



## Travis County Commissioners Court Agenda Request

**Meeting Date:** 8/6/13

**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

*JS*

### **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.



# 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

**August 6, 2013**

**ITEM # :**

**DATE:** July 26, 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 – 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	Position / Position Title / Employee Group / Employee Subgroup / Grade / Level / Salary/Rate Amt
New Hire	New Hire	07/29/2013	N/A	N/A	1700 - Transportation and Nat Rsrc	30004699 / Engineer Sr / 1 - Regular / 01 - Full Time Exempt / GRD26 / 00 / \$77,251.20
New Hire	New Hire	07/29/2013	N/A	N/A	1700 - Transportation and Nat Rsrc	30005623 / School Crossing Guard / 2 - Temporary / 05 - Hourly - Retmt / GRD11 / 00 / \$13.00
New Hire	New Hire	07/22/2013	N/A	N/A	3300 - District Attorney	30001464 / Law Clerk II / 2 - Temporary / 05 - Hourly - Retmt / GRD19 / 00 / \$21.81
New Hire	New Hire	07/15/2013	N/A	N/A	3350 - Probate Court	30051301 / Law Clerk I / 2 - Temporary / 06 - Hourly - No Bnf / GRD15 / 00 / \$16.64
New Hire	New Hire	07/29/2013	N/A	N/A	3500 - Sheriff	30001956 / Licensed Vocational Nurse / 1 - Regular / 02 - Full Time Non-Exempt / GRD15 / 00 / \$34,608.50
New Hire	New Hire	07/29/2013	N/A	N/A	3500 - Sheriff	30002803 / Cadet / 1 - Regular / 02 - Full Time Non-Exempt / GRD80 / 01 / \$38,919.50

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	Position / Position Title / Employee Group / Employee Subgroup / Grade / Level / Salary/Rate Amt
New Hire	New Hire	08/05/2013	N/A	N/A	3500 - Sheriff	30002747 / Cadet / 1 - Regular / 02 - Full Time Non-Exempt / GRD80 / 01 / \$38,919.50
New Hire	New Hire	07/29/2013	N/A	N/A	3500 - Sheriff	30002730 / Cadet / 1 - Regular / 02 - Full Time Non-Exempt / GRD80 / 01 / \$38,919.50
New Hire	New Hire	08/05/2013	N/A	N/A	3500 - Sheriff	30002657 / Cadet / 1 - Regular / 02 - Full Time Non-Exempt / GRD80 / 01 / \$38,919.50
New Hire	New Hire	08/19/2013	N/A	N/A	3500 - Sheriff	30003193 / Law Enforcement Sheriff D / 1 - Regular / 02 - Full Time Non-Exempt / GRD72 / 03 / \$54,414.67
New Hire	New Hire	07/29/2013	N/A	N/A	3500 - Sheriff	30050210 / Office Specialist Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$37,042.72
Mobility	Promotion	07/22/2013	3200 - District Clerk	30001088 / Court Clerk Asst / 1 - Regular / 02 - Full Time Non-Exempt / GRD11 / 00 / \$30,390.00	3200 - District Clerk	30001108 / Court Clerk I / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$31,909.50
Mobility	Temporary to Regular	07/22/2013	3650 - Juvenile Probation	30050576 / Building Maintenance Worker / 2 - Temporary / 05 - Hourly - Retmt / GRD11 / 00 / \$13.85	3650 - Juvenile Probation	30004471 / Building Maintenance Worker / 1 - Regular / 02 - Full Time Non-Exempt / GRD11 / 00 / \$28,808.00

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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
Salary Change	Salary/Hourly Rate Change	07/16/2013	3410 - Justice of the Peace Pct 3	30001666 / Business Analyst I / 1 - Regular / 01 - Full Time Exempt / GRD22 / 00 / \$55,578.85	3410 - Justice of the Peace Pct 3	GRD22 / 00 / \$69,473.66
Salary Change	Salary/Hourly Rate Change	08/01/2013	3420 - Justice of the Peace Pct 5	30001711 / Court Clerk II / 1 - Regular / 02 - Full Time Non-Exempt / GRD15 / 00 / \$36,896.08	3420 - Justice of the Peace Pct 5	GRD15 / 00 / \$39,400.00
Salary Change	Salary/Hourly Rate Change	07/01/2013	3405 - Justice of the Peace Pct 2	30001644 / Court Clerk II / 1 - Regular / 02 - Full Time Non-Exempt / GRD15 / 00 / \$34,876.00	3405 - Justice of the Peace Pct 2	GRD15 / 00 / \$37,200.00
Salary Change	Salary/Hourly Rate Change	08/01/2013	3420 - Justice of the Peace Pct 5	30001722 / Court Clerk II / 1 - Regular / 02 - Full Time Non-Exempt / GRD15 / 00 / \$38,186.64	3420 - Justice of the Peace Pct 5	GRD15 / 00 / \$39,400.00
Salary Change	Salary/Hourly Rate Change	08/01/2013	3420 - Justice of the Peace Pct 5	30001721 / Court Clerk II Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD16 / 00 / \$37,024.00	3420 - Justice of the Peace Pct 5	GRD16 / 00 / \$43,024.00
Salary Change	Salary/Hourly Rate Change	07/01/2013	3405 - Justice of the Peace Pct 2	30001638 / Court Clerk I / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$30,238.83	3405 - Justice of the Peace Pct 2	GRD13 / 00 / \$32,007.00
Salary Change	Salary/Hourly Rate Change	07/16/2013	3200 - District Clerk	30001151 / Court Clerk II Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD16 / 00 / \$43,842.49	3200 - District Clerk	GRD16 / 00 / \$48,042.49

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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
Salary Change	Salary/Hourly Rate Change	07/01/2013	3405 - Justice of the Peace Pct 2	30001640 / Court Clerk II Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD16 / 00 / \$39,349.00	3405 - Justice of the Peace Pct 2	GRD16 / 00 / \$40,599.00
Salary Change	Salary/Hourly Rate Change	07/16/2013	3200 - District Clerk	30001067 / District Clerk Deputy Chief / 1 - Regular / 01 - Full Time Exempt / GRD30 / 00 / \$106,940.00	3200 - District Clerk	GRD30 / 00 / \$112,940.00
Salary Change	Salary/Hourly Rate Change	07/16/2013	1850 - Health and Human Sv and Vet Sv	30005352 / Interpreter / 1 - Regular / 03 - Part Time Exempt / GRD20 / 00 / \$27,769.83	1850 - Health and Human Sv and Vet Sv	GRD20 / 00 / \$29,158.32

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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