

Item 15



Travis County Commissioners Court Agenda Request

Meeting Date: 5/7/13

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

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 – 8.

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

May 7, 2013

ITEM # :

DATE: April 26, 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 *LB*

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 – 8.

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 / Grade / Level / Salary/Rate Amt	NEW Position / Position Title / Employee Group / Grade / Level / Salary/Rate Amt
New Hire	New Hire	05/01/2013	N/A	N/A	1850 - Health and Human Sv and Vet Sv 30005380 / Social Services Program A / 1 - Regular / 01 - Full Time Exempt / GRD21 / 00 / \$53,497.60
New Hire	New Hire	04/22/2013	N/A	N/A	3050 - Tax Collector 30000256 / Accounting Clerk / 1 - Regular / 04 - Part Time Non-Exempt / GRD12 / 00 / \$14,560.00
New Hire	New Hire	04/22/2013	N/A	N/A	3050 - Tax Collector 30000155 / Tax Specialist I / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$30,238.83
New Hire	New Hire	04/16/2013	N/A	N/A	30006101 / Elections Operations Cler / 2 - Temporary / 06 - Hourly - No Bnf / NCF01 / 00 / \$12.00
New Hire	New Hire	04/29/2013	N/A	N/A	3150 - County Clerk 30002526 / Cadet / 1 - Regular / 02 - Full Time Non-Exempt / GRD80 / 01 / \$38,919.50
New Hire	New Hire	04/29/2013	N/A	N/A	3500 - Sheriff 30002148 / Cadet / 1 - Regular / 02 - Full Time Non-Exempt / GRD80 / 01 / \$38,919.50

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WEEKLY PERSONNEL AMENDMENTS - ROUTINE

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New Hire	New Hire	04/22/2013	N/A	N/A	3500 - Sheriff	30001985 / Registered Nurse Charge N / 1 - Regular / 02 - Full Time Non-Exempt / GRD22 / 00 / \$58,905.60
New Hire	New Hire	05/06/2013	N/A	N/A	3500 - Sheriff	30005900 / Security Coord / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$37,042.72
New Hire	New Hire	05/01/2013	N/A	N/A	3600 - Pretrial Services	30005945 / Chemical Dependency Couns / 1 - Regular / 02 - Full Time Non-Exempt / GRD16 / 00 / \$39,249.60
New Hire	New Hire	05/01/2013	N/A	N/A	3600 - Pretrial Services	30005939 / Social Services Program C / 1 - Regular / 01 - Full Time Exempt / GRD18 / 00 / \$47,465.60
New Hire	New Hire	05/01/2013	N/A	N/A	3650 - Juvenile Probation	30004316 / Juvenile Rsdnt Treatment / 2 - Temporary / 05 - Hourly - Retmnt / GRD12 / 00 / \$13.59
Re-Hire	Re-Hire	04/16/2013	N/A	N/A	1450 - Facilities Management	30005980 / Groundskeeper / 2 - Temporary / 06 - Hourly - No Bnf / GRD08 / 00 / \$11.00

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Re-Hire	Re-Hire	04/15/2013	N/A	N/A	3150 - County Clerk	30006850 / Elections Operations Cler / 2 - Temporary / 06 - Hourly - No Bnf / NCF01 / 00 / \$14.00
Mobility	Career Ladder	05/01/2013	3100 - County Attorney	30000746 / Attorney III / 1 - Regular / 01 - Full Time Exempt / GRD25 / 00 / \$68,095.87	3100 - County Attorney	30000746 / Attorney IV / 1 - Regular / 01 - Full Time Exempt / GRD27 / 00 / \$77,956.53
Mobility	Career Ladder	06/04/2013	3100 - County Attorney	30000727 / Attorney I / 1 - Regular / 01 - Full Time Exempt / GRD22 / 00 / \$55,578.85	3100 - County Attorney	30000727 / Attorney II / 1 - Regular / 01 - Full Time Exempt / GRD23 / 00 / \$59,466.58
Mobility	Career Ladder	05/01/2013	3100 - County Attorney	30000715 / Attorney IV / 1 - Regular / 01 - Full Time Exempt / GRD27 / 00 / \$77,956.53	3100 - County Attorney	30000715 / Attorney V / 1 - Regular / 01 - Full Time Exempt / GRD28 / 00 / \$83,424.43
Mobility	Career Ladder	05/02/2013	3100 - County Attorney	30000739 / Attorney IV / 1 - Regular / 01 - Full Time Exempt / GRD27 / 00 / \$77,956.53	3100 - County Attorney	30000739 / Attorney V / 1 - Regular / 01 - Full Time Exempt / GRD28 / 00 / \$83,424.43
Mobility	Career Ladder	05/04/2013	3100 - County Attorney	30000716 / Attorney I / 1 - Regular / 01 - Full Time Exempt / GRD22 / 00 / \$55,578.85	3100 - County Attorney	30000716 / Attorney II / 1 - Regular / 01 - Full Time Exempt / GRD23 / 00 / \$59,466.58
Mobility	Career Ladder	04/01/2013	3100 - County Attorney	30000748 / Attorney II / 1 - Regular / 01 - Full Time Exempt / GRD23 / 00 / \$59,466.58	3100 - County Attorney	30000748 / Attorney III / 1 - Regular / 01 - Full Time Exempt / GRD25 / 00 / \$68,095.87

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WEEKLY PERSONNEL AMENDMENTS - ROUTINE

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Mobility	Career Ladder	04/09/2013	3500 - Sheriff	30050223 / Law Enforcement Sheriff Deputy / 1 - Regular / 02 - Full Time Non-Exempt / GRD72 / 03 / \$54,414.67	30050223 / Law Enforcement Sheriff Deputy Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD74 / 03 / \$58,681.38
Mobility	Career Ladder	04/30/2013	3500 - Sheriff	30002905 / Cadet / 1 - Regular / 02 - Full Time Non-Exempt / GRD80 / 01 / \$38,919.50	30002905 / Corrections Officer / 1 - Regular / 02 - Full Time Non-Exempt / GRD81 / 01 / \$44,368.27
Mobility	Career Ladder	04/09/2013	3500 - Sheriff	30002134 / Corrections Officer / 1 - Regular / 02 - Full Time Non-Exempt / GRD81 / 01 / \$44,368.27	30002134 / Corrections Officer Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD83 / 01 / \$48,226.26
Mobility	Career Ladder	04/16/2013	3500 - Sheriff	30003416 / Cadet / 1 - Regular / 02 - Full Time Non-Exempt / GRD80 / 01 / \$38,919.50	30003416 / Corrections Officer / 1 - Regular / 02 - Full Time Non-Exempt / GRD81 / 01 / \$44,368.27
Mobility	Career Ladder	05/01/2013	3650 - Juvenile Probation	30004362 / Juvenile Rsdnt Treatment Officer I / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$30,395.66	30004362 / Juvenile Rsdnt Treatment Officer II / 1 - Regular / 02 - Full Time Non-Exempt / GRD14 / 00 / \$32,345.46
Mobility	Career Ladder	05/01/2013	3650 - Juvenile Probation	30004284 / Juvenile Detention Officer II / 1 - Regular / 02 - Full Time Non-Exempt / GRD14 / 00 / \$33,734.48	30004284 / Juvenile Detention Officer III / 1 - Regular / 02 - Full Time Non-Exempt / GRD15 / 00 / \$35,421.20

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Mobility	Interdpt Change	04/29/2013	3150 - County Clerk	30001003 / Court Clerk I / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 /\$32,052.80	3500 - Sheriff	30002155 / Cadet / 1 - Regular / 02 - Full Time Non-Exempt / GRD80 / 01 /\$38,919.50
Mobility	Interdpt Change	05/01/2013	3200 - District Clerk	30001087 / Court Clerk I / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 /\$33,238.83	3470 - Constable Pct 5	30001867 / Court Clerk I / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 /\$33,904.80
Mobility	Lateral Transfer	05/01/2013	3150 - County Clerk	30050292 / Application Dev Mgr / 2 - Temporary / 06 - Hourly - No Bnf / GRD31 / 00 / \$50.00	3150 - County Clerk	30050292 / Application Dev Mgr / 2 - Temporary / 05 - Hourly - Retmnt / GRD31 / 00 / \$50.00
Mobility	Lateral Transfer	04/26/2013	3450 - Constable Pct 1	30050297 / Constable Deputy / 4 - Special Project / 02 - Full Time Non-Exempt / GRD61 / 01 /\$49,686.62	3450 - Constable Pct 1	30001738 / Constable Deputy / 1 - Regular / 02 - Full Time Non-Exempt / GRD61 / 01 / \$49,686.62
Mobility	Lateral Transfer	04/21/2013	3500 - Sheriff	30002064 / Office Specialist Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$35,918.06	3500 - Sheriff	30002051 / Security Coord / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$37,042.72
Mobility	Promotion	04/16/2013	3150 - County Clerk	30000986 / Court Clerk I / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 /\$32,960.72	3150 - County Clerk	30001001 / Court Clerk II / 1 - Regular / 02 - Full Time Non-Exempt / GRD15 / 00 /\$36,691.20

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WEEKLY PERSONNEL AMENDMENTS - ROUTINE

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Mobility	Promotion	04/17/2013	3500 - Sheriff	30003162 / Dispatch Spc Sr Training Coord 911 / 1 - Regular / 02 - Full Time Non-Exempt / GRD16 / 00 / \$38,696.53	30003134 / Dispatch Spc Office Coord Supv 911 / 1 - Regular / 02 - Full Time Non-Exempt / GRD18 / 00 / \$43,659.20
Mobility	Regular to Temporary	05/01/2013	3650 - Juvenile Probation	30004230 / Juvenile Detention Officer III / 1 - Regular / 02 - Full Time Non-Exempt / GRD15 / 00 / \$34,608.50	30004432 / Office Asst / 2 - Temporary / 05 - Hourly - Retmt / GRD10 / 00 / \$12.22
Mobility	Temporary to Regular	04/19/2013	1450 - Facilities Management	30005542 / Custodian / 2 - Temporary / 06 - Hourly - No Bnf / GRD07 / 00 / \$11.00	30000458 / Custodian / 1 - Regular / 02 - Full Time Non-Exempt / GRD07 / 00 / \$22,880.00
Mobility	Temporary to Regular	04/16/2013	1850 - Health and Human Sv and Vet Sv	30005495 / Office Specialist / 2 - Temporary / 05 - Hourly - Retmt / GRD12 / 00 / \$13.59	30005458 / Office Specialist / 1 - Regular / 02 - Full Time Non-Exempt / GRD12 / 00 / \$30,804.80

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AD HOC CLASSIFICATION CHANGES							
		Current			HRMD Recommends		
Dept.	Position	Budgeted Title / Job Object ID	FLSA	Pay Grade	Budgeted Title / Job Object ID	FLSA	Pay Grade
Inter governmental Relations	30000277	Administrative Asst II / 20000100	NE	15	Administrative Assoc / 20000101	NE	16
Pretrial Services	30005943	Judicial Aide / 20000086	NE	16	Office Specialist Sr / 20000095	NE	13
Pretrial Services	30005944	Intake Officer / 20000194	NE	13	Court Clerk II / 20000084	NE	15
Pretrial Services	30005946	Intake Officer / 20000194	NE	13	Court Clerk II / 20000084	NE	15
Sheriff	30002424	Office Specialist Sr / 20000095	NE	13	Security Coord / 20000206	NE	13
Sheriff	30002426	Office Specialist Sr / 20000095	NE	13	Security Coord / 20000206	NE	13
Sheriff	30002427	Office Specialist Sr / 20000095	NE	13	Security Coord / 20000206	NE	13
Sheriff	30002429	Office Specialist Sr / 20000095	NE	13	Security Coord / 20000206	NE	13
Sheriff	30002438	Office Specialist Sr / 20000095	NE	13	Security Coord / 20000206	NE	13

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

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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May 7, 2013

