

Item 21



Travis County Commissioners Court Agenda Request

Meeting Date: 5/21/13

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

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

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 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 21, 2013

ITEM # :

DATE: May 10, 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 – 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

| 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 | 05/03/2013 | N/A | N/A | 1450 - Facilities Management | 30000478 / Custodian / 2 - Temporary / 06 - Hourly - No Bnf / GRD07 / 00 / \$11.00 |
| New Hire | New Hire | 05/08/2013 | N/A | N/A | 1700 - Transportation and Nat Rsrc | 30004634 / School Crossing Guard / 2 - Temporary / 05 - Hourly - Reimt / GRD11 / 00 / \$13.00 |
| New Hire | New Hire | 05/13/2013 | N/A | N/A | 3250 - Civil Courts | 30001257 / Court Bailiff / 2 - Temporary / 05 - Hourly - Reimt / GRD11 / 00 / \$12.71 |
| New Hire | New Hire | 05/06/2013 | N/A | N/A | 3450 - Constable Pct 1 | 30050297 / Constable Deputy / 4 - Special Project / 02 - Full Time Non-Exempt / GRD61 / 01 / \$49,686.62 |
| New Hire | New Hire | 05/02/2013 | N/A | N/A | 3470 - Constable Pct 5 | 30001885 / Constable Deputy / 1 - Regular / 02 - Full Time Non-Exempt / GRD61 / 01 / \$49,686.62 |
| New Hire | New Hire | 05/20/2013 | N/A | N/A | 3500 - Sheriff | 30002404 / Cadet / 1 - Regular / 02 - Full Time Non-Exempt / GRD80 / 01 / \$38,919.50 |

2

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 | 05/20/2013 | N/A | N/A | 3500 - Sheriff | 30002577 / Cadet / 1 - Regular / 02 - Full Time Non-Exempt / GRD80 / 01 / \$38,919.50 |
| New Hire | New Hire | 05/20/2013 | N/A | N/A | 3500 - Sheriff | 30002625 / Cadet / 1 - Regular / 02 - Full Time Non-Exempt / GRD80 / 01 / \$38,919.50 |
| New Hire | New Hire | 05/20/2013 | N/A | N/A | 3500 - Sheriff | 30002953 / Cadet / 1 - Regular / 02 - Full Time Non-Exempt / GRD80 / 01 / \$38,919.50 |
| Re-Hire | Re-Hire | 05/01/2013 | N/A | N/A | 1850 - Health and Human Sv and Vet Sv | 30050955 / IntpSgLngrlll / 2 - Temporary / 05 - Hourly - Retmt / GRD21 / 00 / \$29.00 |
| Re-Hire | Re-Hire | 04/16/2013 | N/A | N/A | 3150 - County Clerk | 30006311 / Elections Operations Cler / 2 - Temporary / 06 - Hourly - No Bnf / NCF01 / 00 / \$14.00 |
| Re-Hire | Re-Hire | 04/16/2013 | N/A | N/A | 3150 - County Clerk | 30006274 / Elections Operations Cler / 2 - Temporary / 06 - Hourly - No Bnf / NCF01 / 00 / \$14.00 |

3

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 |
|-------------------------|---------------------------|-----------------------|------------------------------------|--|------------------------------------|--|
| Re-Hire | Re-Hire | 05/08/2013 | N/A | N/A | 3400 - Justice of the Peace Pct 1 | 30051001 / Court Clerk I / 2 - Temporary / 06 - Hourly - No Bnf / GRD13 / 00 / \$14.54 |
| Mobility | Demotion | 05/03/2013 | 3200 - District Clerk | 30001098 / Court Clerk II / 1 - Regular / 02 - Full Time Non-Exempt / GRD15 / 00 / \$34,608.50 | 3200 - District Clerk | 30001089 / Court Clerk I / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$30,238.83 |
| Mobility | Full-Time to Part-Time | 05/16/2013 | 3100 - County Attorney | 30000807 / Law Clerk I / 1 - Regular / 02 - Full Time Non-Exempt / GRD15 / 00 / \$34,608.50 | 3100 - County Attorney | 30000807 / Law Clerk I / 1 - Regular / 04 - Part Time Non-Exempt / GRD15 / 00 / \$17,304.25 |
| Mobility | Interdpt Change | 05/06/2013 | 3500 - Sheriff | 30002366 / Certified Peace Officer Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD84 / 06 / \$57,967.94 | 3300 - District Attorney | 30001402 / Investigator / 1 - Regular / 02 - Full Time Non-Exempt / GRD67 / 01 / \$70,779.49 |
| Mobility | Part-Time to Full-Time | 05/06/2013 | 1700 - Transportation and Nat Rsrc | 30004617 / School Crossing Guard Supv / 1 - Regular / 04 - Part Time Non-Exempt / GRD11 / 00 / \$16,180.74 | 1700 - Transportation and Nat Rsrc | 30004617 / School Crossing Guard Supv / 1 - Regular / 02 - Full Time Non-Exempt / GRD11 / 00 / \$32,361.48 |
| Mobility | Promotion | 05/03/2013 | 3200 - District Clerk | 30001089 / Court Clerk I / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$30,251.26 | 3200 - District Clerk | 30001098 / Court Clerk II / 1 - Regular / 02 - Full Time Non-Exempt / GRD15 / 00 / \$34,608.50 |

4

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 | Promotion | 05/01/2013 | 3200 - District Clerk | 30001134 / Court Clerk II / 1 - Regular / 02 - Full Time Non- Exempt / GRD15 / 00 / \$34,608.50 | 3200 - District Clerk | 30001134 / Court Clerk II Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD16 / 00 / \$37,024.00 |
| Mobility | Promotion | 04/18/2013 | 3300 - District Attorney | 30001364 / Attorney VI / 1 - Regular / 01 - Full Time Exempt / GRD29 / 00 / \$94,774.99 | 3300 - District Attorney | 30001320 / Attorney VII / 1 - Regular / 01 - Full Time Exempt / GRD30 / 00 / \$99,513.74 |
| Mobility | Promotion | 03/16/2013 | 3500 - Sheriff | 30001909 / Accountant / 1 - Regular / 01 - Full Time Exempt / GRD17 / 00 / \$46,823.50 | 3500 - Sheriff | 30001916 / Financial Analyst Sr / 1 - Regular / 01 - Full Time Exempt / GRD20 / 00 / \$60,663.62 |
| Mobility | Promotion | 05/16/2013 | 3600 - Pretrial Services | 30003900 / Office Specialist / 1 - Regular / 02 - Full Time Non-Exempt / GRD12 / 00 / \$30,323.28 | 3600 - Pretrial Services | 30003902 / Office Specialist Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$33,883.20 |
| Mobility | Promotion | 05/06/2013 | 3650 - Juvenile Probation | 30003977 / Court Clerk I / 1 - Regular / 02 - Full Time Non- Exempt / GRD13 / 00 / \$35,052.57 | 3650 - Juvenile Probation | 30003970 / Legal Secretary / 1 - Regular / 02 - Full Time Non-Exempt / GRD15 / 00 / \$38,557.82 |
| Salary Change | Salary/Hourly Rate Change | 05/01/2013 | 1500 - Medical Examiner | 30003462 / Autopsy Tech / 1 - Regular / 02 - Full Time Non- Exempt / GRD13 / 00 / \$34,777.60 | 1500 - Medical Examiner | GRD13 / 00 / \$36,063.00 |

5

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 | 1500 - Medical Examiner | 30003457 / Records Analyst Asst / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$30,238.84 | 1500 - Medical Examiner | GRD13 / 00 / \$31,357.00 |
| Salary Change | Salary/Hourly Rate Change | 05/01/2013 | 1500 - Medical Examiner | 30003463 / Autopsy Tech / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$39,462.50 | 1500 - Medical Examiner | GRD13 / 00 / \$40,724.00 |
| Salary Change | Salary/Hourly Rate Change | 05/01/2013 | 1500 - Medical Examiner | 30003452 / Office Supv / 1 - Regular / 02 - Full Time Non-Exempt / GRD16 / 00 / \$50,140.48 | 1500 - Medical Examiner | GRD16 / 00 / \$50,892.00 |
| Salary Change | Salary/Hourly Rate Change | 05/01/2013 | 1500 - Medical Examiner | 30003460 / Autopsy Tech / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$36,585.13 | 1500 - Medical Examiner | GRD13 / 00 / \$37,938.78 |
| Salary Change | Salary/Hourly Rate Change | 05/01/2013 | 1500 - Medical Examiner | 30003435 / Toxicologist Laboratory Tech / 1 - Regular / 02 - Full Time Non-Exempt / GRD16 / 00 / \$37,266.74 | 1500 - Medical Examiner | GRD16 / 00 / \$38,644.00 |
| Salary Change | Salary/Hourly Rate Change | 05/01/2013 | 1500 - Medical Examiner | 30003456 / Records Analyst / 1 - Regular / 02 - Full Time Non-Exempt / GRD17 / 00 / \$43,862.83 | 1500 - Medical Examiner | GRD17 / 00 / \$45,835.00 |

6

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 | 1500 - Medical Examiner | 30003439 / ME Adm Officer Chief / 1 - Regular / 01 - Full Time Exempt / GRD28 / 00 / \$98,400.00 | 1500 - Medical Examiner | GRD28 / 00 / \$102,040.00 |
| Salary Change | Salary/Hourly Rate Change | 05/01/2013 | 1500 - Medical Examiner | 30003464 / Autopsy Tech / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$39,462.50 | 1500 - Medical Examiner | GRD13 / 00 / \$40,724.00 |
| Salary Change | Salary/Hourly Rate Change | 05/01/2013 | 1500 - Medical Examiner | 30003461 / Autopsy Tech / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$30,238.83 | 1500 - Medical Examiner | GRD13 / 00 / \$31,356.00 |

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

7