

# Item 13



## Travis County Commissioners Court Agenda Request

**Meeting Date:** 5/28/13

**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 – 6.**

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

**May 28, 2013**

**ITEM # :**

**DATE:** May 17, 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 – 6.**

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	New Personnel Area	NEW Position / Position Title / Employee Group / Employee Subgroup / Grade / Level / Salary/Rate
New Hire	New Hire	05/08/2013	N/A	N/A	1450 - Facilities Management	30000566 / Building Operations Worker / 2 - Temporary / 05 - Hourly - Retmt / GRD12 / 00 / \$13.59
New Hire	New Hire	06/03/2013	N/A	N/A	1700 - Transportation and Nat Rsrc	30004992 / Road Maintenance Worker / 1 - Regular / 02 - Full Time Non-Exempt / GRD10 / 00 / \$26,915.20
New Hire	New Hire	05/20/2013	N/A	N/A	1700 - Transportation and Nat Rsrc	30004966 / Road Maintenance Worker / 1 - Regular / 02 - Full Time Non-Exempt / GRD10 / 00 / \$25,417.60
New Hire	New Hire	06/03/2013	N/A	N/A	1700 - Transportation and Nat Rsrc	30004972 / Road Maintenance Worker / 1 - Regular / 02 - Full Time Non-Exempt / GRD10 / 00 / \$26,915.20
New Hire	New Hire	05/20/2013	N/A	N/A	1700 - Transportation and Nat Rsrc	30004743 / Natural Resources Program / 1 - Regular / 01 - Full Time Exempt / GRD24 / 00 / \$75,088.00
New Hire	New Hire	05/20/2013	N/A	N/A	1700 - Transportation and Nat Rsrc	30005096 / Road Maintenance Worker / 1 - Regular / 02 - Full Time Non-Exempt / GRD10 / 00 / \$26,166.40

2

**WEEKLY PERSONNEL AMENDMENTS - ROUTINE**

<b>Action Type Description</b>	<b>Action Reason Description</b>	<b>Action Effective Date</b>	<b>Current Personnel Area</b>	<b>CURRENT Position / Position Title / Employee Group / Employee Subgroup / Grade / Level / Salary/Rate</b>	<b>New Personnel Area</b>	<b>NEW Position / Position Title / Employee Group / Employee Subgroup / Grade / Level / Salary/Rate</b>
New Hire	New Hire	05/16/2013	N/A	N/A	3100 - County Attorney	30000846 / Law Clerk I / 1 - Regular / 04 - Part Time Non-Exempt / GRD15 / 00 / \$17,304.25
New Hire	New Hire	05/16/2013	N/A	N/A	3100 - County Attorney	30000843 / Law Clerk I / 1 - Regular / 02 - Full Time Non-Exempt / GRD15 / 00 / \$34,608.50
New Hire	New Hire	05/16/2013	N/A	N/A	3100 - County Attorney	30000789 / Law Clerk I / 1 - Regular / 04 - Part Time Non-Exempt / GRD15 / 00 / \$17,304.25
New Hire	New Hire	05/20/2013	N/A	N/A	3100 - County Attorney	30000802 / Attorney VI / 1 - Regular / 01 - Full Time Exempt / GRD29 / 00 / \$89,265.70
New Hire	New Hire	05/16/2013	N/A	N/A	3100 - County Attorney	30000785 / Law Clerk I / 1 - Regular / 04 - Part Time Non-Exempt / GRD15 / 00 / \$17,304.25
New Hire	New Hire	05/13/2013	N/A	N/A	3300 - District Attorney	30001446 / Forensic Analyst Sr / 1 - Regular / 01 - Full Time Exempt / GRD22 / 00 / \$65,582.40
New Hire	New Hire	05/07/2013	N/A	N/A	3450 - Constable Pct 1	30050296 / Constable Deputy / 4 - Special Project / 02 - Full Time Non-Exempt / GRD61 / 01 / \$49,686.62
New Hire	New Hire	06/03/2013	N/A	N/A	3500 - Sheriff	30006029 / Security Coord / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$31,158.40

WEEKLY PERSONNEL AMENDMENTS - ROUTINE

Action Type Description	Action Reason Description	Action Effective Date	Current Personnel Area	CURRENT	New Personnel Area	NEW
				Position / Position Title / Employee Group / Employee Subgroup / Grade / Level / Salary/Rate		Position / Position Title / Employee Group / Employee Subgroup / Grade / Level / Salary/Rate
New Hire	New Hire	05/20/2013	N/A	N/A	3500 - Sheriff	30002225 / Cadet / 1 - Regular / 02 - Full Time Non-Exempt / GRD80 / 01 / \$38,919.50
Re-Hire	Re-Hire	05/16/2013	N/A	N/A	3150 - County Clerk	30000999 / Court Clerk Asst / 1 - Regular / 02 - Full Time Non-Exempt / GRD11 / 00 / \$29,598.40
Mobility	Career Ladder	05/01/2013	3300 - District Attorney	30001466 / Attorney IV / 1 - Regular / 01 - Full Time Exempt / GRD27 / 00 / \$77,956.53	3300 - District Attorney	30001466 / Attorney V / 1 - Regular / 01 - Full Time Exempt / GRD28 / 00 / \$83,424.43
Mobility	Career Ladder	05/07/2013	3500 - Sheriff	30002093 / Cadet / 1 - Regular / 02 - Full Time Non-Exempt / GRD80 / 01 / \$38,919.50	3500 - Sheriff	30002093 / Corrections Officer / 1 - Regular / 02 - Full Time Non-Exempt / GRD81 / 01 / \$44,368.27
Mobility	Career Ladder	05/21/2013	3500 - Sheriff	30006037 / Cadet / 1 - Regular / 02 - Full Time Non-Exempt / GRD80 / 01 / \$38,919.50	3500 - Sheriff	30006037 / Corrections Officer / 1 - Regular / 02 - Full Time Non-Exempt / GRD81 / 01 / \$44,368.27
Mobility	Career Ladder	05/21/2013	3500 - Sheriff	30002277 / Cadet / 1 - Regular / 02 - Full Time Non-Exempt / GRD80 / 01 / \$38,919.50	3500 - Sheriff	30002277 / Corrections Officer / 1 - Regular / 02 - Full Time Non-Exempt / GRD81 / 01 / \$44,368.27
Mobility	Career Ladder	05/21/2013	3500 - Sheriff	30002746 / Cadet / 1 - Regular / 02 - Full Time Non-Exempt / GRD80 / 01 / \$38,919.50	3500 - Sheriff	30002746 / Corrections Officer / 1 - Regular / 02 - Full Time Non-Exempt / GRD81 / 01 / \$44,368.27
Mobility	Full-Time to Part-Time	05/06/2013	1850 - Health and Human Sv and Vet Sv	30005966 / Planner / 1 - Regular / 01 - Full Time Exempt / GRD19 / 00 / \$50,718.30	1850 - Health and Human Sv and Vet Sv	30005966 / Planner / 1 - Regular / 03 - Part Time Exempt / GRD19 / 00 / \$25,359.15

4

**WEEKLY PERSONNEL AMENDMENTS - ROUTINE**

<b>Action Type Description</b>	<b>Action Reason Description</b>	<b>Action Effective Date</b>	<b>Current Personnel Area</b>	<b>CURRENT Position / Position Title / Employee Group / Employee Subgroup / Grade / Level / Salary/Rate</b>	<b>New Personnel Area</b>	<b>NEW Position / Position Title / Employee Group / Employee Subgroup / Grade / Level / Salary/Rate</b>
Mobility	Lateral Transfer	05/16/2013	3600 - Pretrial Services	30003899 / Office Specialist / 1 - Regular / 04 - Part Time Non-Exempt / GRD12 / 00 / \$15,115.98	3600 - Pretrial Services	30003900 / Office Specialist / 1 - Regular / 02 - Full Time Non-Exempt / GRD12 / 00 / \$30,231.96
Mobility	Part-Time Hours Increase	05/01/2013	1850 - Health and Human Sv and Vet Sv	30005395 / Planner Sr / 1 - Regular / 03 - Part Time Exempt / GRD21 / 00 / \$32,226.11	1850 - Health and Human Sv and Vet Sv	30005395 / Planner Sr / 1 - Regular / 03 - Part Time Exempt / GRD21 / 00 / \$42,968.15
Mobility	Voluntary Reassignment	12/16/2012	3500 - Sheriff	30002120 / Corrections Officer / 1 - Regular / 02 - Full Time Non-Exempt / GRD81 / 01 / \$44,368.27	3500 - Sheriff	30002120 / Cadet / 1 - Regular / 02 - Full Time Non-Exempt / GRD81 / 01 / \$38,919.50
Mobility	Voluntary Reassignment	05/01/2013	3500 - Sheriff	30003286 / Law Enforcement Sheriff Deputy / 1 - Regular / 02 - Full Time Non-Exempt / GRD72 / 08 / \$60,078.30	3500 - Sheriff	30002818 / Corrections Officer Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD83 / 08 / \$57,309.62
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 / \$41,215.71	3200 - District Clerk	GRD15 / 00 / \$43,215.71
Salary Change	Salary/Hourly Rate Change	04/29/2013	1850 - Health and Human Sv and Vet Sv	30000654 / Social Services Program Specialist Assoc / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$30,238.83	1850 - Health and Human Sv and Vet Sv	GRD13 / 00 / \$33,792.00

5

<b>AD HOC CLASSIFICATION CHANGES</b>							
		<b>Current</b>			<b>HRMD Recommends</b>		
<b>Dept.</b>	<b>Position</b>	<b>Budgeted Title / Job Object ID</b>	<b>FLSA</b>	<b>Pay Grade</b>	<b>Budgeted Title / Job Object ID</b>	<b>FLSA</b>	<b>Pay Grade</b>
County Clerk	30000979	Court Clerk II / 20000084	NE	15	Court Clerk II Sr / 20000085	NE	16
County Clerk	30000990	Court Clerk II / 20000084	NE	15	Court Clerk II Sr / 20000085	NE	16
County Clerk	30000996	Court Clerk II / 20000084	NE	15	Court Clerk II Sr / 20000085	NE	16
JP Pct 2	30001635	Court Clerk I / 20000083	NE	13	Administrative Asst I / 20000099	NE	13
JP Pct 2	30001642	Court Clerk I / 20000083	NE	13	Court Clerk II / 20000084	NE	15
JP Pct 2	30001636	Court Clerk I / 20000083	NE	13	Court Clerk II / 20000084	NE	15
JP Pct 5	30001721	Court Clerk I / 20000083	NE	13	Court Clerk II Sr / 20000085	NE	16

**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**

6

May 28, 2013