



Item 12

Travis County Commissioners Court Agenda Request

Meeting Date: 7/30/13

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

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 Justice of the Peace Precinct 3'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 - 9.

Justice of the Peace Precinct 3 requests approval for a salary adjustment that exceeds 10% above midpoint - Travis County Code § 10.03002, Position 30001663, Office Mgr Sr, PG 21. 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 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

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 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

July 30, 2013

ITEM # :

DATE: July 19, 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.

A. Routine Personnel Actions – Pages 2 – 5.

B. Non-Routine Personnel Action – Pages 6 - 9.

Justice of the Peace Precinct 3 requests approval for a salary adjustment that exceeds 10% above midpoint - Travis County Code § 10.03002, Position 30001663, Office Mgr Sr, PG 21. 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 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	07/16/2013	N/A	N/A	3050 - Tax Collector	30000185 / Tax Specialist I / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$30,238.83
New Hire	New Hire	07/15/2013	N/A	N/A	3650 - Juvenile Probation	30051228 / Psychology Intern / 1 - Regular / 02 - Full Time Non-Exempt / GRD12 / 00 / \$28,262.42
New Hire	New Hire	07/15/2013	N/A	N/A	3650 - Juvenile Probation	30051229 / Psychology Intern / 1 - Regular / 02 - Full Time Non-Exempt / GRD12 / 00 / \$28,262.42
New Hire	New Hire	07/15/2013	N/A	N/A	3650 - Juvenile Probation	30051227 / Psychology Intern / 1 - Regular / 02 - Full Time Non-Exempt / GRD12 / 00 / \$28,262.42
Re-Hire	Re-Hire	07/12/2013	N/A	N/A	1600 - Juvenile Public Defender	30051302 / Attorney I / 8 - Retiree Temp / 06 - Hourly - No Bnf / GRD22 / 00 / \$26.72
Re-Hire	Re-Hire	07/16/2013	N/A	N/A	1850 - Health and Human Sv and Vet Sv	30050953 / Office Specialist / 1 - Regular / 02 - Full Time Non-Exempt / GRD12 / 00 / \$28,262.42
Re-Hire	Re-Hire	07/16/2013	N/A	N/A	1850 - Health and Human Sv and Vet Sv	30050951 / Education Instructional S / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$30,238.83

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WEEKLY PERSONNEL AMENDMENTS - ROUTINE

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Re-Hire	Re-Hire	07/16/2013	N/A	N/A	3050 - Tax Collector	3000235 / Tax Specialist I / 1 - Regular / 04 - Part Time Non-Exempt / GRD13 / 00 / \$15,119.42
Mobility	Career Ladder	07/16/2013	3500 - Sheriff	30005893 / Cadet / 1 - Regular / 02 - Full Time Non- Exempt / GRD80 / 01 / \$38,919.50	3500 - Sheriff	30005893 / Corrections Officer / 1 - Regular / 02 - Full Time Non-Exempt / GRD81 / 01 / \$44,368.27
Mobility	Career Ladder	07/18/2013	3500 - Sheriff	30002599 / Corrections Officer / 1 - Regular / 02 - Full Time Non-Exempt / GRD81 / 01 / \$44,368.27	3500 - Sheriff	30002599 / Corrections Officer Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD83 / 01 / \$48,226.26
Mobility	Career Ladder	05/16/2013	3500 - Sheriff	30002266 / Corrections Officer / 1 - Regular / 02 - Full Time Non-Exempt / GRD81 / 01 / \$44,368.27	3500 - Sheriff	30002266 / Corrections Officer Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD83 / 01 / \$48,226.26
Mobility	Career Ladder	07/16/2013	3500 - Sheriff	30002196 / Cadet / 1 - Regular / 02 - Full Time Non- Exempt / GRD80 / 01 / \$38,919.50	3500 - Sheriff	30002196 / Corrections Officer / 1 - Regular / 02 - Full Time Non-Exempt / GRD81 / 01 / \$44,368.27
Mobility	Promotion	08/01/2013	3500 - Sheriff	30002274 / Security Coord / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$32,101.26	3500 - Sheriff	30002779 / Cadet / 1 - Regular / 02 - Full Time Non- Exempt / GRD80 / 01 / \$38,919.50
Mobility	Promotion	07/08/2013	3650 - Juvenile Probation	30004508 / Planner / 1 - Regular / 01 - Full Time Exempt / GRD19 / 00 / \$45,346.50	3650 - Juvenile Probation	30004507 / Planner Sr / 1 - Regular / 01 - Full Time Exempt / GRD21 / 00 / \$51,934.48

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WEEKLY PERSONNEL AMENDMENTS - ROUTINE

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Mobility	Promotion	07/15/2013	3650 - Juvenile Probation	30004086 / Juvenile Probation Officer II / 1 - Regular / 02 - Full Time Non-Exempt / GRD16 / 00 / \$37,024.00	3650 - Juvenile Probation	30004118 / Juvenile Probation Officer III / 1 - Regular / 02 - Full Time Non-Exempt / GRD17 / 00 / \$39,615.06
Mobility	Temporary to Regular	07/08/2013	1550 - Counseling and Education Sv	30003797 / Office Specialist / 2 - Temporary / 05 - Hourly - Retmt / GRD12 / 00 / \$13.59	1550 - Counseling and Education Sv	30003802 / Office Specialist / 1 - Regular / 02 - Full Time Non-Exempt / GRD12 / 00 / \$31,657.60
Mobility	Temporary to Regular	07/07/2013	3650 - Juvenile Probation	30004336 / Juvenile Rsdnt Treatment Officer Asst / 2 - Temporary / 05 - Hourly - Retmt / GRD12 / 00 / \$13.59	3650 - Juvenile Probation	30004364 / Juvenile Rsdnt Treatment Officer I / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$31,158.40
Mobility	Voluntary Reassignment	07/16/2013	3465 - Constable Pct 4	30001833 / Court Clerk I / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$33,702.81	3465 - Constable Pct 4	30001833 / Court Clerk Asst / 1 - Regular / 02 - Full Time Non-Exempt / GRD11 / 00 / \$30,332.70
Salary Change	Salary/Hourly Rate Change	07/01/2013	1800 - Rcd Mgmt and Comm Rsrc	30005191 / Law Library Mgr / 1 - Regular / 01 - Full Time Exempt / GRD23 / 00 / \$77,409.49	1800 - Rcd Mgmt and Comm Rsrc	GRD23 / 00 / \$85,037.26
Salary Change	Salary/Hourly Rate Change	07/16/2013	2000 - County Auditor	30000098 / Aud Financial Auditor Analyst IV / 1 - Regular / 01 - Full Time Exempt / GRD25 / 00 / \$82,121.00	2000 - County Auditor	GRD25 / 00 / \$83,221.00
Salary Change	Salary/Hourly Rate Change	07/16/2013	3410 - Justice of the Peace Pct 3	30001683 / Court Clerk I / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$31,161.29	3410 - Justice of the Peace Pct 3	GRD13 / 00 / \$32,300.24

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WEEKLY PERSONNEL AMENDMENTS - ROUTINE

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Salary Change	Salary/Hourly Rate Change	07/16/2013	3410 - Justice of the Peace Pct 3	30001667 / Court Clerk II / 1 - Regular / 02 - Full Time Non-Exempt / GRD15 / 00 / \$39,193.00	3410 - Justice of the Peace Pct 3	GRD15 / 00 / \$40,625.50
Salary Change	Salary/Hourly Rate Change	07/16/2013	3410 - Justice of the Peace Pct 3	30001677 / Court Clerk II Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD16 / 00 / \$45,334.73	3410 - Justice of the Peace Pct 3	GRD16 / 00 / \$46,991.71
Salary Change	Salary/Hourly Rate Change	07/16/2013	3410 - Justice of the Peace Pct 3	30001664 / Court Services Mgmt Adm Coord / 1 - Regular / 01 - Full Time Exempt / GRD18 / 00 / \$52,977.60	3410 - Justice of the Peace Pct 3	GRD18 / 00 / \$54,913.93

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NON-ROUTINE SALARY CHANGE ACTION

Dept. (From)	CURRENT Position / Position Title / Employee Group / Employee Subgroup / Grade / Level / Salary / Rate Amt	Dept. (To)	NEW Position / Position Title / Employee Group / Employee Subgroup / Grade / Level / Salary / Rate Amt	Comments
3410 - Justice of the Peace Pct 3	30001663 / Office Mgr Sr / 1 - Regular / 01 - Full Time Exempt / GRD21 / 00 / \$71,410.14	3410 - Justice of the Peace Pct 3	GRD21 / 00 / \$74,025.89	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.**

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 Department

700 Lavaca Street, 4th Floor • P.O. Box 1748 • Austin, Texas 78767 • (512) 854-9165 / FAX(512) 854-4203

MEMORANDUM

DATE: July 19, 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 and Budget *LB*

FROM: Debbie Maynor, Director of Human Resources *DM*

SUBJECT: JP 3 Non-Routine Salary Action, Position 30001663

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

JP 3 Request:

Justice of the Peace, Precinct #3s Office (JP 3) requests approval to increase the salary of one Office Manager Senior (PG 21) from \$71,410.14 to \$74,025.89. The total dollar increase for this position is \$2,615.75 and represents a 3.66% increase. The proposed action would apply to the following position:

<u>Position #</u>	<u>Title</u>	<u>Current Salary</u>	<u>Proposed Salary</u>
30001663	Office Mgr Sr	\$71,410.14	\$74,025.89

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.

Issue

The action is non-routine by policy since the proposed increase would place the incumbent beyond midpoint + 10% of Pay Grade 21 (\$71,410.14).



Recommendation

HRMD recommends approval of JP 3's proposed salary action. The incumbent is already at the midpoint + 10% line and the proposed increase is not excessive and consistent with the intent of the policy. The action would be effective July 16, 2013. The Planning & Budget Office has verified sufficient funding exists for this action.

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**JUDGE SUSAN STEEG
JUSTICE OF THE PEACE
PRECINCT 3
TRAVIS COUNTY, TEXAS**



8656-B HWY. 71 WEST
Austin, Texas 78735

Telephone (512) 854-6763
Fax (512) 854-2197

July 12, 2013

Mr. Todd Osburn
Compensation Manager
Travis County Human Resources
700 Lavaca Street, Suite 420
Austin, Texas 78701

RE: Salary Adjustment for Slots # 2, 3, 6, 7, and 28

Mr. Osburn:

Justice of the Peace, Precinct 3 requests a salary adjustment for five existing positions; slot 2, 3, 6, 7, and 28; using permanent salary savings from the Justice of the Peace, Precinct 3 FY13 budget, fund center 1280020001, commitment item 500050. The requested salary adjustments are shown on the attached worksheet. These positions have been required to manage additional duties and responsibilities that are anticipated to continue through this budget year and in to the future.

Alan Miller, with the Office of Planning and Budget, confirmed funding for the salary adjustments of these positions in the attached email.

Please let me know if you have any questions or need additional information to process this request.

Thank you,

Susan Steeg
Judge Susan Steeg

cc: Alan Miller

30001663

