

## Item 12



# Travis County Commissioners Court Agenda Request

**Meeting Date:** 6/25/13

**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:

- A. Proposed routine personnel amendments; and
- B. Non-routine salary adjustment from Commissioner Precinct 1's Office for a variance to Travis County Code § 10.03002, salary adjustment greater than 10% above midpoint.

### **BACKGROUND/SUMMARY OF REQUEST AND ATTACHMENTS:**

Attached are Personnel Amendments for Commissioners Court approval.

**A. Routine Personnel Actions – Pages 2 – 5.**

**B. Non-Routine Personnel Action – Pages 6, 7-8.**

**Commissioner Precinct 1** requests approval for a salary adjustment that exceeds 10% above midpoint - Travis County Code § 10.03002, Position 30000007, Executive Assistant – Elected Official, PG 19. HRMD has reviewed the supporting documentation and recommends approval; this request is consistent with the intent of County personnel policies. The Planning and Budget Office 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

**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.

**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

**June 25, 2013**

**ITEM # :**

**DATE:** June 14, 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.

**A. Routine Personnel Actions – Pages 2 – 5.**

**B. Non-Routine Personnel Actions – Pages 6, 7-8.**

**Commissioner Precinct 1** requests approval for a salary adjustment that exceeds 10% above midpoint – Travis County Code § 10.03002 to place Position 30000007, Executive Assistant – Elected Official, PG 19. HRMD has reviewed supporting documentation and recommends approval; this request is consistent with the intent of County personnel policies. The Planning and Budget Office has confirmed sufficient funds.

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	06/12/2013	N/A	N/A	1150 - County Commissioner 3	30051102 / Office Specialist Sr / 2 - Temporary / 05 - Hourly - Reimt / GRD13 / 00 / \$15.00
New Hire	New Hire	06/18/2013	N/A	N/A	1450 - Facilities Management	30004446 / Building Maintenance Supt / 1 - Regular / 01 - Full Time Exempt / GRD17 / 00 / \$48,000.00
New Hire	New Hire	06/17/2013	N/A	N/A	1700 - Transportation and Nat Rsrc	30004906 / Park Tech I / 2 - Temporary / 06 - Hourly - No Bnf / GRD08 / 00 / \$11.00
New Hire	New Hire	06/10/2013	N/A	N/A	3100 - County Attorney	30000743 / Office Specialist / 1 - Regular / 02 - Full Time Non-Exempt / GRD12 / 00 / \$32,489.60
New Hire	New Hire	06/17/2013	N/A	N/A	3200 - District Clerk	30050805 / Court Clerk I / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$30,238.83
New Hire	New Hire	06/17/2013	N/A	N/A	3200 - District Clerk	30001158 / Court Clerk Asst / 4 - Special Project / 02 - Full Time Non-Exempt / GRD11 / 00 / \$26,417.46
New Hire	New Hire	06/17/2013	N/A	N/A	3200 - District Clerk	30001101 / Court Clerk Asst / 1 - Regular / 02 - Full Time Non-Exempt / GRD11 / 00 / \$26,417.46
New Hire	New Hire	06/17/2013	N/A	N/A	3650 - Juvenile Probation	30003976 / Court Clerk I / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$32,968.00

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 Subgroup / Employee Subgroup / Grade / Level / Salary/Rate Amt
New Hire	New Hire	06/17/2013	N/A	N/A	3650 - Juvenile Probation	30004422 / Office Asst / 1 - Regular / 02 - Full Time Non-Exempt / GRD10 / 00 / \$26,915.20
Mobility	Career Ladder	06/01/2013	1700 - Transportation and Nat Rsrc	30004781 / Park Ranger / 1 - Regular / 02 - Full Time Non-Exempt / GRD60 / 01 / \$49,686.62	1700 - Transportation and Nat Rsrc	30004781 / Park Ranger Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD62 / 01 / \$53,164.59
Mobility	Career Ladder	06/01/2013	3300 - District Attorney	30001363 / Attorney V / 1 - Regular / 01 - Full Time Exempt / GRD28 / 00 / \$84,095.44	3300 - District Attorney	30001363 / Attorney VI / 1 - Regular / 01 - Full Time Exempt / GRD29 / 00 / \$91,956.80
Mobility	Career Ladder	06/18/2013	3500 - Sheriff	30002475 / Cadet / 1 - Regular / 02 - Full Time Non-Exempt / GRD80 / 01 / \$38,919.50	3500 - Sheriff	30002475 / Corrections Officer / 1 - Regular / 02 - Full Time Non-Exempt / GRD81 / 01 / \$44,368.27
Mobility	Career Ladder	06/18/2013	3500 - Sheriff	30002396 / Cadet / 1 - Regular / 02 - Full Time Non-Exempt / GRD80 / 01 / \$38,919.50	3500 - Sheriff	30002396 / Corrections Officer / 1 - Regular / 02 - Full Time Non-Exempt / GRD81 / 01 / \$44,368.27
Mobility	Career Ladder	06/04/2013	3500 - Sheriff	30002667 / Cadet / 1 - Regular / 02 - Full Time Non-Exempt / GRD80 / 01 / \$38,919.50	3500 - Sheriff	30002667 / Corrections Officer / 1 - Regular / 02 - Full Time Non-Exempt / GRD81 / 01 / \$44,368.27
Mobility	Interdpt Change	07/01/2013	3500 - Sheriff	30001934 / Human Resources Asst Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD16 / 00 / \$40,358.76	1350 - Human Resources Management	30000295 / Human Resources Analyst I / 1 - Regular / 01 - Full Time Exempt / GRD18 / 00 / \$43,512.52
Mobility	Lateral Transfer	06/18/2013	1850 - Health and Human Sv and Vet Sv	30050426 / Office Specialist / 2 - Temporary / 06 - Hourly No Bnf / GRD12 / 00 / \$13.59	1850 - Health and Human Sv and Vet Sv	30050426 / Office Specialist / 2 - Temporary / 05 - Hourly Retmt / GRD12 / 00 / \$13.59

WEEKLY PERSONNEL AMENDMENTS - ROUTINE

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Mobility	Promotion	05/20/2013	3050 - Tax Collector	30000202 / Tax Specialist II / 1 - Regular / 02 - Full Time Non-Exempt / GRD15 / 00 / \$34,608.50	3050 - Tax Collector	30000202 / Tax Specialist III / 1 - Regular / 02 - Full Time Non-Exempt / GRD16 / 00 / \$37,024.00
Mobility	Promotion	06/17/2013	3420 - Justice of the Peace Pct 5	30001720 / Court Clerk I / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$36,213.00	3420 - Justice of the Peace Pct 5	30001721 / Court Clerk II Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD16 / 00 / \$37,024.00
Mobility	Promotion	06/16/2013	1350 - Human Resources Management	30000286 / Human Resources Asst Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD16 / 00 / \$39,556.84	1350 - Human Resources Management	30000286 / Human Resources Analyst I / 1 - Regular / 01 - Full Time Exempt / GRD18 / 00 / \$43,512.52
Mobility	Reclassification	06/05/2013	3150 - County Clerk	30000990 / Court Clerk II / 1 - Regular / 02 - Full Time Non-Exempt / GRD15 / 00 / \$40,977.11	3150 - County Clerk	30000990 / Court Clerk II Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD16 / 00 / \$40,977.11
Mobility	Reclassification	06/05/2013	3150 - County Clerk	30000979 / Court Clerk II / 1 - Regular / 02 - Full Time Non-Exempt / GRD15 / 00 / \$42,865.98	3150 - County Clerk	30000979 / Court Clerk II Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD16 / 00 / \$42,865.98
Mobility	Reclassification	06/04/2013	3405 - Justice of the Peace Pct 2	30001658 / Court Clerk II Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD16 / 00 / \$50,908.00	3405 - Justice of the Peace Pct 2	30001658 / Office Mgr / 1 - Regular / 01 - Full Time Exempt / GRD19 / 00 / \$55,408.00

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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
Mobility	Reclassification	06/04/2013	3650 - Juvenile Probation	30004138 / Psychological Svcs Mgr / 1 - Regular / 01 - Full Time Exempt / GRD25 / 00 / \$73,182.18	3650 - Juvenile Probation	30004138 / Juvenile Probation Dir / 1 - Regular / 01 - Full Time Exempt / GRD27 / 00 / \$83,427.68
Salary Change	Salary/Hourly Rate Change	06/17/2013	1100 - County Comm 2	30000012 / Executive Assistant - Elected Official / 1 - Regular / 01 - Full Time Exempt / GRD19 / 00 / \$60,203.94	1100 - County Comm 2	30000012 / Executive Assistant - Elected Official / 1 - Regular / 01 - Full Time Exempt / GRD19 / 00 / \$62,351.54
Salary Change	Salary/Hourly Rate Change	06/17/2013	1100 - County Comm 2	30000013 / Executive Assistant / 1 - Regular / 01 - Full Time Exempt / GRD 17 / 00 / \$51,856.27	1100 - County Comm 2	30000013 / Executive Assistant / 1 - Regular / 01 - Full Time Exempt / GRD 17 / 00 / \$54,470.83
Salary Change	Salary/Hourly Rate Change	06/17/2013	1050 - County Commissioner 1	30000008 / Executive Assistant - Elected Official / 1 - Regular / 01 - Full Time Exempt / GRD19 / 00 / \$57,374.10	1050 - County Commissioner 1	30000008 / Executive Assistant - Elected Official / 1 - Regular / 01 - Full Time Exempt / GRD19 / 00 / \$58,738.77
Salary Change	Salary/Hourly Rate Change	06/17/2013	1050 - County Commissioner 1	30000009 / Executive Assistant - Elected Official / 1 - Regular / 01 - Full Time Exempt / GRD19 / 00 / \$48,845.80	1050 - County Commissioner 1	30000009 / Executive Assistant - Elected Official / 1 - Regular / 01 - Full Time Exempt / GRD19 / 00 / \$50,210.47

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<b>NON-ROUTINE ACTION</b>				
<b>Dept. (From)</b>	<b>CURRENT Position / Position Title / Employee Group / Employee Subgroup / Grade / Level / Salary / Rate Amt</b>	<b>Dept. (To)</b>	<b>NEW Position / Position Title / Employee Group / Employee Subgroup / Grade / Level / Salary / Rate Amt</b>	<b>Comments</b>
1050 – County Comm Prec 1	30000007/Executive Assistant – Elected Official/ 1 – Regular/ 01 – Full Time Exempt / GRD 19/ 00/ \$61,577.66	1050 – County Comm Prec 1	30000007/Executive Assistant – Elected Official/ 1 – Regular/ 01 – Full Time Exempt / GRD 19/ 00/ \$62,942.03	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.**

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**Samuel T. Biscoe, County Judge**

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**Ron Davis, Commissioner, Pct. 1**

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**Bruce Todd, Commissioner, Pct. 2**

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**Gerald Daugherty, Commissioner, Pct. 3**

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**Margaret Gomez, Commissioner, Pct. 4**





## 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: June 14, 2013

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

SUBJECT: Commissioner Prec 1- Non-Routine Salary Adjustment, Position 30000007

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

#### **Comm Precinct 1's Request:**

Commissioner Precinct 1's Office requests approval to pay a salary adjustment to one Executive Assistant – Elected Official in the amount of \$1,364.67. The resulting pay differential is approximately 2.2 percent. The pay action would apply to the following position:

<b><u>Position #</u></b>	<b><u>From</u></b>	<b><u>To</u></b>
30000007	Exec Asst – Elect Off PG 19 \$61,577.66	Exec Asst – Elec Off PG 19 \$62,942.03

#### **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.*

**Issues:**

The proposed salary action would move the incumbent above the midpoint + 10% threshold that triggers a non-routine review. Midpoint + 10% is \$62,351.54 for PG 19.

**Recommendation:**

HRMD recommends approval of the proposed salary adjustment. This request facilitates retention of a key employee and is consistent with the intent of the referenced policy. Planning and Budget Office (PBO) has confirmed funding. The action would be effective June 17, 2013.

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