



## Travis County Commissioners Court Agenda Request

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

**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:

- A. Proposed routine personnel amendments; and
- B. Non-routine salary adjustment from Justice of the Peace Precinct 5'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 – 6.**

**B. Non-Routine Personnel Action – Pages 7 - 10.**

**Justice of the Peace Precinct 5** requests approval for a salary adjustment that exceeds 10% above midpoint - Travis County Code § 10.03002, Position 30001719, Court Clerk II Sr, PG 16. 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](mailto: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](mailto:agenda@co.travis.tx.us) by **Tuesdays at 5:00 p.m.** for the next week's meeting.



# HRMID

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 13, 2013**

**ITEM # :**

**DATE:** August 2, 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 for DM*

**SUBJECT:** Weekly Personnel Amendments

Attached are Personnel Amendments for Commissioners Court approval.

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

**B. Non-Routine Personnel Action – Pages 7 - 10.**

**Justice of the Peace Precinct 5** requests approval for a salary adjustment that exceeds 10% above midpoint - Travis County Code § 10.03002, Position 30001719, Court Clerk II Sr, PG 16. 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	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	1500 - Medical Examiner	30003445 / ME Investigator I / 1 - Regular / 02 - Full Time Non-Exempt / GRD18 / 00 / \$43,659.20		
New Hire	New Hire	08/01/2013	N/A	1500 - Medical Examiner	30050226 / ME Deputy I / 1 - Regular / 01 - Full Time Exempt / NCF01 / 00 / \$170,000.00		
New Hire	New Hire	08/01/2013	N/A	1750 - Criminal Justice Planning	30005147 / Legal Secretary / 1 - Regular / 02 - Full Time Non-Exempt / GRD15 / 00 / \$35,646.76		
New Hire	New Hire	07/31/2013	N/A	2000 - County Auditor	30000040 / Aud Financial Auditor Ana / 1 - Regular / 01 - Full Time Exempt / GRD23 / 00 / \$62,000.00		
New Hire	New Hire	08/01/2013	N/A	3200 - District Clerk	30050804 / Business Analyst II / 1 - Regular / 01 - Full Time Exempt / GRD24 / 00 / \$78,000.00		
New Hire	New Hire	08/01/2013	N/A	3200 - District Clerk	30001120 / Court Clerk Asst / 1 - Regular / 02 - Full Time Non-Exempt / GRD11 / 00 / \$26,417.46		
New Hire	New Hire	08/19/2013	N/A	3500 - Sheriff	30002900 / Cadet / 1 - Regular / 02 - Full Time Non-Exempt / GRD80 / 01 / \$38,919.50		
New Hire	New Hire	08/19/2013	N/A	3500 - Sheriff	30001974 / Registered Nurse Charge N / 1 - Regular / 02 - Full Time Non-Exempt / GRD22 / 00 / \$55,578.85		

WEEKLY PERSONNEL AMENDMENTS - ROUTINE

		CURRENT			NEW	
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	30005900 / Security Coord / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$30,238.83
New Hire	New Hire	08/05/2013	N/A	N/A	3500 - Sheriff	30001917 / Accounting Clerk / 1 - Regular / 02 - Full Time Non-Exempt / GRD12 / 00 / \$34,621.60
Re-Hire	Re-Hire	07/15/2013	N/A	N/A	3465 - Constable Pct 4	30051326 / Training Education Coord / 2 - Temporary / 06 - Hourly - No Bnf / GRD18 / 00 / \$25.47
Re-Hire	Re-Hire	08/05/2013	N/A	N/A	3500 - Sheriff	30003010 / Office Specialist Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$37,042.72
Mobility	Career Ladder	07/16/2013	3500 - Sheriff	30002621 / Corrections Officer / 1 - Regular / 02 - Full Time Non-Exempt / GRD81 / 01 / \$44,368.27	3500 - Sheriff	30002621 / Corrections Officer Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD83 / 01 / \$48,226.26
Mobility	Career Ladder	07/30/2013	3500 - Sheriff	30002601 / Cadet / 1 - Regular / 02 - Full Time Non-Exempt / GRD80 / 01 / \$38,919.50	3500 - Sheriff	30002601 / Corrections Officer / 1 - Regular / 02 - Full Time Non-Exempt / GRD81 / 01 / \$44,368.27
Mobility	Career Ladder	08/01/2013	3650 - Juvenile Probation	30004393 / Juvenile Detention Officer II / 1 - Regular / 02 - Full Time Non-Exempt / GRD14 / 00 / \$32,345.46	3650 - Juvenile Probation	30004393 / Juvenile Detention Officer III / 1 - Regular / 02 - Full Time Non-Exempt / GRD15 / 00 / \$34,608.50

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WEEKLY PERSONNEL AMENDMENTS - ROUTINE

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Mobility	Career Ladder	08/01/2013	3650 - Juvenile Probation	30004369 / Juvenile Detention Officer I / 1 - Regular / 02 - Full Time Non- Exempt / GRD13 / 00 / \$31,158.40	3650 - Juvenile Probation	30004369 / Juvenile Detention Officer II / 1 - Regular / 02 - Full Time Non- Exempt / GRD14 / 00 / \$32,716.32
Mobility	Interdpt Change	08/01/2013	3650 - Juvenile Probation	30004423 / Office Specialist / 1 - Regular / 02 - Full Time Non-Exempt / GRD12 / 00 / \$30,413.14	1700 - Transportation and Nat Rsrc	30004602 / Human Resources Asst II / 1 - Regular / 02 - Full Time Non- Exempt / GRD14 / 00 / \$33,815.41
Mobility	Promotion	07/23/2013	1450 - Facilities Management	30050192 / Building Maintenance Worker / 1 - Regular / 02 - Full Time Non- Exempt / GRD11 / 00 / \$28,808.00	1450 - Facilities Management	30000594 / Building Maintenance Worker Sr / 1 - Regular / 02 - Full Time Non- Exempt / GRD13 / 00 / \$30,248.40
Mobility	Promotion	08/01/2013	3050 - Tax Collector	30000251 / Accounting Clerk / 1 - Regular / 02 - Full Time Non-Exempt / GRD12 / 00 / \$30,331.81	3050 - Tax Collector	30000249 / Accountant / 1 - Regular / 01 - Full Time Exempt / GRD17 / 00 / \$39,615.06
Mobility	Promotion	08/01/2013	3200 - District Clerk	30001120 / Court Clerk Asst / 1 - Regular / 02 - Full Time Non-Exempt / GRD11 / 00 / \$26,417.46	3200 - District Clerk	30001088 / Court Clerk I / 1 - Regular / 02 - Full Time Non- Exempt / GRD13 / 00 / \$30,238.83
Mobility	Promotion	08/16/2013	3420 - Justice of the Peace Pct 5	30001722 / Court Clerk II / 1 - Regular / 02 - Full Time Non- Exempt / GRD15 / 00 / \$39,400.00	3420 - Justice of the Peace Pct 5	30001710 / Court Clerk II Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD16 / 00 / \$39,400.00
Mobility	Promotion	08/16/2013	3420 - Justice of the Peace Pct 5	30001718 / Court Clerk I / 1 - Regular / 02 - Full Time Non- Exempt / GRD13 / 00 / \$41,746.99	3420 - Justice of the Peace Pct 5	30001722 / Court Clerk II / 1 - Regular / 02 - Full Time Non- Exempt / GRD15 / 00 / \$42,747.33

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WEEKLY PERSONNEL AMENDMENTS - ROUTINE

CURRENT				NEW		
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Mobility	Promotion	08/01/2013	3500 - Sheriff	30002183 / Certified Peace Officer Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD84 / 07 / \$59,665.84	3500 - Sheriff	30002114 / Corrections Sergeant / 1 - Regular / 02 - Full Time Non-Exempt / GRD88 / 07 / \$81,542.03
Mobility	Promotion	08/01/2013	3500 - Sheriff	30002055 / Office Specialist Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$35,918.06	3500 - Sheriff	30001934 / Human Resources Asst Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD16 / 00 / \$46,280.00
Mobility	Promotion	08/01/2013	3650 - Juvenile Probation	30004117 / Juvenile Probation Officer Asst / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$30,395.70	3650 - Juvenile Probation	30004104 / Juvenile Probation Officer I / 1 - Regular / 02 - Full Time Non-Exempt / GRD15 / 00 / \$34,608.50
Mobility	Temporary to Regular	08/16/2013	3420 - Justice of the Peace Pct 5	30051251 / Court Clerk I / 2 - Temporary / 06 - Hourly - No Bnf / GRD13 / 00 / \$15.63	3420 - Justice of the Peace Pct 5	30001718 / Court Clerk I / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$32,500.00
Mobility	Temporary to Regular	08/01/2013	3650 - Juvenile Probation	30004325 / Juvenile Rsdnt Treatment Officer Asst / 2 - Temporary / 05 - Hourly - Retmt / GRD12 / 00 / \$13.59	3650 - Juvenile Probation	30004382 / Juvenile Rsdnt Treatment Officer I / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$32,052.80
Salary Change	Salary/Hourly Rate Change	08/01/2013	1350 - Human Resources Management	30000279 / Human Resources Mgr II / 1 - Regular / 01 - Full Time Exempt / GRD26 / 00 / \$77,000.00	1350 - Human Resources Management	GRD26 / 00 / \$82,000.00
Salary Change	Salary/Hourly Rate Change	08/01/2013	3150 - County Clerk	30001024 / Office Asst / 2 - Temporary / 05 - Hourly - Retmt / GRD10 / 00 / \$11.87	3150 - County Clerk	GRD10 / 00 / \$14.54

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WEEKLY PERSONNEL AMENDMENTS - ROUTINE

		CURRENT			NEW		
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	
Salary Change	Salary/Hourly Rate Change	08/16/2013	3420 - Justice of the Peace Pct 5	30001712 / Court Clerk I / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$32,700.00	3420 - Justice of the Peace Pct 5	GRD13 / 00 / \$35,684.00	
Salary Change	Salary/Hourly Rate Change	08/16/2013	3420 - Justice of the Peace Pct 5	30001716 / Court Clerk II / 1 - Regular / 02 - Full Time Non-Exempt / GRD15 / 00 / \$39,445.52	3420 - Justice of the Peace Pct 5	GRD15 / 00 / \$40,445.52	
Salary Change	Salary/Hourly Rate Change	08/16/2013	3420 - Justice of the Peace Pct 5	30001715 / Court Clerk I / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$32,100.00	3420 - Justice of the Peace Pct 5	GRD13 / 00 / \$33,400.00	
Salary Change	Salary/Hourly Rate Change	08/16/2013	3420 - Justice of the Peace Pct 5	30001713 / Court Clerk I / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$32,100.00	3420 - Justice of the Peace Pct 5	GRD13 / 00 / \$33,400.00	
Salary Change	Salary/Hourly Rate Change	08/16/2013	3420 - Justice of the Peace Pct 5	30001714 / Court Clerk I / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$31,492.64	3420 - Justice of the Peace Pct 5	GRD13 / 00 / \$32,500.00	
Salary Change	Salary/Hourly Rate Change	08/16/2013	3420 - Justice of the Peace Pct 5	30001723 / Court Clerk I / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$31,383.10	3420 - Justice of the Peace Pct 5	GRD13 / 00 / \$33,400.00	

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**NON-ROUTINE SALARY CHANGE ACTION**

<b>Dept. (From)</b>	<b>CURRENT Position / Position Title / Employee Group / Employee Subgroup / Grade / Level / Salary / Rate Amt</b>	<b>Dept. (To)</b>	<b>NEW Position / Position Title / Employee Group / Employee Subgroup / Grade / Level / Salary / Rate Amt</b>	<b>Comments</b>
3420 - Justice of the Peace Pct 5	30001719 / Court Clerk II Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD16 / 00 / \$53,128.70	3420 - Justice of the Peace Pct 5	GRD16 / 00 / \$54,128.70	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**

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**Bruce Todd, Commissioner, Pct. 2**

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**Gerald Daugherty, Commissioner, Pct. 3**

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**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: August 2, 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 *JB*

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

SUBJECT: JP 5 Non-Routine Salary Action, Position 30001719

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

#### JP 5 Request:

Justice of the Peace, Precinct #5s Office (JP 5) requests approval to increase the salary of one Court clerk II Senior (PG 16) from \$53,128.70 to \$54,128.70. The total dollar increase for this position is \$1,000.00 and represents a 1.88% increase. The proposed action would apply to the following position:

<u>Position #</u>	<u>Title</u>	<u>Current Salary</u>	<u>Proposed Salary</u>
30001719	Court Clerk II Sr.	\$53,128.70	\$54,128.70

#### 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 16 (\$50,908.00).

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**Recommendation**

HRMD recommends approval of JP 5's proposed salary action. The incumbent is already above the midpoint + 10% line and the proposed increase is not excessive and consistent with the intent of the policy. The action would be effective August 16, 2013. The Planning & Budget Office has verified sufficient funding exists for this action.

DATE: July 31, 2013

TO: Cynthia Lam-Roldan  
HR Analyst, HRMD Compensation  
Alan Miller,  
Budget Analyst, PBO

FROM: Judge Herb Evans  
Justice of the Peace, Precinct Five  
Heather M. Kellum  
Officer Manager, JP5



*Heather M. Kellum*

SUBJECT: Position #30001719 / Salary Adjustment

This request is for a salary adjustment for Position # 30001719 from \$53,128.70 to \$54,128.70 effective date of 08/16/13. This employee has more than met the challenge of additional duties and an increased workload that must be recognized with what salary savings we currently have available.

If any questions, please do not hesitate to contact us at 854-9048. Thanks for your assistance in the matter.

2013 AUG -2 AM 7:55  
PERSONNEL