



**Travis County Commissioners Court Agenda Request**

**Meeting Date:** 4/30/13

**Prepared By/Phone Number:** Cynthia Lam-Roldan, 854-4822

**Elected/Appointed Official/Dept. Head:** Leslie Browder, 854-9106

*for  
Leslie Browder*

**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 – 7.**

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

**April 30, 2013**

**ITEM # :**

**DATE:** April 19, 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 *for Leslie Browder*

**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 – 7.**

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

				CURRENT		NEW	
Action Type Description	Action Reason Description	Action Effective Date	Current Personnel Area	Position / Position Title / Employee Group / Grade / Level / Salary/Rate	New Personnel Area	Position / Position Title / Employee Group / Grade / Level / Salary/Rate	
New Hire	New Hire	04/15/2013	N/A	N/A	1700 - Transportation and Nat Rsrc	30050454 / Park Ranger / 1 - Regular / 02 - Full Time Non-Exempt / GRD60 / 01 / \$49,686.62	
New Hire	New Hire	04/15/2013	N/A	N/A	1700 - Transportation and Nat Rsrc	30004790 / Park Ranger / 1 - Regular / 02 - Full Time Non-Exempt / GRD60 / 05 / \$53,782.35	
New Hire	New Hire	04/08/2013	N/A	N/A	1850 - Health and Human Sv and Vet Sv	30050826 / Office Specialist / 2 - Temporary / 06 - Hourly - No Bnf / GRD12 / 00 / \$14.40	
New Hire	New Hire	04/15/2013	N/A	N/A	3150 - County Clerk	30006669 / Elections Operations Cler / 2 - Temporary / 06 - Hourly - No Bnf / NCF01 / 00 / \$14.00	
New Hire	New Hire	04/16/2013	N/A	N/A	3150 - County Clerk	30006696 / Elections Operations Cler / 2 - Temporary / 06 - Hourly - No Bnf / NCF01 / 00 / \$14.00	
New Hire	New Hire	04/15/2013	N/A	N/A	3150 - County Clerk	30006190 / Elections Operations Cler / 2 - Temporary / 06 - Hourly - No Bnf / NCF01 / 00 / \$14.00	

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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	New Personnel Area	Position / Position Title / Employee Group / Employee Subgroup / Grade / Level / Salary/Rate
New Hire	New Hire	04/15/2013	N/A	N/A	3150 - County Clerk	30006235 / Elections Operations Cler / 2 - Temporary / 06 - Hourly - No Bnf / NCF01 / 00 / \$14.00
New Hire	New Hire	04/15/2013	N/A	N/A	3325 - Criminal Courts	30001592 / Judicial Aide / 2 - Temporary / 05 - Hourly - Retmt / GRD16 / 00 / \$17.80
New Hire	New Hire	04/16/2013	N/A	N/A	3650 - Juvenile Probation	30050578 / Housekeeper / 2 - Temporary / 05 - Hourly - Retmt / GRD07 / 00 / \$9.69
Re-Hire	Re-Hire	04/15/2013	N/A	N/A	3325 - Criminal Courts	30001571 / Court Bailiff / 2 - Temporary / 05 - Hourly - Retmt / GRD11 / 00 / \$12.71
Mobility	Career Ladder	04/02/2013	3500 - Sheriff	30006039 / Cadet / 1 - Regular / 02 - Full Time Non-Exempt / GRD80 / 01 / \$38,919.50	3500 - Sheriff	30006039 / Corrections Officer / 1 - Regular / 02 - Full Time Non-Exempt / GRD81 / 01 / \$44,368.27
Mobility	Career Ladder	04/02/2013	3500 - Sheriff	30006035 / Cadet / 1 - Regular / 02 - Full Time Non-Exempt / GRD80 / 01 / \$38,919.50	3500 - Sheriff	30006035 / Corrections Officer / 1 - Regular / 02 - Full Time Non-Exempt / GRD81 / 01 / \$44,368.27
Mobility	Career Ladder	02/26/2013	3500 - Sheriff	30003406 / Law Enforcement Sheriff Deputy / 1 - Regular / 02 - Full Time Non-Exempt / GRD72 / 05 / \$56,613.02	3500 - Sheriff	30003406 / Law Enforcement Sheriff Deputy Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD74 / 05 / \$61,531.81

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WEEKLY PERSONNEL AMENDMENTS - ROUTINE

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Mobility	Career Ladder	04/02/2013	3500 - Sheriff	30006038 / Cadet / 1 - Regular / 02 - Full Time Non- Exempt / GRD80 / 01 / \$38,919.50	3500 - Sheriff	30006038 / Corrections Officer / 1 - Regular / 02 - Full Time Non-Exempt / GRD81 / 01 / \$44,368.27
Mobility	Career Ladder	04/02/2013	3500 - Sheriff	30006036 / Cadet / 1 - Regular / 02 - Full Time Non- Exempt / GRD80 / 01 / \$38,919.50	3500 - Sheriff	30006036 / Corrections Officer / 1 - Regular / 02 - Full Time Non-Exempt / GRD81 / 01 / \$44,368.27
Mobility	Career Ladder	04/02/2013	3500 - Sheriff	30006042 / Cadet / 1 - Regular / 02 - Full Time Non- Exempt / GRD80 / 01 / \$38,919.50	3500 - Sheriff	30006042 / Corrections Officer / 1 - Regular / 02 - Full Time Non-Exempt / GRD81 / 01 / \$44,368.27
Mobility	Career Ladder	04/16/2013	3650 - Juvenile Probation	30004256 / Juvenile Detention Officer I / 1 - Regular / 02 - Full Time Non- Exempt / GRD13 / 00 / \$30,395.66	3650 - Juvenile Probation	30004256 / Juvenile Detention Officer II / 1 - Regular / 02 - Full Time Non- Exempt / GRD14 / 00 / \$32,345.46
Mobility	Career Ladder	04/16/2013	3650 - Juvenile Probation	30004249 / Juvenile Detention Officer I / 1 - Regular / 02 - Full Time Non- Exempt / GRD13 / 00 / \$32,101.26	3650 - Juvenile Probation	30004249 / Juvenile Detention Officer II / 1 - Regular / 02 - Full Time Non- Exempt / GRD14 / 00 / \$33,706.32
Mobility	Career Ladder	04/16/2013	3650 - Juvenile Probation	30004178 / Juvenile Detention Officer I / 1 - Regular / 02 - Full Time Non- Exempt / GRD13 / 00 / \$30,395.66	3650 - Juvenile Probation	30004178 / Juvenile Detention Officer II / 1 - Regular / 02 - Full Time Non- Exempt / GRD14 / 00 / \$32,345.46

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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	New Personnel Area	Position / Position Title / Employee Group / Employee Subgroup / Grade / Level / Salary/Rate
Mobility	Interdpt Change	05/01/2013	3500 - Sheriff	30003010 / Office Specialist Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$36,695.78	3650 - Juvenile Probation	30003980 / Court Clerk I / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$36,695.78
Mobility	Promotion	04/15/2013	3150 - County Clerk	30006311 / Elections Early Voting Clerk 6 / 2 - Temporary / 06 - Hourly - No Bnf / NCF01 / 00 / \$10.00	3150 - County Clerk	30006794 / Elections Operations Clerk III 10 / 2 - Temporary / 06 - Hourly - No Bnf / NCF01 / 00 / \$14.00
Mobility	Promotion	04/15/2013	3150 - County Clerk	30006365 / Elections Early Voting Clerk 6 / 2 - Temporary / 06 - Hourly - No Bnf / NCF01 / 00 / \$10.00	3150 - County Clerk	30006306 / Elections Operations Clerk III 10 / 2 - Temporary / 06 - Hourly - No Bnf / NCF01 / 00 / \$14.00
Mobility	Promotion	04/09/2013	3200 - District Clerk	30001082 / Court Clerk I / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$32,880.79	3200 - District Clerk	30001075 / Court Clerk II / 1 - Regular / 02 - Full Time Non-Exempt / GRD15 / 00 / \$35,909.04
Mobility	Promotion	04/22/2013	3325 - Criminal Courts	30001568 / Court Services Mgmt Adm Coord / 1 - Regular / 01 - Full Time Exempt / GRD18 / 00 / \$57,239.72	3325 - Criminal Courts	30001580 / Planner Mgmt Research Specialist Sr / 1 - Regular / 01 - Full Time Exempt / GRD19 / 00 / \$60,101.70
Mobility	Promotion	04/16/2013	3650 - Juvenile Probation	30004032 / Juvenile Probation Officer II / 1 - Regular / 02 - Full Time Non-Exempt / GRD16 / 00 / \$40,379.66	3650 - Juvenile Probation	30004046 / Juvenile Probation Officer III / 1 - Regular / 02 - Full Time Non-Exempt / GRD17 / 00 / \$42,398.64

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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	New Personnel Area	NEW Position / Position Title / Employee Group / Employee Subgroup / Grade / Level / Salary/Rate
Mobility	Reclassification	04/01/2013	1700 - Transportation and Nat Rsrc	30005115 / Equipment Mechanic / 1 - Regular / 02 - Full Time Non-Exempt / GRD15 / 00 / \$41,651.17	1700 - Transportation and Nat Rsrc	30005115 / Mechanic Lead / 1 - Regular / 02 - Full Time Non-Exempt / GRD16 / 00 / \$43,733.73
Mobility	Reclassification	04/01/2013	1700 - Transportation and Nat Rsrc	30005125 / Equipment Mechanic / 1 - Regular / 02 - Full Time Non-Exempt / GRD15 / 00 / \$41,651.17	1700 - Transportation and Nat Rsrc	30005125 / Mechanic Lead / 1 - Regular / 02 - Full Time Non-Exempt / GRD16 / 00 / \$43,733.73
Mobility	Reclassification	04/01/2013	1700 - Transportation and Nat Rsrc	30005132 / Automotive Mechanic / 1 - Regular / 02 - Full Time Non-Exempt / GRD14 / 00 / \$37,396.11	1700 - Transportation and Nat Rsrc	30005132 / Mechanic Lead / 1 - Regular / 02 - Full Time Non-Exempt / GRD16 / 00 / \$40,352.00
Mobility	Reclassification	04/17/2013	3400 - Justice of the Peace Pct 1	30001619 / Court Clerk I / 1 - Regular / 02 - Full Time Non- Exempt / GRD13 / 00 / \$34,777.60	3400 - Justice of the Peace Pct 1	30001619 / Court Clerk II / 1 - Regular / 02 - Full Time Non- Exempt / GRD15 / 00 / \$38,777.60
Salary Change	Salary/Hourly Rate Change	04/05/2013	3200 - District Clerk	30001079 / Court Clerk II / 1 - Regular / 02 - Full Time Non- Exempt / GRD15 / 00 / \$39,595.91	3200 - District Clerk	GRD15 / 00 / \$41,215.71
Salary Change	Salary/Hourly Rate Change	04/16/2013	3200 - District Clerk	30001113 / Court Clerk I / 1 - Regular / 02 - Full Time Non- Exempt / GRD13 / 00 / \$34,524.83	3200 - District Clerk	GRD13 / 00 / \$35,724.83
Salary Change	Salary/Hourly Rate Change	04/16/2013	3400 - Justice of the Peace Pct 1	30001618 / Court Clerk I / 1 - Regular / 02 - Full Time Non- Exempt / GRD13 / 00 / \$34,082.97	3400 - Justice of the Peace Pct 1	GRD13 / 00 / \$36,482.97

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WEEKLY PERSONNEL AMENDMENTS - ROUTINE

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Salary Change	Salary/Hourly Rate Change	04/16/2013	3400 - Justice of the Peace Pct 1	30001615 / Court Clerk I / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$30,238.83	3400 - Justice of the Peace Pct 1	GRD13 / 00 / \$32,638.83

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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