 TEMPORARY POSITION EXTENSIONS - TEMPORARY HOURLY NO BENEFIT POSITIONS

Personnel Area	Position Number	Position Title
Constable 2	30005873	Court Clerk I
RMCR	30005992	Imaging Production Tech
RMCR	30005627	Law Librarian
RMCR	30050326	Office Asst

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

