

## Item 8



# Travis County Commissioners Court Agenda Request

**Meeting Date:** 7/9/13

**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 – 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

Debbie Maynor, Human Resources Management Department, 854-9170

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

**July 9, 2013**

**ITEM # :**

**DATE:** June 28, 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

**FROM:** Debbie Maynor, Director, HRMD

**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 Debbie Maynor at 854-9170 or Todd L. Osburn at 854-2744.

LB/DM/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	06/29/2013	N/A	N/A	1100 - County Commissioner 2	3000011 / Executive Asst-Elected Of / 1 - Regular / 01 - Full Time Exempt / GRD19 / 00 / \$62,351.54
New Hire	New Hire	06/21/2013	N/A	N/A	1750 - Criminal Justice Planning	3005180 / Office Asst / 2 - Temporary / 06 - Hourly - No Bnf / GRD10 / 00 / \$12.00
New Hire	New Hire	06/17/2013	N/A	N/A	1850 - Health and Human Sv and Vet Sv	30051201 / IntpSgLnGVI / 2 - Temporary / 05 - Hourly - Retmt / GRD26 / 00 / \$45.00
New Hire	New Hire	06/17/2013	N/A	N/A	1850 - Health and Human Sv and Vet Sv	30050901 / Interpreter Sign Language / 2 - Temporary / 05 - Hourly - Retmt / GRD25 / 00 / \$38.00
New Hire	New Hire	07/01/2013	N/A	N/A	3050 - Tax Collector	30005650 / Administrative Asst I / 2 - Temporary / 05 - Hourly - Retmt / GRD13 / 00 / \$14.54
New Hire	New Hire	07/15/2013	N/A	N/A	3410 - Justice of the Peace Pct 3	30001675 / Court Clerk II Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD16 / 00 / \$37,024.00
New Hire	New Hire	07/01/2013	N/A	N/A	3410 - Justice of the Peace Pct 3	30001679 / Court Clerk I / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$32,968.00
New Hire	New Hire	07/01/2013	N/A	N/A	3420 - Justice of the Peace Pct 5	30001720 / Court Clerk I / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$32,500.00

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WEEKLY PERSONNEL AMENDMENTS - ROUTINE

Action Type Description	Action Reason Description	Action Effective Date	Current Personnel Area	Position / Position Title / Employee 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	3465 - Constable Pct 4	30001830 / Court Clerk I / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$30,238.83
New Hire	New Hire	07/01/2013	N/A	N/A	3500 - Sheriff	30050209 / Office Specialist Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$34,777.60
New Hire	New Hire	07/15/2013	N/A	N/A	3500 - Sheriff	30002071 / Office Specialist Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$37,042.72
New Hire	New Hire	07/01/2013	N/A	N/A	3500 - Sheriff	30050208 / Office Specialist Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$37,042.72
New Hire	New Hire	07/01/2013	N/A	N/A	3500 - Sheriff	30002025 / Counselor Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD17 / 00 / \$49,518.98
New Hire	New Hire	07/01/2013	N/A	N/A	3500 - Sheriff	30002031 / Counselor Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD17 / 00 / \$43,180.80
New Hire	New Hire	06/28/2013	N/A	N/A	3650 - Juvenile Probation	30004190 / Juvenile Detention Office / 2 - Temporary / 05 - Hourly - Retmt / GRD12 / 00 / \$13.59
Re-Hire	Re-Hire	06/11/2013	N/A	N/A	1350 - Human Resources Management	30051126 / Office Specialist / 2 - Temporary / 06 - Hourly - No Bnf / GRD12 / 00 / \$16.00

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
Re-Hire	Re-Hire	06/20/2013	N/A	N/A	3325 - Criminal Courts	30001573 / Court Bailiff / 8 - Retiree Temp / 05 - Hourly - Retmt / GRD11 / 00 / \$12.71
Mobility	Promotion	07/01/2013	3150 - County Clerk	30001048 / Office Specialist / 1 - Regular / 02 - Full Time Non-Exempt / GRD12 / 00 / \$28,590.02	3150 - County Clerk	30001023 / Recording Specialist I / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$31,158.00
Mobility	Interdpt Change	06/28/2013	1100 - County Commissioner 2	30000011 / Executive Asst-Elected Official / 01 - Regular / 01 - Full Time Exempt / GRD19 / 00 / \$53,439.78	1450 - Facilities Management	30000550 / Planner / 1 - Regular / 01 - Full Time Exempt / GRD19 / 00 / \$53,439.78
Mobility	Temporary to Regular	06/17/2013	1450 - Facilities Management	30000490 / Custodian / 2 - Temporary / 06 - Hourly - No Bnf / GRD07 / 00 / \$11.00	1450 - Facilities Management	30000480 / Custodian / 1 - Regular / 02 - Full Time Non-Exempt / GRD07 / 00 / \$22,880.00
Mobility	Temporary Assignment	06/17/2013	1800 - Rcd Mgmt and Comm Rsrc	30005199 / Office Asst / 1 - Regular / 02 - Full Time Non-Exempt / GRD 10 / 00 / \$28,506.19	1800 - Rcd Mgmt and Comm Rsrc	30005215 / Reprographics Production Tech Supv / 1 - Regular / 02 - Full Time Non-Exempt / GRD 15 / 00 / \$43,260.67

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WEEKLY PERSONNEL AMENDMENTS - ROUTINE

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Mobility	Temporary to Regular	07/01/2013	1850 - Health and Human Sv and Vet Sv	30000684 / Americorp Participants / 3 - Stipend / 08 - Fee Based / NCF01 / 00 / \$13,828.80	1850 - Health and Human Sv and Vet Sv	30000658 / Social Services Program Specialist Assoc / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$30,238.83

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