

Item 18



Travis County Commissioners Court Agenda Request

Meeting Date: 6/4/13

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:

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

June 4, 2013

ITEM # :

DATE: May 24, 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 *JB*

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	Position / Position Title / Employee Group / Employee Subgroup / Grade / Level / Salary/Rate Amt
New Hire	New Hire	05/21/2013	N/A	N/A	1000 - County Judge	30051005 / Office Asst / 2 - Temporary / 06 - Hourly - No Bnf / GRD10 / 00 / \$12.00
New Hire	New Hire	04/30/2013	N/A	N/A	1450 - Facilities Management	30005979 / Groundskeeper / 2 - Temporary / 06 - Hourly - No Bnf / GRD08 / 00 / \$11.00
New Hire	New Hire	06/03/2013	N/A	N/A	1700 - Transportation and Nat Rsrc	30004980 / Road Maintenance Worker / 1 - Regular / 02 - Full Time Non-Exempt / GRD10 / 00 / \$27,643.20
New Hire	New Hire	06/10/2013	N/A	N/A	3100 - County Attorney	30000755 / Victim Counselor Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD17 / 00 / \$39,615.06
New Hire	New Hire	05/16/2013	N/A	N/A	3100 - County Attorney	30051026 / Victim Counselor / 2 - Temporary / 06 - Hourly - No Bnf / GRD16 / 00 / \$17.80
New Hire	New Hire	05/22/2013	N/A	N/A	3100 - County Attorney	30000851 / Law Clerk I / 1 - Regular / 04 - Part Time Non-Exempt / GRD15 / 00 / \$17,304.25
New Hire	New Hire	06/03/2013	N/A	N/A	3100 - County Attorney	30000788 / Law Clerk I / 1 - Regular / 04 - Part Time Non-Exempt / GRD15 / 00 / \$17,304.25

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New Hire	New Hire	05/16/2013	N/A	N/A	3150 - County Clerk	30001024 / Office Asst / 2 - Temporary / 05 - Hourly - Retmt / GRD10 / 00 / \$11.87
New Hire	New Hire	05/13/2013	N/A	N/A	3300 - District Attorney	30001395 / Investigator / 1 - Regular / 02 - Full Time Non-Exempt / GRD67 / 01 / \$70,779.49
New Hire	New Hire	05/29/2013	N/A	N/A	3350 - Probate Court	30051002 / Accountant Assoc / 2 - Temporary / 05 - Hourly - Retmt / GRD14 / 00 / \$15.56
New Hire	New Hire	05/26/2013	N/A	N/A	3500 - Sheriff	30003355 / Law Enforcement Sheriff D / 1 - Regular / 02 - Full Time Non-Exempt / GRD72 / 05 / \$56,613.02
New Hire	New Hire	05/28/2013	N/A	N/A	3500 - Sheriff	30050221 / Social Services Mgr / 1 - Regular / 01 - Full Time Exempt / GRD19 / 00 / \$56,683.12
Re-Hire	Re-Hire	05/16/2013	N/A	N/A	1550 - Counseling and Education Sv	30003845 / Counselor / 2 - Temporary / 05 - Hourly - Retmt / GRD16 / 00 / \$17.80
Re-Hire	Re-Hire	05/16/2013	N/A	N/A	1850 - Health and Human Sv and Vet Sv	30051004 / Planner / 2 - Temporary / 06 - Hourly - No Bnf / GRD19 / 00 / \$25.73

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Re-Hire	Re-Hire	05/20/2013	N/A	N/A	3000 - County Treasurer	30050978 / Office Asst / 2 - Temporary / 06 - Hourly - No Bnf / GRD10 / 00 / \$11.87
Re-Hire	Re-Hire	05/28/2013	N/A	N/A	3050 - Tax Collector	30000160 / Administrative Asst I / 2 - Temporary / 05 - Hourly - Retmt / GRD13 / 00 / \$14.54
Mobility	Career Ladder	05/20/2013	3100 - County Attorney	30000721 / Attorney IV / 1 - Regular / 01 - Full Time Exempt / GRD27 / 00 / \$77,956.53	3100 - County Attorney	30000721 / Attorney V / 1 - Regular / 01 - Full Time Exempt / GRD28 / 00 / \$83,424.43
Mobility	Career Ladder	05/16/2013	3460 - Constable Pct 3	30001816 / Constable Deputy / 1 - Regular / 02 - Full Time Non-Exempt / GRD61 / 05 / \$53,782.35	3460 - Constable Pct 3	30001816 / Constable Deputy Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD62 / 05 / \$58,455.28
Mobility	Career Ladder	03/06/2013	3500 - Sheriff	30002422 / Cadet / 1 - Regular / 02 - Full Time Non-Exempt / GRD80 / 01 / \$38,919.50	3500 - Sheriff	30002422 / Corrections Officer / 1 - Regular / 02 - Full Time Non-Exempt / GRD81 / 01 / \$44,368.27
Mobility	Career Ladder	05/02/2013	3500 - Sheriff	30002154 / Corrections Officer / 1 - Regular / 02 - Full Time Non-Exempt / GRD81 / 01 / \$44,368.27	3500 - Sheriff	30002154 / Corrections Officer Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD83 / 01 / \$48,226.26
Mobility	Career Ladder	5/16/2013	3650 - Juvenile Probation	30004261 / Juvenile Detention Officer II / 1 - Regular / 02 - Full Time Non-Exempt / GRD14 / 00 / \$32,920.16	3650 - Juvenile Probation	30004261 / Juvenile Detention Officer III / 1 - Regular / 02 - Full Time Non-Exempt / GRD15 / 00 / \$34,608.50

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Mobility	Interdpt Change	05/12/2013	3650 - Juvenile Probation	30004324 / Juvenile Rsdnt Treatment Officer Asst / 2 - Temporary / 05 - Hourly - Reimnt / GRD12 / 00 / \$13.59	3465 - Constable Pct 4	30001832 / Court Clerk I / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$30,238.83
Mobility	Part-Time to Full-Time	05/28/2013	3100 - County Attorney	30000846 / Law Clerk I / 1 - Regular / 04 - Part Time Non-Exempt / GRD15 / 00 / \$17,304.25	3100 - County Attorney	30000846 / Law Clerk I / 1 - Regular / 02 - Full Time Non-Exempt / GRD15 / 00 / \$34,608.50
Mobility	Promotion	05/17/2013	3150 - County Clerk	30000992 / Court Clerk Asst / 1 - Regular / 02 - Full Time Non-Exempt / GRD11 / 00 / \$27,206.40	3150 - County Clerk	30001003 / Court Clerk I / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$31,158.40
Mobility	Promotion	05/17/2013	3150 - County Clerk	30000985 / Court Clerk Asst / 1 - Regular / 02 - Full Time Non-Exempt / GRD11 / 00 / \$29,598.40	3150 - County Clerk	30000986 / Court Clerk I / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$33,883.20
Mobility	Promotion	05/16/2013	3325 - Criminal Courts	30001581 / Judicial Aide / 1 - Regular / 02 - Full Time Non-Exempt / GRD16 / 00 / \$42,068.21	3325 - Criminal Courts	30001569 / Judicial Aide Specialist / 1 - Regular / 02 - Full Time Non-Exempt / GRD17 / 00 / \$44,171.62
Mobility	Promotion	05/26/2013	3500 - Sheriff	30002674 / Corrections Officer Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD83 / 01 / \$48,226.26	3500 - Sheriff	30003097 / Law Enforcement Sheriff Deputy / 1 - Regular / 02 - Full Time Non-Exempt / GRD72 / 01 / \$52,301.81
Mobility	Promotion	05/26/2013	3500 - Sheriff	30002618 / Corrections Officer Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD83 / 01 / \$48,226.26	3500 - Sheriff	30001943 / Law Enforcement Sheriff Deputy / 1 - Regular / 02 - Full Time Non-Exempt / GRD72 / 01 / \$52,301.81

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Mobility	Second Job	05/11/2013	N/A	N/A	1700 - Transportation and Nat Rsrc	30050016 / Park Tech I / 2 - Temporary / 05 - Hourly - Retmt / GRD08 / 00 / \$11.00
Mobility	Voluntary Reassignment	05/21/2013	3150 - County Clerk	30050351 / Elections Operations Clerk IV 11 / 2 - Temporary / 06 - Hourly - No Bnf / NCF01 / 00 / \$16.00	3150 - County Clerk	30001024 / Office Asst / 2 - Temporary / 05 - Hourly - Retmt / GRD10 / 00 / \$11.87
Salary Change	Salary/Hourly Rate Change	05/13/2013	3050 - Tax Collector	30000206 / Tax Specialist I / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$37,042.72	3050 - Tax Collector	GRD13 / 00 / \$30,238.83
Salary Change	Salary/Hourly Rate Change	05/01/2013	3200 - District Clerk	30001077 / Court Clerk II / 1 - Regular / 02 - Full Time Non-Exempt / GRD15 / 00 / \$34,608.50	3200 - District Clerk	GRD15 / 00 / \$36,338.93

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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
Juvenile Probation	30004138	Psychological Svcs Mgr / 20000651	E	25	Juvenile Probation Dir / 20000309	E	27
Juvenile Probation	30004421	Human Resources Mgr I / 20000383	E	24	Juvenile Probation Dir / 20000309	E	27
JP Pct 2	30001658	Court Clerk II Sr / 20000085	NE	16	Office Mgr / 20000278	E	19

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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