

Item 10



Travis County Commissioners Court Agenda Request

Meeting Date: 7/2/13

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 – Page 2-12.

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

July 2, 2013

ITEM # :

DATE: June 21, 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 2-12.

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 | 06/17/2013 | N/A | N/A | 1700 - Transportation and Nat Rsrc | 30050020 / Park Tech I / 2 - Temporary / 06 - Hourly - No Bnf / GRD08 / 00 / \$11.00 |
| New Hire | New Hire | 06/17/2013 | N/A | N/A | 3650 - Juvenile Probation | 30003977 / Court Clerk I / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$30,238.83 |
| New Hire | New Hire | 06/11/2013 | N/A | N/A | 3300 - District Attorney | 30001355 / Attorney III / 1 - Regular / 01 - Full Time Exempt / GRD25 / 00 / \$68,095.87 |
| New Hire | New Hire | 06/10/2013 | N/A | N/A | 3300 - District Attorney | 30001436 / Forensic Analyst Sr / 1 - Regular / 01 - Full Time Exempt / GRD22 / 00 / \$58,905.60 |
| New Hire | New Hire | 06/17/2013 | N/A | N/A | 3300 - District Attorney | 30001461 / Law Clerk II / 2 - Temporary / 05 - Retmt / GRD19 / 00 / \$21.80 |
| New Hire | New Hire | 06/17/2013 | N/A | N/A | 1700 - Transportation and Nat Rsrc | 30050012 / Park Tech I / 2 - Temporary / 06 - Hourly - No Bnf / GRD08 / 00 / \$11.00 |
| New Hire | New Hire | 06/17/2013 | N/A | N/A | 1700 - Transportation and Nat Rsrc | 30050018 / Park Tech I / 2 - Temporary / 06 - Hourly - No Bnf / GRD08 / 00 / \$11.00 |
| New Hire | New Hire | 06/24/2013 | N/A | N/A | 1700 - Transportation and Nat Rsrc | 30050019 / Park Tech I / 2 - Temporary / 06 - Hourly - No Bnf / GRD08 / 00 / \$11.00 |

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WEEKLY PERSONNEL AMENDMENTS - ROUTINE

| | | | | | | |
|----------|----------|------------|-----|-----|------------------------------------|--|
| New Hire | New Hire | 06/24/2013 | N/A | N/A | 1700 - Transportation and Nat Rsrc | 30004866 / Park Tech I / 2 - Temporary / 06 - Hourly - No Bnf / GRD08 / 00 / 11 |
| New Hire | New Hire | 06/16/2013 | N/A | N/A | 3650 - Juvenile Probation | 30004450 / Cook / 1 - Regular / 02 - Full Time Non-Exempt / GRD08 / 00 / \$22,880.00 |
| New Hire | New Hire | 06/23/2013 | N/A | N/A | 3500 - Sheriff | 30003354 / Law Enforcement Deputy Sheriff / 1 - Regular / 02 - Full Time Non-Exempt / GRD72 / 01 / \$52,301.81 |
| New Hire | New Hire | 06/24/2013 | N/A | N/A | 1700 - Transportation and Nat Rsrc | 30050602 / Natural Resources Tech / 2 - Temporary / 06 - Hourly - No Bnf / GRD16 / 00 / \$17.80 |
| New Hire | New Hire | 07/01/2013 | N/A | N/A | 3500 - Sheriff | 30002848 / Cadet / 1 - Regular / 02 - Full Time Non-Exempt / GRD80 / 01 / \$38,919.50 |
| New Hire | New Hire | 07/15/2013 | N/A | N/A | 1900 - STAR Flight | 30050831 / Flight Registered Nurse / 1 - Regular / 02 - Full Time Non-Exempt / GRD24 / 00 / \$73,050.00 |
| New Hire | New Hire | 06/03/2013 | N/A | N/A | 1850 - Health and Human Sv and VS | 30051077 / Office Specialist / 2 - Temporary / 06 - Hourly - No Bnf / GRD12 / 00 / \$13.59 |
| New Hire | New Hire | 06/06/2013 | N/A | N/A | 1850 - Health and Human Sv and VS | 30051060 / Office Asst / 2 - Temporary / 06 - Hourly - No Bnf / GRD10 / 00 / \$11.87 |
| New Hire | New Hire | 06/06/2013 | N/A | N/A | 1850 - Health and Human Sv and VS | 30051061 / Office Asst / 2 - Temporary / 06 - Hourly - No Bnf / GRD10 / 00 / \$11.87 |

WEEKLY PERSONNEL AMENDMENTS - ROUTINE

| | | | | | | |
|----------|----------|------------|-----|-----|-----------------------------------|---|
| New Hire | New Hire | 06/06/2013 | N/A | N/A | 1850 - Health and Human Sv and VS | 30051055 / Office Asst / 2 - Temporary / 06 - Hourly - No Bnf / GRD10 / 00 / \$11.87 |
| New Hire | New Hire | 06/06/2013 | N/A | N/A | 1850 - Health and Human Sv and VS | 30051062 / Office Asst / 2 - Temporary / 06 - Hourly - No Bnf / GRD10 / 00 / \$11.87 |
| New Hire | New Hire | 06/06/2013 | N/A | N/A | 1850 - Health and Human Sv and VS | 30051057 / Office Asst / 2 - Temporary / 06 - Hourly - No Bnf / GRD10 / 00 / \$11.87 |
| New Hire | New Hire | 06/06/2013 | N/A | N/A | 1850 - Health and Human Sv and VS | 30051052 / Office Asst / 2 - Temporary / 06 - Hourly - No Bnf / GRD10 / 00 / \$11.87 |
| New Hire | New Hire | 06/17/2013 | N/A | N/A | 3500 - Sheriff | 30002073 / Office Specialist Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$32,968.00 |
| New Hire | New Hire | 06/17/2013 | N/A | N/A | 3500 - Sheriff | 30002076 / Office Specialist Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$37,042.72 |
| New Hire | New Hire | 06/17/2013 | N/A | N/A | 1000 - County Judge | 30051151 / Office Asst / 2 - Temporary / 06 - Hourly - No Bnf / GRD10 / 00 / \$12.00 |
| New Hire | New Hire | 06/17/2013 | N/A | N/A | 3500 - Sheriff | 30001963 / Licensed Vocational Nurse / 1 - Regular / 02 - Full Time Non-Exempt / GRD15 / 00 / \$34,608.50 |
| New Hire | New Hire | 06/17/2013 | N/A | N/A | 2000 - County Auditor | 30000087 / AUD Financial Audit Mgr / 1 - Regular / 01 - Full Time Exempt / GRD29 / 00 / \$115,000.00 |

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WEEKLY PERSONNEL AMENDMENTS - ROUTINE

| | | | | | | |
|----------|----------------------|------------|------------------------------------|---|------------------------------------|--|
| Rehire | Rehire | 06/06/2013 | N/A | N/A | 1850 - Health and Human Sv and VS | 30051053 / Office Asst / 2 - Temporary / 06 - Hourly - No Bnf / GRD10 / 00 / \$11.87 |
| Rehire | Rehire | 06/06/2013 | N/A | N/A | 1850 - Health and Human Sv and VS | 30051064 / Office Asst / 2 - Temporary / 06 - Hourly - No Bnf / GRD10 / 00 / \$12.70 |
| Rehire | Rehire | 06/06/2013 | N/A | N/A | 1850 - Health and Human Sv and VS | 30051056 / Office Asst / 2 - Temporary / 06 - Hourly - No Bnf / GRD10 / 00 / \$11.87 |
| Rehire | Rehire | 06/06/2013 | N/A | N/A | 1850 - Health and Human Sv and VS | 30051054 / Office Asst / 2 - Temporary / 06 - Hourly - No Bnf / GRD10 / 00 / \$11.87 |
| Rehire | Rehire | 06/06/2013 | N/A | N/A | 1850 - Health and Human Sv and VS | 30051051 / Office Asst / 2 - Temporary / 06 - Hourly - No Bnf / GRD10 / 00 / \$11.87 |
| Rehire | Rehire | 06/06/2013 | N/A | N/A | 1850 - Health and Human Sv and VS | 30051065 / Office Asst / 2 - Temporary / 06 - Hourly - No Bnf / GRD10 / 00 / \$12.70 |
| Mobility | Temporary to Regular | 06/10/2013 | 1300 - Intergovernmental Relations | 30050451 / Administrative Asst II / 2 - Temporary / 06 - Hourly - No Bnf / GRD15 / 00 / \$20.79 | 1300 - Intergovernmental Relations | 30000277 / Administrative Assoc / 1 - Regular / 02 - Full Time Non-Exempt / GRD16 / 00 / \$50,000.00 |
| Mobility | Promotion | 06/17/2013 | 1550 - Counseling and Education Sv | 30003802 / Office Specialist / 1 - Regular / 02 - Hourly Non Exempt / GRD12 / 00 / \$35,673.06 | 1550 - Counseling and Education Sv | 30003794 / Office Supv / 1 - Regular / 02 - Full Time Non-Exempt / GRD16 / 00 / \$44,720.00 |
| Mobility | Promotion | 06/17/2013 | 1850 - Health and Human Sv and VS | 30000662 / Education Instructional Specialist / 1 - Regular / 02 - Hourly Non Exempt / GRD13 / 00 / \$30,238.83 | 1850 - Health and Human Sv and VS | 30000667 / Social Services Program Specialist / 1 - Regular / 02 - Full Time Non-Exempt / GRD17 / 00 / \$39,615.06 |

WEEKLY PERSONNEL AMENDMENTS - ROUTINE

| | | | | | | |
|------------------|---------------------------------|------------|----------------------------------|--|----------------------------------|--|
| Mobility | Promotion | 06/03/2013 | 3465 - Constable Pct 4 | 30001828 / Constable Deputy / 1 - Regular / 02 - Hourly Non Exempt / GRD 61 / 1 / \$49,686.62 | 3465 - Constable Pct 4 | 30001821 / Constable Sergeant / 1 - Regular / 02 - Full Time Non-Exempt / GRD64 / 1 / \$71,704.46 |
| Mobility | Promotion | 06/17/2013 | 3650 - Juvenile Probation | 30004551 / Court Clerk I / 1 - Regular / 02 - Hourly Non Exempt / GRD13 / 00 / \$34,441.09 | 3650 - Juvenile Probation | 30004564 / Enforcement Officer I / 1 - Regular / 02 - Full Time Non-Exempt / GRD15 / 00 / \$37,885.19 |
| Mobility | Career Ladder | 06/25/2013 | 3500 - Sheriff | 30002120 / Cadet / 1 - Regular / 02 - Hourly Non Exempt / GRD80 / 01 / \$38,919.5 | 3500 - Sheriff | 30002120 / Corrections Officer / 1 - Regular / 02 - Full Time Non-Exempt / GRD81 / 01 / \$44,368.27 |
| Mobility | Career Ladder | 06/30/2013 | 3500 - Sheriff | 30002576 / Corrections Officer / 1 - Regular / 02 - Hourly Non Exempt / GRD81 / 01 / \$44,368.27 | 3500 - Sheriff | 30002576 / Corrections Officer Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD83 / 01 / \$48,226.26 |
| Mobility | Interdpt Change | 06/17/2013 | 3550 - CSCD | 30003529 / Probation Officer Asst / 1 - Regular / 02 - Hourly Non Exempt / NCF01 / 00 / \$30,409.6 | 3325 - Criminal Courts | 30001581 / Judicial Aide / 1 - Regular / 02 - Full Time Non-Exempt / GRD16 / 00 / \$38,147.20 |
| Mobility | Interdpt Change | 06/17/2013 | 3150 - County Clerk | 30000991 / Court Clerk Asst / 1 - Regular / 02 - Hourly Non Exempt / GRD11 / 00 / \$27,206.40 | 3200 - District Clerk | 30001082 / Court Clerk I / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$30,238.83 |
| Salary Change | Salary/Hourly Rate Change | 06/04/2013 | 3650 - Juvenile Probation | 30004138 / Juvenile Probation Dir / 1 - Regular / 01 - Full Time Exempt / GRD27 / 00 / \$83,427.68 | 3650 - Juvenile Probation | 30004138 / Juvenile Probation Dir / 1 - Regular / 01 - Full Time Exempt / GRD27 / 00 / \$89,648.00 |
| Salary Change | Salary/Hourly Rate Change | 06/16/2013 | 1800 - Rcd Mgmt and Comm Rsrc | 30005183 / Imaging Prod Tech Supv / 1 - Regular / 02 - Hourly Non Exempt / GRD15 / 00 / \$47,549.00 | 1800 - Rcd Mgmt and Comm Rsrc | 30005183 / Imaging Prod Tech Supv / 1 - Regular / 02 - Full Time Non-Exempt / GRD15 / 00 / \$43,225.76 (End of Temp Assgn Pay) |
| Salary Change | Salary/Hourly Rate Change | 06/16/2013 | 3650 - Juvenile Probation | 30004506 / Business Analyst / 1 - Regular / 01 - Full Time Exempt / GRD24 / 00 / \$63,638.43 | 3650 - Juvenile Probation | 30004506 / Business Analyst / 1 - Regular / 01 - Full Time Exempt / GRD24 / 00 / \$66,819.90 |

| AD HOC CLASSIFICATION CHANGES | | | | | | | |
|--------------------------------------|-----------------|---------------------------------------|-------------|------------------|---------------------------------------|-------------|------------------|
| Dept. | Position | Current | | | HRMD Recommends | | |
| | | Budgeted Title / Job Object ID | FLSA | Pay Grade | Budgeted Title / Job Object ID | FLSA | Pay Grade |
| County Clerk | 30000931 | Accountant Assoc / 20000117 | NE | 14 | Administrative Assoc / 20000101 | NE | 16 |
| County Clerk | 30000946 | Business Analyst I / 20000445 | E | 22 | Business Analyst II / 20000444 | E | 24 |
| County Clerk | 30000998 | Ct Svcs Mgt Admin Coord / 20000282 | E | 18 | Office Manager / 20000278 | E | 19 |
| County Clerk | 30001008 | Ct Svcs Mgt Admin Coord / 20000282 | E | 18 | Business Analyst II / 20000444 | E | 24 |

Departments request in order to meet departmental needs. PBO has confirmed funding available.

| NEW JOB DESCRIPTIONS | | |
|-------------------------------------|-------------|------------------|
| Job Title / Job # | FLSA | Pay Grade |
| Intern / 2XXXXXXX | NE | 12 |
| Environmental Technician / 2XXXXXXX | NE | 14 |

HRMD is providing attached new job descriptions for approval, see pages 8-12.

BY ORDER OF THE COMMISSIONERS COURT, THE PRECEDING PERSONNEL AMENDMENTS ARE APPROVED.

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



Human Resources Management

700 Lavaca, 4th Floor • P.O. Box 1748 • Austin, Texas 78701 • (512) 854-9165

MEMORANDUM

DATE: June 21, 2013
TO: Members of the Commissioners Court
VIA: Leslie Browder, County Executive, Planning & Budget Office *LB*
FROM: Todd Osburn, Compensation Manager *TO*
SUBJECT: Proposed New Job Classifications

HRMD recommends creation of two new job classification as outlined below:

Environmental Technician

This position is responsible for carrying out various duties in support of the County's environmental programs. Creation of this job title was necessary to provide an entry-level position to perform work within TNR's environmental programs which would allow the County's Environmental Specialists to perform the higher level duties which they are assigned. Consistent with market data, the job is recommended to be put in Pay Grade 14 on the Classified Pay Scale.

Intern

This position is responsible for carrying out trainee level work within professional areas while obtaining work experience within a government setting. The County currently has an ACC intern program but departments frequently desire to use interns from other colleges. Under current circumstances, departments are required to hire these employees as temporary employees with higher requirements than the incumbents possess. Adoption of this position will allow departments to employ paid interns engaged in professional level study in a generic title fitting with their education and experience. HRMD recommends this job be placed at PG 12 on the Classified Pay Scale.

Should you have questions, contact Todd Osburn at ext. 4-2744.

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TRAVIS COUNTY JOB DESCRIPTION

JOB TITLE: Environmental Technician

JOB CODE:
PAY GRADE:14

FLSA STATUS: Non-Exempt
LAST REVISED: NEW 7/2/13

JOB SUMMARY:

Under general or direct supervision carries out technical activities and tasks in support of one or more countywide environmental programs. Performs office and fieldwork carrying out projects and activities related to the designated programs. Performs duties using technical skill and specialized knowledge and expertise with respect to the designated environmental program.

DISTINGUISHING CHARACTERISTICS:

This position may support one or more of the following program areas: hazardous materials management, hazardous waste management and cleanup, pesticide use and management, household hazardous waste and other special wastes; solid waste management, recycling, responsible purchasing; storm water management, erosion and sedimentation controls; water quality monitoring, assessment, regulation, and compliance; air quality monitoring, assessment regulation, and compliance.

DUTIES AND RESPONSIBILITIES:

- Performs duties involved with review of simple projects or applications; field inspections; set-up, operation and maintenance of field equipment; data collection and analysis; assisting with project planning and execution, project evaluation, record management, reporting and education and outreach. Duties vary depending upon the program.
- Works with and coordinates with other county staff, other departments and agencies, the regulated community, stakeholders and the general public.
- Assists in monitoring existing Federal, State and Local regulations and issues relevant to operations. Assists in making recommendations for compliance.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:**Education and Experience:**

Bachelor's degree in Natural Resources, Environmental Science, Ecology, Biology or a directly related field or directly related increasingly responsible demonstrated experience in natural resources or environmental management;

OR,

Any combination of education and experience that has been achieved and is equivalent to the stated education and experience and required knowledge, skills, and abilities sufficient to successfully perform the duties and responsibilities of this job.

Licenses, Registrations, Certifications, or Special Requirements:

Valid Texas Driver's License.

Knowledge, Skills, and Abilities:**Knowledge of:**

- Scientific principles and techniques related to the assigned area of environmental specialization.
- Environmental research methodology and data analysis techniques.
- Standard theory, principles, practices and techniques of environmental and natural resource protection.
- Federal, State, Local and County applicable environmental laws, rules, regulations and guidelines.
- Computer equipment to include word processing, spreadsheets, databases and a variety of software packages.

TRAVIS COUNTY JOB DESCRIPTION

JOB TITLE: Environmental Technician

JOB CODE:
PAY GRADE:14

FLSA STATUS: Non-Exempt
LAST REVISED: NEW 7/2/13

Knowledge, Skills, and Abilities (cont.):

- Technical writing, report writing and preparation, business letter writing, grammar and punctuation.
- Principles of data, document and records management.

Skill in:

- Using field techniques, equipment and instruments appropriate to the area of specialization.
- Data analysis.
- Data management techniques.
- Explaining complicated technical problems in simple non-technical language.
- Problem-solving and decision-making.
- Both verbal and written communication.

Ability to:

- Manage time well, perform and prioritize multiple tasks, organize diverse activities, develop and implement environmental research and projects.
- Meet deadlines and produce projects in a timely manner while working on several projects at once.
- Work as a team member within a diverse organization.
- Research, compile, analyze, interpret and prepare a variety of memorandums or reports.
- Establish and maintain effective working relationships with County employees and officials, representatives of outside agencies, and the general public.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

Physical requirements include the ability to lift/carry up to 20-50 pounds occasionally, visual acuity, speech and hearing, hand and eye coordination and manual dexterity necessary to operate a computer and office equipment. Subject to driving a 4-wheel drive vehicle, standing, walking/hiking (some rough terrain), carrying, sitting, repetitive motion, reaching, climbing stairs, bending, stooping, kneeling, crouching, crawling, pushing, pulling, balancing, client/customer contact, squatting to perform the essential functions. May work in extreme temperature/weather change/conditions, and smoke on prescribed or wild fires. Maybe subject to contact with dangerous machinery, fumes, communicable/infectious disease, and hazardous chemicals.

This job description is intended to be generic in nature. It is not necessarily an exhaustive list of all duties and responsibilities. The essential duties, functions and responsibilities and overtime eligibility may vary based on the specific tasks assigned to the position.

TRAVIS COUNTY JOB DESCRIPTION

JOB TITLE: Intern

JOB CODE:
PAY GRADE:12

FLSA STATUS: Non-Exempt
LAST REVISED: NEW 7/2/13

JOB SUMMARY:

Performs intern-level/trainee work in a professional field performing supervised duties in support of County programs.

DISTINGUISHING CHARACTERISTICS:

This class is distinguished from non-intern positions based on performance of professional level duties guided by well established procedures, methods and techniques to be used with options that are well defined, including clear, detailed, specific instructions given by the assigned supervisor. Duties assigned are primarily training or entry level, routine and restricted in complexity and scope with little or no discretion in how they are carried out and the work product is subject to continual review. Requires consultation with supervisor on matters not specifically covered in the guidelines.

DUTIES AND RESPONSIBILITIES:

- Trains in the theoretical and technical aspects of the assigned professional field and learns and applies work procedures related to the assignment.
- Trains in and assists in the performance of duty assignments within clearly defined parameters, restricted in complexity, scope and level, and under close supervision.
- Communicates with employees at all levels and the public to receive and relay factual information and to facilitate public relations.
- Trains in and prepares various reports and other documents in accordance with specified requirements, guidelines and supervisory instructions.
- Under close supervision, applies work procedures and theoretical and technical aspects relevant to the professional field to the completion of assigned portions of a project.
- Attends meetings, conferences, or other educational classes and participates in training offered by the County and applies information to work assignment.
- Trains in and performs research, data verification, interpretation and analysis, formulates preliminary recommendations, and develops reports related to departmental or professional field assignment. Work may involve statistical analysis.
- Trains in and assists with interviews, investigations and other field work to collect and/or verify information and documents findings related to departmental or professional field assignment.
- Performs other related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:

Completion of six (6) credit hours of college and current enrollment in a college program leading to a Baccalaureate or higher Degree in professional field specific to the departmental and/or work assignment. Enrollment must be in an accredited learning institute. Continued enrollment in a college program is a condition of employment as a County intern.

Licenses, Registrations, Certifications, or Special Requirements:

Some positions require possession of a Valid Texas Driver's License.

TRAVIS COUNTY JOB DESCRIPTION

JOB TITLE: Intern

JOB CODE:
PAY GRADE:12

FLSA STATUS: Non-Exempt
LAST REVISED: NEW 7/2/13

Knowledge, Skills, and Abilities:

Knowledge of:

- Federal, State, Local and County applicable laws, rules, regulations and guidelines relating to assigned function.
- Planning and research methodology relating to assigned function.
- Standard theory, principles, practices and techniques relating to assigned function.
- Computer equipment to include word processing, spreadsheets, databases and a variety of software packages.
- Business letter writing, grammar and punctuation, and report preparation.

Skill in:

- Statistical and research methods relating to assigned function.
- Explaining complicated technical problems in simple non-technical language.
- Problem-solving and decision-making.
- Verbal and written communication.

Ability to:

- Manage time well, perform and prioritize multiple tasks, organize diverse activities, develop and implement research and projects related to assigned function.
- Meet deadlines and produce projects in a timely manner while working on several projects at once.
- Work as a team member within a diverse organization.
- Research, compile, analyze, interpret and prepare a variety of memorandums or reports.
- Establish and maintain effective working relationships with County employees and officials, representatives of outside agencies, and the general public.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

Physical requirements include the ability to lift/carry up to 20-50 pounds occasionally, visual acuity, speech and hearing, hand and eye coordination and manual dexterity necessary to operate a computer and office equipment. Subject to driving all-terrain vehicle, standing, walking/hiking (some rough terrain), carrying, sitting, repetitive motion, reaching, climbing stairs, bending, stooping, kneeling, crouching, crawling, pushing, pulling, balancing, client/customer contact, squatting to perform the essential functions. May work in extreme temperature/weather change/conditions, and smoke. May be subject to contact with dangerous machinery, fumes, communicable/infectious disease, and hazardous chemicals.

This job description is intended to be generic in nature. It is not necessarily an exhaustive list of all duties and responsibilities. The essential duties, functions and responsibilities and overtime eligibility may vary based on the specific tasks assigned to the position.