



Travis County Commissioners Court Agenda Request

Meeting Date: 5/14/13

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; and
- B. Non-routine POPS Salary Adjustment request from Constable Precinct 1's Office for a variance to Travis County Code § 10.0295, Peace Officer Pay Scale (POPS).
- C. Non-routine POPS Promotion request from Constable Precinct 1's Office for a variance to Travis County Code § 10.0295, Peace Officer Pay Scale (POPS).
- D. Non-routine Salary Adjustment request from Constable Precinct 5'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, 9 - 11.

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

Constable Precinct 1 requests an exception to Peace Officer Pay Scale (POPS) – Travis County Code § 10.0295 to place Position 30001728 from step 7 to step 10, Constable Sergeant, PG 64. HRMD has reviewed supporting documentation and recommends approval; PBO has confirmed sufficient funds.

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

Constable Precinct 1 requests an exception to Peace Officer Pay Scale (POPS) - Travis County Code § 10.0295 promoting a Constable Deputy, PG 61, step 1 to Constable Sergeant, PG 64, step 5. HRMD has reviewed supporting documentation and does not recommend approval; PBO has confirmed funding.

D. Non-Routine Personnel Action – Pages 8, 18 - 20.

Constable Precinct 5 requests approval for a salary adjustment that exceeds 10% above midpoint – Travis County Code § 10.03002, Position 30001850, Court Clerk II, PG 15. 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

May 14, 2013

ITEM # :

DATE: May 3, 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 *TLO/cw*

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	05/02/2013	N/A	N/A	1450 - Facilities Management	30000454 / Groundskeeper / 2 - Temporary / 06 - Hourly - No Bnf / GRD08 / 00 / \$11.00
New Hire	New Hire	04/29/2013	N/A	N/A	1450 - Facilities Management	30000438 / Accountant Assoc / 1 - Regular / 02 - Full Time Non-Exempt / GRD14 / 00 / \$38,168.00
New Hire	New Hire	05/01/2013	N/A	N/A	1850 - Health and Human Sv and Vet Sv	30005463 / Social Services Program A / 1 - Regular / 01 - Full Time Exempt / GRD21 / 00 / \$61,421.00
New Hire	New Hire	05/01/2013	N/A	N/A	1850 - Health and Human Sv and Vet Sv	30005408 / Accountant Assoc / 1 - Regular / 02 - Full Time Non-Exempt / GRD14 / 00 / \$37,211.20
New Hire	New Hire	04/29/2013	N/A	N/A	3050 - Tax Collector	30000148 / Tax Specialist I / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$30,238.83
New Hire	New Hire	05/02/2013	N/A	N/A	3050 - Tax Collector	30050954 / Administrative Asst I / 2 - Temporary / 05 - Hourly - Retmt / GRD13 / 00 / \$14.54
New Hire	New Hire	05/01/2013	N/A	N/A	3300 - District Attorney	30001376 / Paralegal Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD19 / 00 / \$50,793.60

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	04/25/2013	N/A	N/A	3455 - Constable Pct 2	30001752 / Court Clerk I / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$34,000.00
New Hire	New Hire	05/06/2013	N/A	N/A	3500 - Sheriff	30001922 / Accountant Assoc / 1 - Regular / 02 - Full Time Non-Exempt / GRD14 / 00 / \$39,623.17
New Hire	New Hire	06/03/2013	N/A	N/A	3650 - Juvenile Probation	30004527 / Attorney IV / 1 - Regular / 01 - Full Time Exempt / GRD27 / 00 / \$87,297.60
New Hire	New Hire	05/01/2013	N/A	N/A	3650 - Juvenile Probation	30004294 / Juvenile Probation Office / 1 - Regular / 02 - Full Time Non-Exempt / GRD17 / 00 / \$40,809.60
New Hire	New Hire	05/16/2013	N/A	N/A	3650 - Juvenile Probation	30004317 / Juvenile Rsdnt Treatment / 2 - Temporary / 05 - Hourly - Retmt / GRD12 / 00 / \$13.59
Re-Hire	Re-Hire	04/19/2013	N/A	N/A	1450 - Facilities Management	30000520 / Building Security Guard / 8 - Retiree Temp / 05 - Hourly - Retmt / GRD09 / 00 / \$11.09
Mobility	Career Ladder	05/29/2013	3500 - Sheriff	30003116 / Law Enforcement Sheriff Deputy / 1 - Regular / 02 - Full Time Non-Exempt / GRD72 / 01 / \$52,301.81	3500 - Sheriff	30003116 / Law Enforcement Sheriff Deputy Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD74 / 01 / \$55,962.82

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
Mobility	Career Ladder	05/31/2013	3500 - Sheriff	30002833 / Corrections Officer / 1 - Regular / 02 - Full Time Non-Exempt / GRD81 / 01 / \$44,368.27	3500 - Sheriff	30002833 / Corrections Officer Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD83 / 01 / \$48,226.26
Mobility	Career Ladder	04/23/2013	3500 - Sheriff	30003154 / Law Enforcement Sheriff Deputy / 1 - Regular / 02 - Full Time Non-Exempt / GRD72 / 03 / \$54,414.67	3500 - Sheriff	30003154 / Law Enforcement Sheriff Deputy Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD74 / 03 / \$58,681.38
Mobility	Career Ladder	05/01/2013	3500 - Sheriff	30003118 / Law Enforcement Sheriff Deputy / 1 - Regular / 02 - Full Time Non-Exempt / GRD72 / 04 / \$55,502.93	3500 - Sheriff	30003118 / Law Enforcement Sheriff Deputy Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD74 / 04 / \$60,089.54
Mobility	Career Ladder	05/31/2013	3500 - Sheriff	30002836 / Corrections Officer / 1 - Regular / 02 - Full Time Non-Exempt / GRD81 / 01 / \$44,368.27	3500 - Sheriff	30002836 / Corrections Officer Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD83 / 01 / \$48,226.26
Mobility	Career Ladder	05/01/2013	3650 - Juvenile Probation	30004345 / Juvenile Rsdnt Treatment Officer I / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$30,395.69	3650 - Juvenile Probation	30004345 / 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	30004368 / Juvenile Detention Officer I / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$30,238.83	3650 - Juvenile Probation	30004368 / Juvenile Detention Officer II / 1 - Regular / 02 - Full Time Non-Exempt / GRD14 / 00 / \$32,345.46

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Mobility	Interdpt Change	05/16/2013	3100 - County Attorney	30000835 / Office Specialist / 1 - Regular / 02 - Full Time Non-Exempt / GRD12 / 00 / \$30,151.26	3470 - Constable Pct 5	30001844 / Court Clerk I / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$32,261.84
Mobility	Interdpt Change	06/01/2013	3600 - Pretrial Services	30005949 / Substance Abuse Monitor / 1 - Regular / 02 - Full Time Non-Exempt / GRD10 / 00 / \$31,863.10	3470 - Constable Pct 5	30001854 / Court Clerk I / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$33,500.00
Mobility	Lateral Transfer	05/01/2013	3650 - Juvenile Probation	30004181 / Juvenile Shift Supv / 1 - Regular / 01 - Full Time Exempt / GRD20 / 00 / \$54,135.12	3650 - Juvenile Probation	30004292 / Juvenile Case Work Mgr / 1 - Regular / 01 - Full Time Exempt / GRD20 / 00 / \$54,135.12
Mobility	Promotion	04/16/2013	3150 - County Clerk	30000973 / Court Clerk I / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$34,388.71	3150 - County Clerk	30000975 / Court Clerk II / 1 - Regular / 02 - Full Time Non-Exempt / GRD15 / 00 / \$37,710.40
Mobility	Promotion	05/06/2013	3325 - Criminal Courts	30001569 / Judicial Aide Specialist / 1 - Regular / 02 - Full Time Non-Exempt / GRD17 / 00 / \$47,018.40	3325 - Criminal Courts	30001568 / Court Services Mgmt Adm Coord / 1 - Regular / 01 - Full Time Exempt / GRD18 / 00 / \$49,368.90
Mobility	Temporary to Regular	05/01/2013	1850 - Health and Human Sv and Vet Sv	30050287 / Planner / 2 - Temporary / 06 - Hourly - No Bnf / GRD19 / 00 / \$24.42	1850 - Health and Human Sv and Vet Sv	30005423 / Planner / 1 - Regular / 01 - Full Time Exempt / GRD19 / 00 / \$50,793.60
Salary Change	Salary/Hourly Rate Change	04/29/2013	3450 - Constable Pct 1	30001725 / Office Mgr Sr / 1 - Regular / 01 - Full Time Exempt / GRD21 / 00 / \$58,569.19	3450 - Constable Pct 1	GRD21 / 00 / \$64,388.00

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
Salary Change	Salary/Hourly Rate Change	05/01/2013	3470 - Constable Pct 5	30001853 / Accountant Assoc / 1 - Regular / 02 - Full Time Non-Exempt / GRD14 / 00 / \$36,589.72	3470 - Constable Pct 5	GRD14 / 00 / \$38,089.72
Salary Change	Salary/Hourly Rate Change	05/01/2013	3470 - Constable Pct 5	30001846 / Court Clerk I / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$35,924.00	3470 - Constable Pct 5	GRD13 / 00 / \$37,424.00
Salary Change	Salary/Hourly Rate Change	05/01/2013	3470 - Constable Pct 5	30001848 / Court Clerk I / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$31,781.00	3470 - Constable Pct 5	GRD13 / 00 / \$33,281.00
Salary Change	Salary/Hourly Rate Change	05/01/2013	3470 - Constable Pct 5	30001851 / Court Clerk I / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$34,730.00	3470 - Constable Pct 5	GRD13 / 00 / \$36,230.00
Salary Change	Salary/Hourly Rate Change	05/01/2013	3470 - Constable Pct 5	30001864 / Court Clerk I / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$31,159.00	3470 - Constable Pct 5	GRD13 / 00 / \$32,659.00
Salary Change	Salary/Hourly Rate Change	05/01/2013	3470 - Constable Pct 5	30001849 / Court Clerk I / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$32,096.00	3470 - Constable Pct 5	GRD13 / 00 / \$33,596.00
Salary Change	Salary/Hourly Rate Change	05/01/2013	3470 - Constable Pct 5	30001852 / Court Clerk I / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$31,159.00	3470 - Constable Pct 5	GRD13 / 00 / \$32,659.00

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REVISED JOB DESCRIPTION

Job Title / Job #	FLSA	Pay Grade
Occupational Health Safety Engineer / 20000391	E	24
HRMD is providing the attached revised job description for approval, see pages 9 - 11.		

THIS SECTION LEFT BLANK INTENTIONALLY.

NON-ROUTINE ACTIONS				
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
3450 - Constable Pct 1	30001728 / Constable Sergeant / 1 – Regular / 02 - Full Time Non-Exempt / GRD64 / 07 / \$80,563.60	3450 - Constable Pct 1	30001728 / Constable Sergeant / 1 – Regular / 02 - Full Time Non-Exempt / GRD64 / 10 / \$85,513.58	POPS step change. Placing from Step 7 to Step 10. Travis County Code § 10.0295.
3450 - Constable Pct 1	30050296 / Constable Deputy / 4 - Special Project / 02 - Full Time Non-Exempt / GRD61 / 01 / \$49,686.62	3450 - Constable Pct 1	30001727 / Constable Sergeant / 1 – Regular / 02 - Full Time Non-Exempt / GRD64 / 05 / \$77,739.58	Exception to Travis County Code § 10.0295 (f)(4). POPS Promotion. Placing at Step 5.
3470 - Constable Pct 5	30001850 / Court Clerk II / 1 – Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$46,816.00	3470 - Constable Pct 5	GRD13 / 00 / \$48,316.00	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

TRAVIS COUNTY JOB DESCRIPTION

JOB TITLE: Occupational Health & Safety Engineer

JOB CODE: 24527
PAY GRADE: 24

FLSA STATUS: Exempt
LAST REVISED: 5/01/13

JOB SUMMARY:

Develops, implements, and coordinates health, safety and loss prevention programs. Primary areas of emphasis include Indoor Air Quality Program, Public Access Defibrillator Program, ADA, Employee Emergency Action Program and construction safety. Works with departmental personnel in implementing safety and loss prevention programs at the department and division level. Performs inspections for health and safety, conducts or coordinates IAQ testing and sampling, interprets results, plans and coordinates remediation of water or mold damage in County owned, leased or occupied buildings. Responds to employee concerns about safety and health.

DISTINGUISHING CHARACTERISTICS:

This is a job classification within the Human Resources job family. Highest level position responsible for developing, implementing and coordinating health, safety and loss prevention programs. This position may require a flexible work schedule in order to meet the needs of the organization.

DUTIES AND RESPONSIBILITIES:

- Develops and implements countywide Indoor Air Quality Program. Investigates employee concerns, inspects facility, tests air quality, collects samples, interprets laboratory results, interviews personnel, performs work area surveys and writes detailed evaluations with preventative and corrective actions. Recommends and designs water and mold damage remediation scopes of work. A schedule, coordinates, inspects, and approves remediation work. Writes requirements for IAQ contract bid documents, evaluates proposal and recommends best respondent for remediation contractors and IAQ consultants. Reviews and approves invoices for payments.
- Develops, writes, and implements countywide Public Access Defibrillator Program. Act as PAD program manager for County program and Liaison for HRMD. Assists all County offices and departments with AED facility assessments, training requirements, and developing specific office and department programs to implement AED protocols. Develops, with the purchasing office, County purchasing contract for AED and supplies. Maintains all installation, maintenance, registration, and incident documentation. Conducts post-incident reviews. Coordinates activities with Oversight Physician and ATC EMS. Reviews and approves invoices for payment.
- Performs facility inspection to ensure compliance with the ADA and the Texas Architectural Barriers Act. Prepares written assessments and specifies corrective actions.
- Develops, writes and implements countywide Employee Emergency Action Program. Integrates and coordinates facility specific plans with occupying offices and departments. Develops training for emergency wardens. Coordinates activities with security, Austin Fire Department and ATC EMS.
- Writes construction project purchasing bid documents for project safety. Reviews and evaluates contractor safety plans and procedures. Inspects and evaluates construction sites to ensure safety and health of persons, property and the environment, and compliance with loss prevention programs. Attends and participate in pre-bid, pre-construction and other project meetings that can affect project safety.
- Responds to concerns regarding employee safety, health and security. Determines if life safety or health issues are present and, as required, takes immediate actions to preserve safety and health of people, property and the environment. Recommends preventative and corrective actions.
- Functions as a safety, health and security resource for Workers Compensation, general liability claims and employee relations.
- Performs other job-related duties as assigned.

TRAVIS COUNTY JOB DESCRIPTION

JOB TITLE: Occupational Health & Safety Engineer

JOB CODE: 24527
PAY GRADE: 24

FLSA STATUS: Exempt
LAST REVISED: 5/01/13

MINIMUM REQUIREMENTS:**Education and Experience:**

Bachelor's degree in Engineering, Environmental Sciences, Chemistry or a directly related field AND six (6) years of increasingly responsible directly related experience;

OR,

Any combination of education and experience that has been achieved and is equivalent to the stated education and experience and required knowledge, skills, and abilities sufficient to successfully perform the duties and responsibilities of this job.

Licenses, Registrations, Certifications, or Special Requirements:

Certified Safety Professional or Certified Industrial Hygienist.
Valid Texas Driver's License.

Preferred:

Registered Accessibility Specialist.

Knowledge, Skills, and Abilities:**Knowledge of:**

- County policies, procedures and terminology.
- Federal, State, and Local laws, statutes, and regulations relating to the field.
- Digital photography, air quality meters, air sampling equipment, moisture meters, and anemometers.
- Negotiating, interviewing and investigative practices and techniques.
- Occupational Health & Safety Administration.
- Principles and practices of Human Resources management.
- Recent Risk Management developments and current literature.
- Office management.
- Computer equipment to include word processing, spreadsheets, databases and a variety of software packages.
- Business letter writing, grammar and punctuation, and report preparation.

Skill in:

- Using respirators.
- Problem-solving and decision-making.
- Customer service delivery.
- Explaining complicated technical problems in simple non-technical language.
- Prioritizing work assignments.
- Both verbal and written communication.

Ability to:

- Interpret, conduct research, analyze and develop programs and policies, practices, and procedures.
- Network and interact with a diverse workforce, community and customer population.
- Analyze and evaluate data and identify trends.
- Operate photographic equipment.
- Operate personal protective equipment.
- Work independently as well as in a team environment.
- Interpret, conduct research, analyze and develop programs and policies, practices, and procedures.
- Manage time well and perform multiple tasks, and organize diverse activities.
- Establish and maintain effective working relationships with County employees and officials, representatives of outside agencies, construction safety management, construction safety subcontractors, and the general public.

TRAVIS COUNTY JOB DESCRIPTION

JOB TITLE: Occupational Health & Safety Engineer

JOB CODE: 24527
PAY GRADE: 24

FLSA STATUS: Exempt
LAST REVISED: 5/01/13

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

Physical requirements include the ability to lift/carry 50 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, walking, sitting, repetitive motion, reaching, climbing stairs, bending, stooping, kneeling, crouching, crawling, pushing, pulling, balancing, client/customer contact, squatting to perform the essential functions. Subject to dust, extreme temperatures/weather change, extreme heat, extreme cold, humidity, dangerous machinery, and hazardous chemicals.

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: May 3, 2013

TO: Samuel T. Biscoe, County Judge
Ron Davis, Commissioner, Precinct 1
Sarah Eckhart, 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/ae*

SUBJECT: Constable, Precinct 1- Non-Routine POPS Salary Adjustment,
Position 30001728

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

Constable, Precinct 1's Office Request:

Constable Precinct 1's Office requests approval to pay a salary adjustment to one Constable Sergeant in the amount of \$4,949.98. The resulting pay differential between steps 7 (\$80,563.60) and 10 (\$85,513.58) is approximately six percent. The pay action would apply to the following position:

<u>Position #</u>	<u>From</u>	<u>To</u>
30001728	Constable Sergeant PG 64 / Step 7 \$80,563.60	Constable Sergeant PG 64 / Step 10 \$85,513.58

Policy

Travis County Code §10.0295 does not specifically address whether employees on the Peace Officer Pay Scale (POPS) are eligible for salary adjustments to address previous funding shortfalls for steps.

History:

On November 1, 2010, Commissioners Court approved an action to promote the officer in question from Deputy Constable Sr. to Constable, Sergeant. At the time of the promotion, the officer moved from Grade 62, Step 15 to Grade 64, Step 2. The ordinary progression would have been from Grade 62, Step 15 to Grade 64, Step 15. However, Constable 1's Office did not have recognized permanent salary savings to move the officer beyond Step 2, and received permission to move the officer to Step 2 until such time as additional funding became available.

On October 30, 2012, Commissioners Court approved a non-routine action adjusting this officer's pay from Grade 64, Step 2 to Grade 64, Step 7.

Issue

Policy does not specifically address whether employees on the POPS scale are eligible for salary adjustments. Long-standing practice has been that employees covered by POPS, when promoted, are placed on the same step in the new pay grade that they were on in their previous pay grade. In this case, funding was not available to accommodate this action in November, 2010. The request made by Constable 1's Office at the present time is to move the employee closer to the step the incumbent would have been at had more funding been available at the time.

Recommendation

HRMD acknowledges that the special nature of this request was driven by budgetary constraints within the Constable's Office at the time of the promotion. At that time, funding was only available to move the officer to Step 2. With funding now available, HRMD supports this action to move the officer from Step 7 to Step 10. This action would be effective May 1, 2013.

The Planning and Budget Office (PBO) has confirmed available funding for the adjustment to step 10.

DANNY THOMAS
CONSTABLE PRECINCT ONE
TRAVIS COUNTY



4717 HEFLIN LANE, STE. 127
AUSTIN, TEXAS 78721
(512) 854-7510 FAX (512) 929-0981

To: Aerin Toussant Budget Analyst
Cynthia Lam-Roldan

From: Constable Danny Thomas
Danny Thomas

Subject: FY 13 Salary

Date: April 24, 2013

2013 APR 25 PM 4:48
PERSONNEL

This memorandum represents a formal request for a FY 13 salary adjustment for the following employee:

Employee # 11581
Slot #8

This Employee has been with Precinct One for over (20) twenty years; he was former Chief under the old administration his salary would have been over ninety thousand however, when the new elected official was elected in 2009 he was then classified as senior deputy at \$56,559.57. Even with this increase this employee years of service will not be compensated for.

This is a salary adjustment to continue to try to compensate this employee for all the years of experience in which we did not have funds in our budget at the time.

This Employee serves as an assistant to the Chief. Along with the outstanding leadership skills and the over 20 years of experience at the Constable Office a level of integrity is maintained. With a professional work ethic and continued goal oriented to go over and beyond the call of duty in order to complete the mission of Precinct one. This employee is constantly taking initiative to improve the workflow of precinct one. This is a request to reward for the hard work and consistency.

The monies requested in the amount \$4,949.98 are available in Permanent Salary Savings I am requesting an increase from \$80,563.60 to 85,513.58

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“A VISION THAT EMPOWERS THE COMMUNITY”



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: May 3, 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, HRMD *TO/cw*

SUBJECT: Constable, Precinct 1 - Non-Routine POPS Promotion, Position 30001727

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

Constable, Precinct 1's Office Request:

Constable Precinct 1's Office requests approval to pay a salary of \$77,739.58 to one Deputy Constable upon promotion to Constable Sergeant. The incumbent currently earns \$49,686.62. The resulting pay increase would be \$28,052.96, or 56.5%. The pay action would apply to the following position:

<u>From</u>	<u>To</u>
Position #30050296	Position #30001727
Deputy Constable	Constable Sgt.
PG 61 – Step 1	PG 64 – Step 5
\$49,686.62	\$77,739.58

Policy:

Travis County Code §10.0295 does not specifically address whether employees on the Peace Officer Pay Scale (POPS) must be paid on a step-to-step basis upon promotion, nor does it address the bypassing of the usual career ladder progression from Deputy Constable to Deputy Constable Senior.

Issues:

The typical progression to a Constable Sergeant includes service through the non-TCSO POPS career ladder from Deputy Constable to Deputy Constable Senior prior to eligibility for promotion to Constable Sergeant. The proposed action bypasses service as a Deputy Constable Senior, which includes having passed a written examination.

Additionally, the employee does not meet the minimum qualifications for Constable Sergeant, which include two years of continuous law enforcement officer experience in the department. This employee has only served with the department since February 1, 2013. According to policy, an elected official may hire or promote someone who does not meet minimum qualifications provided they place the individual at the minimum of the pay grade (Step 1 in this case).

The employee is currently a Deputy Constable, step 1 and the department is proposing promotion to Constable Sergeant, step 5. While the policy does not specifically address whether POPS employees must be paid on a step-to-step basis upon promotion, the long-standing practice has been that these employees, when promoted, are placed on the same step in the new pay grade that they were on in their previous pay grade. This would be step 1. This is further supported by not meeting the minimum qualifications above.

Recommendation:

HRMD recommends that Commissioners Court approve the promotion to Sergeant but set the pay level at step 1; which on the current POPS scale is \$71,704.46. The Planning and Budget Office (PBO) has confirmed available funding for both the Constable's requested salary and HRMD's recommendation. This action would be effective May 7, 2013.

DANNY THOMAS
CONSTABLE PRECINCT ONE
TRAVIS COUNTY



4717 HEFLIN LANE, STE. 127
AUSTIN, TEXAS 78721
(512) 854-7510 FAX (512) 929-0981

2013 APR 25 PM 4:46
PERSONNEL

To: Aerin Toussant Budget Analyst
Cynthia Lam-Roldan

From: Constable Danny Thomas
Danny Thomas

Subject: FY 13 Salary

Date: April 24, 2013

This memorandum represents a formal request for a FY 13 salary adjustment for the following employee:

Employee # 00041253
Slot #5

This Employee has an Associate's Degree in Criminal Justice and a minor in Sociology.

I believe this Employee brings a professional background which includes over 30 years' of various facets of experience with the Austin Police Department in which he served as a Lieutenant. This Employee's experience includes Team building, Training Instructor, and Leadership skills. These skills will bring forth new innovating ideas to enhance our current program. I feel that this employee will prove to be a valuable asset to Constable Precinct One.

I am requesting his salary begin at \$77,739.58

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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: May 3, 2013

TO: Samuel T. Biscoe, County Judge
 Ron Davis, Commissioner, Precinct 1
 Sarah Eckhart, 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/cwe*

SUBJECT: Constable, Precinct 5 Salary Adjustment, Position 30001850

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

Constable, Precinct 5's Office Request:

Constable Precinct 5's Office requests approval to increase the current salary of one Court Clerk II in the amount of \$1,500. The employee is just short of 10 percent above midpoint, and the proposed increase would place the position above that threshold. The salary adjustment would apply to the following position:

<u>Position #</u>	<u>From</u>	<u>To</u>
30001850	\$46,816.00 Court Clerk II	\$48,316.00 Court Clerk II

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.

Issue

The proposed salary increase places the employee greater than 10% above the midpoint of the pay grade. By policy, this makes the proposed salary action non-routine.

Recommendation

HRMD recommends approval of the proposed salary adjustment. Constable Precinct 5's Office request is reasonable as the employee is a key person to perform interpretation for the department. Planning and Budget Office (PBO) has confirmed funding. The action would be effective May 1, 2013.



CARLOS B. LOPEZ

TRAVIS COUNTY CONSTABLE, PRECINCT FIVE

2013 APR 30 PM 4: 16

PERSONNEL

Date: April 30, 2013
To: Todd Osburn, Compensation Manager, Travis County HRMD
From: Cinda Kortan, Division Manager *CK*
Subject: Salary Adjustments

This memorandum is a request to increase the salary for a Court Clerk in my office that has successfully passed her Bi-lingual Certification for Spanish Proficiency. This employee plays a vital role as an interpreter for our office to conduct county business.

This individual has been with our office for 26 years and an increase of \$1,500 a year is equal to a 3.5% increase. The only reason it is considered non-routine is that this will put the employee over the 10% above midpoint. Since this employee has 26 years of service and the amount is within and acceptable amount, we request that this request be approved. This will be funded internally using salary savings and funding has been confirmed by PBO.

If there are any questions, please do not hesitate to contact me.

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