



**Travis County Commissioners Court Agenda Request**

**Meeting Date:** 7/16/13

**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

*HB*

**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 – 6.**

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.



# HRMD

*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 16, 2013**

**ITEM # :**

**DATE:** July 5, 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:** Debbie Maynor, Director, HRMD *DM*

**SUBJECT:** Weekly Personnel Amendments

Attached are Personnel Amendments for Commissioners Court approval.

**Routine Personnel Actions – Pages 2 – 6.**

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	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
New Hire	New Hire	06/27/2013	N/A	N/A	1450 - Facilities Management	30000532 / Building Security Guard / 2 - Temporary / 05 - Hourly - Retmt / GRD09 / 00 / \$11.09
New Hire	New Hire	07/05/2013	N/A	N/A	1450 - Facilities Management	30005542 / Custodian / 2 - Temporary / 06 - Hourly - No Bnf / GRD07 / 00 / \$11.00
New Hire	New Hire	07/08/2013	N/A	N/A	1750 - Criminal Justice Planning	30005625 / Social Worker / 1 - Regular / 01 - Full Time Exempt / GRD18 / 00 / \$42,382.08
New Hire	New Hire	07/01/2013	N/A	N/A	3100 - County Attorney	30000820 / Law Clerk I / 1 - Regular / 04 - Part Time Non-Exempt / GRD15 / 00 / \$17,304.25
New Hire	New Hire	07/01/2013	N/A	N/A	3250 - Civil Courts	30001233 / Attorney II / 1 - Regular / 01 - Full Time Exempt / GRD23 / 00 / \$60,000.00
New Hire	New Hire	07/01/2013	N/A	N/A	3465 - Constable Pct 4	30050169 / Court Clerk I / 1 - Regular / 04 - Part Time Non-Exempt / GRD13 / 00 / \$15,119.42
Mobility	Career Ladder	07/01/2013	3470 - Constable Pct 5	30001877 / Constable Deputy / 1 - Regular / 02 - Full Time Non-Exempt / GRD61 / 01 / \$49,686.62	3470 - Constable Pct 5	30001877 / Constable Deputy Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD62 / 01 / \$53,164.59
Mobility	Career Ladder	07/05/2013	3500 - Sheriff	30002653 / Corrections Officer / 1 - Regular / 02 - Full Time Non-Exempt / GRD81 / 01 / \$44,368.27	3500 - Sheriff	30002653 / Corrections Officer Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD83 / 01 / \$48,226.26

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WEEKLY PERSONNEL AMENDMENTS - ROUTINE

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Mobility	Career Ladder	07/01/2013	3500 - Sheriff	30003426 / Law Enforcement Sheriff Deputy / 1 - Regular / 02 - Full Time Non-Exempt / GRD72 / 01 / \$52,301.81	3500 - Sheriff	30003426 / Law Enforcement Sheriff Deputy Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD74 / 01 / \$55,962.82
Mobility	Career Ladder	07/01/2013	3500 - Sheriff	30003217 / Law Enforcement Sheriff Deputy / 1 - Regular / 02 - Full Time Non-Exempt / GRD72 / 02 / \$53,347.84	3500 - Sheriff	30003217 / Law Enforcement Sheriff Deputy Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD74 / 02 / \$57,305.87
Mobility	Career Ladder	07/05/2013	3500 - Sheriff	30002630 / Corrections Officer / 1 - Regular / 02 - Full Time Non-Exempt / GRD81 / 01 / \$44,368.27	3500 - Sheriff	30002630 / Corrections Officer Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD83 / 01 / \$48,226.26
Mobility	Career Ladder	07/01/2013	3500 - Sheriff	30003215 / Law Enforcement Sheriff Deputy / 1 - Regular / 02 - Full Time Non-Exempt / GRD72 / 03 / \$54,414.67	3500 - Sheriff	30003215 / Law Enforcement Sheriff Deputy Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD74 / 03 / \$58,681.38
Mobility	Career Ladder	06/26/2013	3500 - Sheriff	30003355 / Law Enforcement Sheriff Deputy / 1 - Regular / 02 - Full Time Non-Exempt / GRD72 / 05 / \$56,613.02	3500 - Sheriff	30003355 / Law Enforcement Sheriff Deputy Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD74 / 05 / \$61,531.81
Mobility	Career Ladder	07/05/2013	3500 - Sheriff	30003408 / Law Enforcement Sheriff Deputy / 1 - Regular / 02 - Full Time Non-Exempt / GRD72 / 01 / \$52,301.81	3500 - Sheriff	30003408 / Law Enforcement Sheriff Deputy Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD74 / 01 / \$55,962.82
Mobility	Career Ladder	07/01/2013	3500 - Sheriff	30003425 / Law Enforcement Sheriff Deputy / 1 - Regular / 02 - Full Time Non-Exempt / GRD72 / 02 / \$53,347.84	3500 - Sheriff	30003425 / Law Enforcement Sheriff Deputy Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD74 / 02 / \$57,305.87

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WEEKLY PERSONNEL AMENDMENTS - ROUTINE

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Mobility	Career Ladder	07/01/2013	3650 - Juvenile Probation	30004267 / Juvenile Detention Officer II / 1 - Regular / 02 - Full Time Non- Exempt / GRD14 / 00 / \$33,169.94	3650 - Juvenile Probation	30004267 / Juvenile Detention Officer III / 1 - Regular / 02 - Full Time Non- Exempt / GRD15 / 00 / \$34,828.44
Mobility	Full-Time to Part-Time	07/01/2013	3300 - District Attorney	30001455 / Office Specialist / 1 - Regular / 02 - Full Time Non-Exempt / GRD12 / 00 / \$28,590.02	3300 - District Attorney	30001482 / Office Specialist / 1 - Regular / 04 - Part Time Non-Exempt / GRD12 / 00 / \$17,868.76
Mobility	Interdpt Change	07/01/2013	3500 - Sheriff	30003121 / Victim Counselor Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD17 / 00 / \$39,615.06	3300 - District Attorney	30001417 / Victim Counselor Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD17 / 00 / \$41,995.20
Mobility	Promotion	07/01/2013	1700 - Transportation and Nat Rsrc	30005046 / Road Maintenance Worker / 1 - Regular / 02 - Full Time Non- Exempt / GRD10 / 00 / \$25,417.60	1700 - Transportation and Nat Rsrc	30004948 / Road Maintenance Worker Sr / 1 - Regular / 02 - Full Time Non- Exempt / GRD11 / 00 / \$27,996.80
Mobility	Temporary to Regular	07/01/2013	1700 - Transportation and Nat Rsrc	30004774 / Park Tech I / 2 - Temporary / 05 - Hourly - Retmt / GRD08 / 00 / \$11.00	1700 - Transportation and Nat Rsrc	30050453 / Park Maintenance Worker / 1 - Regular / 02 - Full Time Non- Exempt / GRD09 / 00 / \$25,126.40
Mobility	Temporary to Regular	07/01/2013	1700 - Transportation and Nat Rsrc	30004770 / Park Tech II / 2 - Temporary / 05 - Hourly - Retmt / GRD10 / 00 / \$12.00	1700 - Transportation and Nat Rsrc	30050452 / Park Maintenance Worker / 1 - Regular / 02 - Full Time Non- Exempt / GRD09 / 00 / \$28,245.57
Mobility	Temporary to Regular	06/26/2013	3150 - County Clerk	30000971 / County Commissioners Court Specialist / 2 - Temporary / 05 - Hourly - Retmt / GRD16 / 00 / \$19.48	3150 - County Clerk	30000970 / County Commissioners Court Specialist / 1 - Regular / 02 - Full Time Non-Exempt / GRD16 / 00 / \$43,680.00

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WEEKLY PERSONNEL AMENDMENTS - ROUTINE

CURRENT				NEW		
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Mobility	Voluntary Reassignment	07/01/2013	3150 - County Clerk	30006685 / Elections Operations Clerk II 9 / 2 - Temporary / 06 - Hourly - No Bnf / NCF01 / 00 / \$12.00	3150 - County Clerk	30005655 / Office Asst / 2 - Temporary / 05 - Hourly - Retmt / GRD10 / 00 / \$11.87
Salary Change	Salary/Hourly Rate Change	07/01/2013	3550 - CSCD	30003644 / CSCD Accounting Clerk / 1 - Regular / 02 - Full Time Non-Exempt / NCF01 / 00 / \$37,550.75	3550 - CSCD	NCF01 / 00 / \$38,677.27
Salary Change	Salary/Hourly Rate Change	07/01/2013	3550 - CSCD	30003645 / CSCD Accounting Clerk / 1 - Regular / 02 - Full Time Non-Exempt / NCF01 / 00 / \$33,208.67	3550 - CSCD	NCF01 / 00 / \$34,204.93
Salary Change	Salary/Hourly Rate Change	07/01/2013	3550 - CSCD	30003521 / CSCD Office Specialist / 1 - Regular / 02 - Full Time Non-Exempt / NCF01 / 00 / \$30,155.20	3550 - CSCD	NCF01 / 00 / \$31,059.86
Salary Change	Salary/Hourly Rate Change	07/01/2013	3550 - CSCD	30003639 / CSCD Accounting Clerk / 1 - Regular / 02 - Full Time Non-Exempt / NCF01 / 00 / \$37,752.06	3550 - CSCD	NCF01 / 00 / \$38,884.62
Salary Change	Salary/Hourly Rate Change	07/01/2013	3550 - CSCD	30003695 / Probation Officer II / 1 - Regular / 02 - Full Time Non-Exempt / NCF01 / 00 / \$34,815.04	3550 - CSCD	NCF01 / 00 / \$35,925.76

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Salary Change	Salary/Hourly Rate Change	07/01/2013	3550 - CSCD	30003643 / CSCD Accounting Clerk / 1 - Regular / 02 - Full Time Non- Exempt / NCF01 / 00 / \$37,752.06	3550 - CSCD	NCF01 / 00 / \$38,884.62

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

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