

Item 15



Travis County Commissioners Court Agenda Request

Meeting Date: 4/16/13

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; and
- B. Non-routine request from Sheriff's Office for a variance to Travis County Code § 10.03002, General Overview for Determining Pay Policy.

BACKGROUND/SUMMARY OF REQUEST AND ATTACHMENTS:

Attached are Personnel Amendments for Commissioners Court approval.

A. Routine Personnel Actions – Pages 2 – 7.

B. Non-Routine Personnel Action – Pages 7 - 11.

Sheriff's Office requests approval for a salary adjustment that exceeds 10% above midpoint – Travis County Code § 10.03002, Position 30001935, Chaplain Sr, PG 17. 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

April 16, 2013

ITEM # :

DATE: April 5, 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 *LS*

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.

B. Non-Routine Personnel Actions – Pages 7 - 11.

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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	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	04/08/2013	N/A	N/A	1700 - Transportation and Nat Rsrc	30004826 / Park Maintenance Worker / 1 - Regular / 02 - Full Time Non-Exempt / GRD09 / 00 / \$25,812.80
New Hire	New Hire	04/08/2013	N/A	N/A	1700 - Transportation and Nat Rsrc	30050601 / Natural Resources Tech / 2 - Temporary / 06 - Hourly - No Bnf / GRD16 / 00 / \$17.80
New Hire	New Hire	04/01/2013	N/A	N/A	1850 - Health and Human Sv and Vet Sv	30050236 / Accountant Assoc / 1 - Regular / 02 - Full Time Non-Exempt / GRD14 / 00 / \$37,211.20
New Hire	New Hire	04/01/2013	N/A	N/A	3150 - County Clerk	30006531 / Elections Operations Cler / 2 - Temporary / 06 - Hourly - No Bnf / NCF01 / 00 / \$14.00
New Hire	New Hire	03/21/2013	N/A	N/A	3150 - County Clerk	30006633 / Elections Operations Cler / 2 - Temporary / 06 - Hourly - No Bnf / NCF01 / 00 / \$14.00
New Hire	New Hire	03/21/2013	N/A	N/A	3150 - County Clerk	30006630 / Elections Operations Cler / 2 - Temporary / 06 - Hourly - No Bnf / NCF01 / 00 / \$14.00

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WEEKLY PERSONNEL AMENDMENTS - ROUTINE

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New Hire	New Hire	04/01/2013	N/A	N/A	3150 - County Clerk	30006675 / Elections Operations Cler / 2 - Temporary / 06 - Hourly - No Bnf / NCF01 / 00 / \$14.00
New Hire	New Hire	04/08/2013	N/A	N/A	3300 - District Attorney	30001296 / Attorney IV / 1 - Regular / 01 - Full Time Exempt / GRD27 / 00 / \$77,956.53
New Hire	New Hire	04/08/2013	N/A	N/A	3500 - Sheriff	30001959 / Registered Nurse Charge N / 1 - Regular / 02 - Full Time Non-Exempt / GRD22 / 00 / \$55,578.85
New Hire	New Hire	03/04/2013	N/A	N/A	3500 - Sheriff	30001919 / Accountant Assoc / 1 - Regular / 02 - Full Time Non-Exempt / GRD14 / 00 / \$39,623.17
Re-Hire	Re-Hire	04/01/2013	N/A	N/A	3400 - Justice of the Peace Pct 1	30050528 / Court Clerk I / 2 - Temporary / 06 - Hourly - No Bnf / GRD13 / 00 / \$14.54
Mobility	Career Ladder	03/08/2013	3500 - Sheriff	30002660 / Cadet / 1 - Regular / 02 - Full Time Non-Exempt / GRD80 / 01 / \$38,919.50	3500 - Sheriff	30002660 / Corrections Officer / 1 - Regular / 02 - Full Time Non-Exempt / GRD81 / 01 / \$44,368.27
Mobility	Career Ladder	03/21/2013	3500 - Sheriff	30003139 / Dispatch Spc 911 / 1 - Regular / 02 - Full Time Non-Exempt / GRD15 / 00 / \$35,792.43	3500 - Sheriff	30003139 / Dispatch Spc Sr Training Coord 911 / 1 - Regular / 02 - Full Time Non-Exempt / GRD16 / 00 / \$38,147.20

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WEEKLY PERSONNEL AMENDMENTS - ROUTINE

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Mobility	Career Ladder	04/04/2013	3500 - Sheriff	30002821 / Corrections Officer / 1 - Regular / 02 - Full Time Non-Exempt / GRD81 / 01 / \$44,368.27	3500 - Sheriff	30002821 / Corrections Officer Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD83 / 01 / \$48,226.26
Mobility	Career Ladder	04/03/2013	3500 - Sheriff	30002502 / Corrections Officer / 1 - Regular / 02 - Full Time Non-Exempt / GRD81 / 01 / \$44,368.27	3500 - Sheriff	30002502 / Corrections Officer Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD83 / 01 / \$48,226.26
Mobility	Career Ladder	03/19/2013	3500 - Sheriff	30003338 / Law Enforcement Sheriff Deputy / 1 - Regular / 02 - Full Time Non-Exempt / GRD72 / 03 / \$54,414.67	3500 - Sheriff	30003338 / Law Enforcement Sheriff Deputy Sr / 1 - Regular / 02 - Full Time Non- Exempt / GRD74 / 03 / \$58,681.38
Mobility	Demotion	04/03/2013	3410 - Justice of the Peace Pct 3	30001675 / Court Clerk II Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD16 / 00 / \$42,673.21	3410 - Justice of the Peace Pct 3	30001673 / Court Clerk I / 1 - Regular / 02 - Full Time Non- Exempt / GRD13 / 00 / \$36,272.23
Mobility	Interdpt Change	04/16/2013	1900 - STAR Flight	30005502 / Administrative Asst II / 1 - Regular / 02 - Full Time Non-Exempt / GRD15 / 00 / \$36,853.23	1850 - Health and Human Sv and Vet Sv	30005479 / Office Specialist / 1 - Regular / 02 - Full Time Non-Exempt / GRD12 / 00 / \$29,120.00
Mobility	Promotion	04/16/2013	3200 - District Clerk	30001158 / Court Clerk Asst / 4 - Special Project / 02 - Full Time Non-Exempt / GRD11 / 00 / \$27,996.80	3200 - District Clerk	30001156 / Court Clerk I / 1 - Regular / 02 - Full Time Non- Exempt / GRD13 / 00 / \$30,238.83
Mobility	Promotion	03/26/2013	3300 - District Attorney	30001417 / Victim Counselor Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD17 / 00 / \$47,699.81	3300 - District Attorney	30001412 / Victim Witness Services Div Dir / 1 - Regular / 01 - Full Time Exempt / GRD25 / 00 / \$70,137.60

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WEEKLY PERSONNEL AMENDMENTS - ROUTINE

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Mobility	Promotion	04/01/2013	3325 - Criminal Courts	30001580 / Planner Mgmt Research Specialist Sr / 1 - Regular / 01 - Full Time Exempt / GRD19 / 00 / \$60,259.26	3325 - Criminal Courts	30050803 / Business Analyst I / 1 - Regular / 01 - Full Time Exempt / GRD22 / 00 / \$63,272.22
Mobility	Promotion	04/01/2013	3325 - Criminal Courts	30001570 / Court Services Program Mgr / 1 - Regular / 01 - Full Time Exempt / GRD24 / 00 / \$80,926.47	3325 - Criminal Courts	30050802 / Business Analyst III / 1 - Regular / 01 - Full Time Exempt / GRD26 / 00 / \$84,972.79
Mobility	Promotion	04/01/2013	3500 - Sheriff	30002838 / Corrections Officer Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD83 / 02 / \$49,452.83	3500 - Sheriff	30002108 / Corrections Sergeant / 1 - Regular / 02 - Full Time Non-Exempt / GRD88 / 02 / \$74,320.06
Mobility	Promotion	04/01/2013	3500 - Sheriff	30003097 / Law Enforcement Sheriff Deputy Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD74 / 09 / \$68,004.56	3500 - Sheriff	30003046 / Law Enforcement Detective / 1 - Regular / 02 - Full Time Non-Exempt / GRD75 / 09 / \$82,365.09
Mobility	Reclassification	03/12/2013	1250 - Planning and Budget	30000264 / Business Analyst I / 1 - Regular / 01 - Full Time Exempt / GRD22 / 00 / \$55,578.85	1250 - Planning and Budget	30000264 / Business Analyst II / 1 - Regular / 01 - Full Time Exempt / GRD24 / 00 / \$63,638.43
Mobility	Temporary to Regular	04/01/2013	1450 - Facilities Management	30000558 / Office Specialist / 2 - Temporary / 05 - Hourly - Retmt / GRD12 / 00 / \$14.54	1450 - Facilities Management	30000568 / Exposition Center Coordinator / 1 - Regular / 01 - Full Time Exempt / GRD15 / 00 / \$34,755.76

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WEEKLY PERSONNEL AMENDMENTS - ROUTINE

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Mobility	Temporary Assignment	04/01/2013	1800 - Rcd Mgmt and Comm Rsrc	30005183 / Imaging Production Tech Supv / 1 - Regular / 02 - Full Time Non- Exempt / GRD15 / 00 / \$43,225.76	1800 - Rcd Mgmt and Comm Rsrc	30005215 / Reprographics Production Tech Supv / 1 - Regular / 02 - Full Time Non- Exempt / GRD15 / 00 / \$47,549.00
Salary Change	Salary/Hourly Rate Change (Correction to New Hire Action Pers. Amend. 3/26/13)	03/25/2013	3100 - County Attorney	30000769 / Attorney II / 1 - Regular / 01 - Full Time Exempt / GRD23 / 00 / \$77,306.53	3100 - County Attorney	GRD23 / 00 / \$61,256.00

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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
JP Pct 1	30001619	Court Clerk I / 20000083	NE	13	Court Clerk II / 20000084	NE	15

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

NON-ROUTINES – Salary Change

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
3500 - Sheriff	30001935 / Chaplain Sr / 1 - Regular / 02 - Full Time Exempt / GRD17 / 00 / \$57,001.79	3500 - Sheriff	30001935 / Chaplain Sr / 1 - Regular / 02 - Full Time Exempt / GRD17 / 00 / \$59,422.69	Salary adjustment. Pay is greater than 10% above midpoint, Travis County Code § 10.03002.

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



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: April 5, 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 Osburn, Compensation Manager *TO*

SUBJECT: TCSO - Non-Routine Salary Adjustment, Position 30001935

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

TCSO's Request:

TCSO requests approval to pay a salary adjustment to one Chaplain Sr. in the amount of \$2,420.90. The resulting pay differential is approximately 4.25 percent. The pay action would apply to the following position:

<u>Position #</u>	<u>From</u>	<u>To</u>
30001935	Chaplain Sr, PG 17 \$57,001.79	Chaplain Sr. PG 17 \$59,422.69

Policy:

Travis County Code §10.03002(b) states that existing employees may be moved along a pay range with permanent salary savings at the manager's discretion. Movement greater than 10% above midpoint requires Commissioners Court approval.

Issues:

The proposed salary action would move the incumbent to the maximum of the pay range. The employee is already above the midpoint + 10% threshold that triggers a non-routine review.

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Recommendation:

HRMD recommends approval of the proposed salary adjustment. TCSO's request facilitates retention of a key employee and is consistent with the intent of the referenced policy. Planning and Budget Office (PBO) has confirmed funding. The action would be effective April 1, 2013.



Greg Hamilton, Travis County Sheriff

MEMORANDUM

Date: March 27, 2013

TO: Todd Osborn, Compensation Manager, Travis County HRMD

FROM: Mark Sawa, Major of Administration and Support

SUBJECT: Salary Adjustment – Senior Chaplain . Position 30001935

This memorandum is a request and recommendation for a salary adjustment for Sr. Chaplain . The following narrative is the basis of this recommendation.

began his career with TCSO on October 16, 1984, but had been working as an Intern through the Clinical Pastoral Education Program of Brackenridge Hospital since January 1984. After the internship, then Sheriff Doyne Bailey offered a job as a Counselor, with the intent that another Chaplain's position would be opened soon. The three years as a Counselor offered tremendous opportunities and a wide variety of training within the Correctional Setting. In December 1987 began his role as Chaplain for TCJ while working with then Sr. Chaplain, continued in this role until the retirement of in September 1993. was promoted to Senior Chaplain and began revamping the Chaplain's program and expanded the mission and the ministry of what is now Chaplain Services.

Under leadership as Senior Chaplain, the Chaplain's office was moved to Del Valle and the initiative of recruiting volunteers to assist in the growing inmate population was implemented. organized the church community of Austin who then began meeting the need for Worship Services, Bible Studies and mentoring. Today, 150 volunteers serve along with Chaplain Services to minister to the spiritual needs of inmates and staff.

In 1993, the painful death of a staff member opened the door for and Chaplain Services ministering to the staff and offering a wide variety of support during times of need. The pastoring of our staff, while utilizing Chaplains, Clergy and Volunteers, is one of passions. Today, as the result of Sheriff Hamilton's leadership, the department is continuing to support its staff and their families through and Chaplain Services.

along with Chief Dan Richards, established Interfaith Chapel Development Corporation in order to raise funds to build the Chapel at Del Valle. Through day in and day out oversight, the Chapel was completed 4 years later and the first service conducted in August of 1998. Today the Chapel is both the literal and the figurative center of our Del Valle Correctional Community, and Chaplain is the, "center," of our Chapel and our religious ministries.



has been, and continues to be, among the first persons contacted, by all three bureaus, in every crisis and every personnel emergency during the past 26 years. has provided countless hours of counsel to our employees, our employees families, our former employees, our former employees family's and many others through Travis County government.

Currently, Chaplain Slot is a Range 17. current salary is 57, 001.79. The maximum salary for a Range 17 is 59, 422.69. This is a difference of 2,420.90.

In October of 2012, celebrated his 28th year with TCSO. The positive influence that has had on our agency, during those 28 years, is insurmountable. The enthusiasm, care and pride that brings to Chaplain Services every day is equally insurmountable. I am recommending that we be allowed to fund the aforementioned \$2, 420.90 annually. ultimately paid from the Inmate Welfare Fund.

Thank you, as always, for you time, attention and consideration regarding this matter. Please let me know if you have any further questions.