



Travis County Commissioners Court Agenda Request

Meeting Date: 6/11/13

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 – 5.

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.



HRMD *Human Resources Management Department*

700 Lavaca Street, 4th Floor

● P.O. Box 1748

● Austin, Texas 78767

● (512) 854-9165 / FAX (512) 854-9757

June 11, 2013

ITEM # :

DATE: May 31, 2013

TO: Samuel T. Biscoe, County Judge
Ron Davis, Commissioner, Precinct 1
Bruce Todd, 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 – 5.

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

				CURRENT		NEW	
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	06/03/2013	N/A	N/A	1400 - Information Technology Service	30000363 / Business Analyst III / 1 - Regular / 01 - Full Time Exempt / GRD26 / 00 / \$85,987.20	
New Hire	New Hire	06/10/2013	N/A	N/A	1700 - Transportation and Nat Rsrc	30051027 / Office Asst / 2 - Temporary / 06 - Hourly - No Bnf / GRD10 / 00 / \$11.87	
New Hire	New Hire	06/03/2013	N/A	N/A	1700 - Transportation and Nat Rsrc	30004641 / School Crossing Guard / 2 - Temporary / 05 - Hourly - Retmt / GRD11 / 00 / \$13.00	
New Hire	New Hire	06/03/2013	N/A	N/A	1900 - STAR Flight	30005502 / Administrative Asst II / 1 - Regular / 02 - Full Time Non-Exempt / GRD15 / 00 / \$39,811.20	
New Hire	New Hire	05/28/2013	N/A	N/A	3100 - County Attorney	30000901 / Office Specialist / 1 - Regular / 02 - Full Time Non-Exempt / GRD12 / 00 / \$34,621.60	
New Hire	New Hire	06/03/2013	N/A	N/A	3100 - County Attorney	30000835 / Office Specialist / 1 - Regular / 02 - Full Time Non-Exempt / GRD12 / 00 / \$34,621.60	
New Hire	New Hire	06/03/2013	N/A	N/A	3100 - County Attorney	30000756 / Victim Counselor Sr / 1 - Regular / 04 - Part Time Non-Exempt / GRD17 / 00 / \$19,807.53	

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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	06/03/2013	N/A	N/A	3150 - County Clerk	30001051 / Office Asst / 2 - Temporary / 05 - Hourly - Retmt / GRD10 / 00 / \$11.87
New Hire	New Hire	06/03/2013	N/A	N/A	3150 - County Clerk	30001061 / Office Asst / 2 - Temporary / 05 - Hourly - Retmt / GRD10 / 00 / \$11.87
New Hire	New Hire	06/17/2013	N/A	N/A	3500 - Sheriff	30002482 / Cadet / 1 - Regular / 02 - Full Time Non-Exempt / GRD80 / 01 / \$38,919.50
New Hire	New Hire	06/17/2013	N/A	N/A	3500 - Sheriff	30002220 / Cadet / 1 - Regular / 02 - Full Time Non-Exempt / GRD80 / 01 / \$38,919.50
New Hire	New Hire	06/03/2013	N/A	N/A	3650 - Juvenile Probation	30004032 / Juvenile Probation Office / 1 - Regular / 02 - Full Time Non-Exempt / GRD15 / 00 / \$35,651.20
Re-Hire	Re-Hire	05/29/2013	N/A	N/A	1700 - Transportation and Nat Rsrc	30050017 / Park Tech I / 2 - Temporary / 06 - Hourly - No Bnf / GRD08 / 00 / \$11.00
Re-Hire	Re-Hire	06/03/2013	N/A	N/A	2000 - County Auditor	30000088 / Aud Auditor Assoc I / 1 - Regular / 02 - Full Time Non-Exempt / GRD15 / 00 / \$34,650.00

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WEEKLY PERSONNEL AMENDMENTS - ROUTINE

Action Type Description	Action Reason Description	Action Effective Date	Current Personnel Area	Position / Position Title / Employee Subgroup / Grade / Level / Salary/Rate Amt	NEW Position / Position Title / Employee Subgroup / Grade / Level / Salary/Rate Amt
Mobility	Promotion	06/03/2013	1700 - Transportation and Nat Rsrc	30005122 / Small Equipment Tech / 1 - Regular / 02 - Full Time Non-Exempt / GRD11 / 00 / \$32,548.26	30005119 / Mechanic Equipment / 1 - Regular / 02 - Full Time Non-Exempt / GRD15 / 00 / \$34,608.50
Mobility	Promotion	06/03/2013	1700 - Transportation and Nat Rsrc	30005104 / Equipment Operator / 1 - Regular / 02 - Full Time Non-Exempt / GRD12 / 00 / \$37,959.58	30005093 / Equipment Operator Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$39,857.56
Mobility	Promotion	06/03/2013	3050 - Tax Collector	30000249 / Accountant / 1 - Regular / 01 - Full Time Exempt / GRD17 / 00 / \$42,085.26	30050777 / Internal Auditor / 1 - Regular / 01 - Full Time Exempt / GRD21 / 00 / \$51,934.48
Mobility	Promotion	06/01/2013	3650 - Juvenile Probation	30004123 / Juvenile Probation Officer Asst / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$31,328.34	30004085 / Juvenile Probation Officer I / 1 - Regular / 02 - Full Time Non-Exempt / GRD15 / 00 / \$34,608.50
Mobility	Promotion	06/01/2013	3650 - Juvenile Probation	30004516 / Financial Analyst Sr / 1 - Regular / 01 - Full Time Exempt / GRD20 / 00 / \$60,663.62	30004514 / Accountant Lead / 1 - Regular / 01 - Full Time Exempt / GRD21 / 00 / \$63,696.80
Mobility	Temporary to Regular	06/03/2013	3050 - Tax Collector	30050954 / Administrative Asst I / 2 - Temporary / 05 - Hourly - Retmnt / GRD13 / 00 / \$14.54	30000179 / Tax Specialist I / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$30,238.83

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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	06/01/2013	3600 - Pretrial Services	30003925 / Pretrial Officer II / 1 - Regular / 02 - Full Time Non-Exempt / GRD17 / 00 / \$41,091.39	3600 - Pretrial Services	GRD17 / 00 / \$43,145.96

Samuel T. Biscoe, County Judge

Ron Davis, Commissioner, Pct. 1

Bruce Todd, Commissioner, Pct. 2

Gerald Daugherty, Commissioner, Pct. 3

Margaret Gomez, Commissioner, Pct. 4