



Item 17

Travis County Commissioners Court Agenda Request

Meeting Date: 4/9/13

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 the following items for Human Resources Management Department:

- A. Proposed routine personnel amendments;
- B. Non-routine requests from Records Management and Communication Resources for a variance to Travis County Code Chapter §10.03009, Voluntary Job Change; and
- C. Non-routine request from Juvenile Probation 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 – 7 and 9 - 11.

B. Non-Routine Personnel Actions – Pages 8, 12 - 14.

Records Mgmt and Communication Resources requests approval for two voluntary job changes moving the employees' pay above midpoint – Travis County Code § 10.03009, Positions 30005211 and 30005214, Mailroom Services Asst, PG 9. HRMD has reviewed supporting documentation and concurs.

C. Non-Routine Personnel Action – Pages 8, 15 - 17.

Juvenile Probation requests approval for a voluntary job change retaining the employee's pay that is above midpoint – Travis County Code § 10.03009, Position 30004420, Mailroom Services Asst, PG 9. HRMD has reviewed supporting documentation and concurs.

If you have any questions or comments, please contact Todd L. Osburn at 854-2744.

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.

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

April 9, 2013

ITEM # :

DATE: March 29, 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.

A. Routine Personnel Actions – Pages 2 – 7 and 9 - 11.

B. Non-Routine Personnel Actions – Pages 8, 12 - 14.

Records Mgmt and Communication Resources requests approval for two voluntary job changes moving the employees' pay above midpoint – Travis County Code § 10.03009, Positions 30005211 and 30005214, Mailroom Services Asst, PG 9. HRMD has reviewed supporting documentation and concurs.

C. Non-Routine Personnel Action – Pages 8, 15 - 17.

Juvenile Probation requests approval for a voluntary job change retaining the employee's pay that is above midpoint – Travis County Code § 10.03009, Position 30004420, Mailroom Services Asst, PG 9. 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	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	03/29/2013	N/A	N/A	1700 - Transportation and Nat Rsrc	30004864 / Park Tech I / 2 - Temporary / 06 - Hourly - No Bnf / GRD08 / 00 / \$11.00
New Hire	New Hire	03/29/2013	N/A	N/A	1700 - Transportation and Nat Rsrc	30050006 / Park Tech I / 2 - Temporary / 06 - Hourly - No Bnf / GRD08 / 00 / \$11.00
New Hire	New Hire	03/29/2013	N/A	N/A	1700 - Transportation and Nat Rsrc	30004866 / Park Tech I / 2 - Temporary / 06 - Hourly - No Bnf / GRD08 / 00 / \$11.00
New Hire	New Hire	03/29/2013	N/A	N/A	1700 - Transportation and Nat Rsrc	30004774 / Park Tech I / 2 - Temporary / 05 - Hourly - Retmt / GRD08 / 00 / \$11.00
New Hire	New Hire	03/29/2013	N/A	N/A	1700 - Transportation and Nat Rsrc	30004776 / Park Tech I / 2 - Temporary / 06 - Hourly - No Bnf / GRD08 / 00 / \$11.00
New Hire	New Hire	03/29/2013	N/A	N/A	1700 - Transportation and Nat Rsrc	30004889 / Park Tech I / 2 - Temporary / 06 - Hourly - No Bnf / GRD08 / 00 / \$11.00
New Hire	New Hire	04/08/2013	N/A	N/A	1700 - Transportation and Nat Rsrc	30004815 / Park Maintenance Worker / 1 - Regular / 02 - Full Time Non-Exempt / GRD09 / 00 / \$25,126.40

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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	04/15/2013	N/A	N/A	1700 - Transportation and Nat Rsrc	30050009 / Park Tech I / 2 - Temporary / 06 - Hourly - No Bnf / GRD08 / 00 / \$11.00
New Hire	New Hire	04/01/2013	N/A	N/A	1900 - STAR Flight	30005529 / Aircraft Mechanic / 1 - Regular / 02 - Full Time Non-Exempt / GRD22 / 00 / \$57,990.40
New Hire	New Hire	04/01/2013	N/A	N/A	3150 - County Clerk	30001017 / Recording Specialist I / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$31,158.40
New Hire	New Hire	03/18/2013	N/A	N/A	3450 - Constable Pct 1	30050295 / Constable Deputy / 4 - Special Project / 02 - Full Time Non-Exempt / GRD61 / 01 / \$49,686.62
New Hire	New Hire	04/01/2013	N/A	N/A	3500 - Sheriff	30002065 / Office Specialist Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$37,042.72
New Hire	New Hire	04/01/2013	N/A	N/A	3500 - Sheriff	30003159 / 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	30002815 / Corrections Officer / 1 - Regular / 02 - Full Time Non-Exempt / GRD80 / 01 / \$38,919.50

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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	Position / Position Title / Employee Group / Employee Subgroup / Grade / Level / Salary/Rate Amt
New Hire	New Hire	04/08/2013	N/A	N/A	3500 - Sheriff	30001974 / Registered Nurse Charge N / 1 - Regular / 02 - Full Time Non-Exempt / GRD22 / 00 / \$69,473.66
New Hire	New Hire	04/01/2013	N/A	N/A	3600 - Pretrial Services	30003907 / Pretrial Officer I / 1 - Regular / 02 - Full Time Non-Exempt / GRD16 / 00 / \$39,249.60
New Hire	New Hire	04/01/2013	N/A	N/A	3650 - Juvenile Probation	30004242 / Juvenile Detention Officer I / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$31,158.40
New Hire	New Hire	04/01/2013	N/A	N/A	3650 - Juvenile Probation	30004315 / Juvenile Rsdnt Treatment Ofcr Asst / 2 - Temporary / 05 - Hourly - Retmt / GRD12 / 00 / \$13.59
New Hire	New Hire	04/03/2013	N/A	N/A	3650 - Juvenile Probation	30004258 / Juvenile Detention Officer I / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$30,238.83
Re-Hire	Re-Hire	03/29/2013	N/A	N/A	1700 - Transportation and Nat Rsrc	30004867 / Park Tech I / 2 - Temporary / 06 - Hourly - No Bnf / GRD08 / 00 / \$11.00

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WEEKLY PERSONNEL AMENDMENTS - ROUTINE

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Re-Hire	Re-Hire	03/29/2013	N/A	N/A	1700 - Transportation and Nat Rsrc	30050010 / Park Tech I / 2 - Temporary / 06 - Hourly - No Bnf / GRD08 / 00 / \$11.00
Re-Hire	Re-Hire	03/29/2013	N/A	N/A	1700 - Transportation and Nat Rsrc	30050452 / Park Maintenance Worker / 1 - Regular / 02 - Full Time Non-Exempt / GRD09 / 00 / \$25,126.40
Re-Hire	Re-Hire	03/29/2013	N/A	N/A	1700 - Transportation and Nat Rsrc	30004907 / Park Tech I / 2 - Temporary / 06 - Hourly - No Bnf / GRD08 / 00 / \$11.00
Re-Hire	Re-Hire	03/29/2013	N/A	N/A	1700 - Transportation and Nat Rsrc	30004910 / Park Tech I / 2 - Temporary / 06 - Hourly - No Bnf / GRD08 / 00 / \$11.00
Re-Hire	Re-Hire	03/29/2013	N/A	N/A	1700 - Transportation and Nat Rsrc	30004872 / Park Tech I / 2 - Temporary / 06 - Hourly - No Bnf / GRD08 / 00 / \$11.00
Mobility	Career Ladder	04/01/2013	3650 - Juvenile Probation	30004398 / Juvenile Detention Officer II / 1 - Regular / 02 - Full Time Non-Exempt / GRD14 / 00 / \$33,734.48	3650 - Juvenile Probation	30004398 / Juvenile Detention Officer III / 1 - Regular / 02 - Full Time Non-Exempt / GRD15 / 00 / \$35,421.20

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WEEKLY PERSONNEL AMENDMENTS - ROUTINE

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Mobility	Career Ladder	04/01/2013	3650 - Juvenile Probation	30004278 / Juvenile Detention Officer II / 1 - Regular / 02 - Full Time Non- Exempt / GRD14 / 00 / \$32,859.42	3650 - Juvenile Probation	30004278 / Juvenile Detention Officer III / 1 - Regular / 02 - Full Time Non- Exempt / GRD15 / 00 / \$34,608.50
Mobility	Interdpt Change	04/01/2013	3500 - Sheriff	30002031 / Counselor Sr / 1 - Regular / 02 - Full Time Non- Exempt / GRD17 / 00 / \$39,880.46	3650 - Juvenile Probation	30004538 / Guardian Ad Litem I / 1 - Regular / 01 - Full Time Exempt / GRD17 / 00 / \$41,995.20
Mobility	Promotion	03/01/2013	3300 - District Attorney	30001425 / Office Specialist / 1 - Regular / 02 - Full Time Non-Exempt / GRD12 / 00 / \$29,099.20	3300 - District Attorney	30001424 / Legal Secretary / 1 - Regular / 02 - Full Time Non-Exempt / GRD15 / 00 / \$34,608.50
Mobility	Promotion	04/01/2013	3650 - Juvenile Probation	30004537 / Guardian Ad Litem II / 1 - Regular / 01 - Full Time Exempt / GRD18 / 00 / \$46,152.70	3650 - Juvenile Probation	30004541 / Guardian Ad Litem Sr / 1 - Regular / 01 - Full Time Exempt / GRD19 / 00 / \$48,460.33
Mobility	Promotion	04/01/2013	3650 - Juvenile Probation	30004511 / Business Analyst I / 1 - Regular / 01 - Full Time Exempt / GRD22 / 00 / \$62,254.40	3650 - Juvenile Probation	30004510 / Business Analyst II / 1 - Regular / 01 - Full Time Exempt / GRD24 / 00 / \$65,367.12
Salary Change	Salary/Hourly Rate Change	3/27/2013	1400 - Information Technology Service	30000334 / Project Mgr Div Mgr / 1 - Regular / 01 - Full Time Exempt / GRD32 / 00 / \$113,683.65	1400 - Information Technology Service	GRD32 / 00 / \$122,512.00
Mobility	Temporary Assignment	3/27/2013	1400 - Information Technology Service	30000334 / Project Mgr Div Mgr / 1 - Regular / 01 - Full Time Exempt / GRD32 / 00 / \$122,512.00	1400 - Information Technology Service	30000324 / Information Officer Chief 1 - Regular / 01 - Full Time Exempt / GRD34 / 00 / \$128,980.80

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AD HOC CLASSIFICATION CHANGE

		Current			HRMD Recommends		
Dept.	Position	Budgeted Title / Job Object ID	FLSA	Pay Grade	Budgeted Title / Job Object ID	FLSA	Pay Grade
Criminal Justice Planning	30005625	Case Worker / 20000195	NE	16	Social Worker / 20000202	E	18

Department request in order to meet departmental needs. PBO has confirmed funding available.

NEW JOB CLASSIFICATION

Job Title / Job Object ID	FLSA	Pay Grade
Psychology Intern / 2XXXXXXX	NE	12

See attached memo and job descriptions, pages 9 - 11.

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NON-ROUTINES – Voluntary Reassignments

Dept. (From)	CURRENT Position / Position Title / Employee Group / Employee Subgroup / Grade / Level / Salary / Rate Amt	Dept. (To)	NEW Position / Position Title / Employee Group / Employee Subgroup / Grade / Level / Salary / Rate Amt	Comments
Transportation and Nat Rsrc	30004992 / Road Maintenance Worker / 1 - Regular / 02 - Full Time Non-Exempt / GRD10 / 00 / \$27,818.96	Rcd Mgmt and Comm Rsrc	30005211 / Mailroom Services Asst / 1 - Regular / 02 - Full Time Non-Exempt / GRD09 / 00 / \$29,120.00	Voluntary job change. Pay is between midpoint and max of pay grade. Travis County Code § 10.03009.
Transportation and Nat Rsrc	30004972 / Road Maintenance Worker / 1 - Regular / 02 - Full Time Non-Exempt / GRD10 / 00 / \$24,681.49	Rcd Mgmt and Comm Rsrc	30005214 / Mailroom Services Asst / 1 - Regular / 02 - Full Time Non-Exempt / GRD09 / 00 / \$29,120.00	Voluntary job change. Pay remains the same. Pay is between midpoint and max of pay grade. Travis County Code § 10.03009.
Juvenile Probation	30004471 / Building Maintenance Worker / 1 - Regular / 02 - Full Time Non-Exempt / GRD11 / 00 / \$29,482.96	3650 - Juvenile Probation	30004420 / Mailroom Services Asst / 1 - Regular / 02 - Full Time Non-Exempt / GRD09 / 00 / \$29,482.96	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

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Human Resources Management

700 Lavaca, 4th Floor • P.O. Box 1748 • Austin, Texas 78701 • (512) 854-9165

MEMORANDUM

DATE: March 29, 2013
TO: Members of the Commissioners Court
VIA: Leslie Browder, County Executive, Planning & Budget Office *LB*
FROM: Todd Osburn, Compensation Manager *TO*
SUBJECT: Proposed New Job Classification

HRMD recommends creation of one new job classification as outlined below:

Psychology Intern

This position provides individual, group, and family therapy within a secure and non-secure residential setting. Maintains documentation of service delivery in accordance with standards of the psychology profession and ensures that all documentation is reviewed and co-signed by direct clinical supervisor. Conducts mental health assessments and psychological evaluations under direct supervision. Engages in program development for the department and the psychology internship program. Provides training to clinical and non-clinical department staff.

Creation of this job title was necessary to support additional psychological services provided through a grant administered by Juvenile Probation. The classification system currently has a job description for Psychologists and a Psychology Services Manager, but does not include a job description for interns performing supervised psychology services. Consistent with pay levels for other paid interns, the job is recommended to be put in Pay Grade 12 on the Classified Pay Scale.

Should you have questions, contact Todd Osburn at ext. 4-2744.

TRAVIS COUNTY JOB DESCRIPTION

JOB TITLE: Psychology Intern**JOB CODE:**
PAY GRADE: 12**FLSA STATUS:** Non-Exempt
LAST REVISED: 4/9/2013**JOB SUMMARY:**

Operates under the direct clinical and administrative supervision of the Training Director or other licensed psychologists employed by the probation department. Provides individual, group, and family therapy within a secure and non-secure residential setting. Maintains documentation of service delivery in accordance with standards of the psychology profession and ensures that all documentation is reviewed and co-signed by direct clinical supervisor. Conducts mental health assessments and psychological evaluations under direct supervision. Engages in program development for the department and the psychology internship program. Provides training to clinical and non-clinical department staff. Participates in didactic training seminars and clinical supervision to ensure knowledge and use of relevant psychological concepts in accordance with the ethical, legal, and professional standards of the field of psychology.

DISTINGUISHING CHARACTERISTICS:

This is a job classification within the Social Services job family. At this level of training, the ability to provide services as well as to grow professionally are prime factors for evaluating the intern's effectiveness as a psychologist. This position is planned as a training position which provides intensive and continuous practical experience in the utilization of advanced techniques and procedures as they apply to the practice of psychology in a juvenile setting.

DUTIES AND RESPONSIBILITIES:

- Provides individual, group, and family therapy within a secure and non-secure residential setting.
- Maintains documentation of service delivery in accordance with standards of the psychology profession and ensures that all documentation is reviewed and co-signed by direct clinical supervisor.
- Conducts mental health assessments and psychological evaluations.
- Provides professional psychological services as a member of an interdisciplinary team with at least four hours/week supervision by the Training Director or other licensed doctoral level psychologists employed by the County.
- Participates in didactic training seminars and clinical supervision to ensure knowledge and use of relevant psychological concepts in accordance with the ethical, legal, and professional standards of the field of psychology.
- Keeps abreast of new trends and techniques, develops and improves professional skills, and maintains contact with the academic and professional community.
- Engages in program development for the department and the psychology internship program.
- Provides training to clinical and non-clinical department staff.
- Attends court hearings and communicates with personnel throughout the department regarding psychological programs and services.

MINIMUM REQUIREMENTS:**Education and Experience:**

Must be enrolled in an accredited doctoral program in psychology with prior level practicum training in assessments and interventions.

Licenses, Registrations, Certifications, or Special Requirements:

Must be in a doctoral program in psychology and must be ready to apply for and participate in a full-time psychology internship program as confirmed by the Director of Clinical Training of his/her graduate institution that he/she meets the requirements to apply for and participate in a psychology internship (as demonstrated on the Association of Psychology Postdoctoral and Internship Centers' (APPIC) standardized internship application).

MINIMUM REQUIREMENTS: (Cont.)**Knowledge, Skills, and Abilities:**

TRAVIS COUNTY JOB DESCRIPTION

JOB TITLE: Psychology Intern

JOB CODE:
PAY GRADE: 12

FLSA STATUS: Non-Exempt
LAST REVISED: 4/9/2013

Knowledge of:

- Psychology, psychometry, psychopathy and physiological principles.
- Diagnostic criteria.
- Psychological evaluation methods.
- Counseling and guidance skills and techniques that effectively influence attitudes and behaviors.
- Ethical and professional aspects of a psychological services delivery system.
- Policies, procedures, rules and regulations.
- Child and adolescent development.

Skill in:

- Using psychological evaluation and assessment techniques.
- Interpreting diagnostic evaluations and analyzing behavior.
- Preparing and maintaining accurate records, files and reports.
- Interacting effectively with clients, colleagues, and outside contacts.
- Both verbal and written communication.

Ability to:

- Plan and engage in psychological activities and research.
- Organize workloads.
- Provide psychological counseling and evaluation.
- Establish and maintain effective working relationships with County employees and officials, representatives of outside agencies, and the general public.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

Physical requirements include the ability to lift/carry up to 35-100 pounds occasionally, visual acuity, speech and hearing, hand and eye coordination and manual dexterity necessary to operate a computer and office equipment. Subject to standing, sitting, walking, climbing stairs, bending, stooping, crouching, kneeling, pushing, pulling, reaching, repetitive motion, twisting, balancing, repetitive motion, client/customer contact, squatting, and occasional indoor/outdoor activities to perform the essential functions. Subject to contact with communicable diseases, radiation, hazardous waste, human fecal matter and foul odors.

This job description is intended to be generic in nature. It is not necessarily an exhaustive list of all duties and responsibilities. The essential duties, functions and responsibilities and overtime eligibility may vary based on the specific tasks assigned to the position.



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 29, 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
FROM: Todd L. Osburn, Compensation Manager, HRMD
SUBJECT: Records Management Non-Routine Salary Action, Positions 30005211, 30005214

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

Records Management Request:

Records Management requests approval to increase the salary of two Mailroom Services Assistants (PG 9) who are transferring from Transportation and Natural Resources (TNR). Both employees are currently Road Maintenance Workers (PG 10). The proposed salaries would place the employees between midpoint and 10% above midpoint in the proposed new pay grade. The request applies to the following positions:

From:

Table with 5 columns: Dept, Position #, Title, PG, Salary. Rows include TNR 30004992 Road Maint Wkr and TNR 30004972 Road Maint Wkr.

To:

Table with 5 columns: Dept, Position #, Title, PG, Salary. Rows include Records 30005211 Mailroom Svcs Asst and Records 30005214 Mailroom Svcs Asst.

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 reducing the employees' pay grade but providing an increase in pay that is higher than midpoint, the employees' salaries are 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 these voluntary job changes. Records Management's request is based on a need for recruitment at levels consistent with past pay levels and is within the budget parameters of past employees. 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 11, 2013.



TRAVIS COUNTY

RECORDS MANAGEMENT & COMMUNICATION RESOURCES

700 Lavaca Street , Suite 330 PO Box 1748 Austin, TX 78767 Tel: (512) 854-9575 Fax: 854-4560

MEMORANDUM

TO: Commissioners Court

FROM: *S.B.* Steven Broberg, RMCR Director
T.A. Tom Ashburn, Support Services Manager

DATE: March 27, 2013

SUBJECT: New Mail Services Hires

RMCR hired two existing County employees to work in the Mail Services division at pay grade 9. We completed the pay determination guide and slotted their pay at \$14 per hour. \$14 per hour is 3% above midpoint. Since these are existing employees the proposed salary requires Commissioners Court approval.

The employees these hires are replacing made \$14.447 and \$16.078, so there is no fiscal impact to the change and overall, the proposed pay is consistent with the internal equity of the work group. Each of these new hires possesses a skill set and education level that we believe would be difficult to achieve by hiring outside of the department and exceeds that of the employees they were hired to replace. Finally, RMCR notes that if these were new hires from outside the County, this would be a routine personnel action.

RMCR requests Court approval for these personnel actions.



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 29, 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: Juvenile Probation Non-Routine Salary Action, Position 30004420

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

Juvenile Probation Request:

Juvenile Probation requests approval to maintain the current salary of one part-time Road Maintenance Worker (PG 10) concurrent with a voluntary job change to a Mailroom Services Assistant (PG 9). 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>Dept</u>	<u>Position #</u>	<u>Title</u>	<u>PG</u>	<u>Salary</u>
TNR	30004471	Road Maint Wkr	10	\$29,482.96

To:

<u>Dept</u>	<u>Position #</u>	<u>Title</u>	<u>PG</u>	<u>Salary</u>
Juv Prob	30004420	Mailroom Svcs Asst	9	\$29,482.96

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. Juvenile Probation's requested salary is consistent with other incumbents in this job classification. The salary is not excessive for the proposed pay grade. The Planning and Budget Office (PBO) has confirmed funding. The action would be effective April 1, 2013.



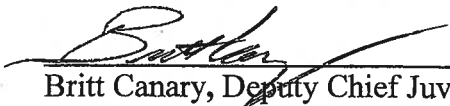
TRAVIS COUNTY JUVENILE PROBATION DEPARTMENT

2515 South Congress Avenue ~ Austin Texas 78704
Phone: (512)854-7000 Fax: (512)854-7097

2013
ESTELA P. MEDINA
Chief Juvenile Probation Officer
MAR 28 10:08

MEMORANDUM

To: Todd Osburn, Compensation Manager, HRMD

From: 
Britt Canary, Deputy Chief Juvenile Probation Officer, TCJPD

Subject: Voluntary Job Change

Date: March 25, 2013

The Juvenile Probation Department requests approval of a voluntary job change for employee # _____ in which the employee retains current salary at a lower pay grade. Employee seeks a voluntary job change from position #30004471 to position #30004420.

Due to this individual's experience, knowledge and ability we feel that the salary proposed, \$29,482.96, is appropriate.

The funds are available in the Department's current budget to accommodate this salary without requesting additional funds from PBO.

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