



## Travis County Commissioners Court Agenda Request

**Meeting Date:** 8/20/13

**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

*JB*

### **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 – 4.**

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.



# 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 20, 2013**

**ITEM # :**

**DATE:** August 9, 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 – 4.**

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

		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	08/19/2013	N/A	N/A	3100 - County Attorney	3000787 / Law Clerk I / 1 - Regular / 04 - Part Time Non-Exempt / GRD15 / 00 / \$17,304.25
New Hire	New Hire	08/01/2013	N/A	N/A	3150 - County Clerk	30050801 / Court Services Program Mg / 1 - Regular / 01 - Full Time Exempt / GRD24 / 00 / \$63,638.43
New Hire	New Hire	08/01/2013	N/A	N/A	3465 - Constable Pct 4	30001826 / Constable Deputy / 1 - Regular / 02 - Full Time Non-Exempt / GRD61 / 01 / \$49,686.62
New Hire	New Hire	08/19/2013	N/A	N/A	3500 - Sheriff	30002950 / Cadet / 1 - Regular / 02 - Full Time Non-Exempt / GRD80 / 01 / \$38,919.50
New Hire	New Hire	08/06/2013	N/A	N/A	3650 - Juvenile Probation	30004183 / Juvenile Detention Office / 2 - Temporary / 05 - Hourly - Retmt / GRD12 / 00 / \$13.59
New Hire	New Hire	08/05/2013	N/A	N/A	3650 - Juvenile Probation	30004464 / Cook / 1 - Regular / 02 - Full Time Non-Exempt / GRD08 / 00 / \$22,880.00
New Hire	New Hire	08/12/2013	N/A	N/A	3650 - Juvenile Probation	30004430 / Human Resources Specialis / 1 - Regular / 01 - Full Time Exempt / GRD20 / 00 / \$54,350.40

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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
Re-Hire	Re-Hire	07/29/2013	N/A	N/A	3300 - District Attorney	30001369 / Law Clerk II / 2 - Temporary / 05 - Hourly - Retmt / GRD19 / 00 / \$21.81
Mobility	Career Ladder	08/01/2013	3470 - Constable Pct 5	30001889 / Constable Deputy / 1 - Regular / 02 - Full Time Non-Exempt / GRD61 / 01 / \$49,686.62	3470 - Constable Pct 5	30001889 / Constable Deputy Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD62 / 01 / \$53,164.59
Mobility	Interdpt Change	08/01/2013	3200 - District Clerk	30050198 / Court Clerk II / 1 - Regular / 02 - Full Time Non- Exempt / GRD15 / 00 / \$37,710.45	3150 - County Clerk	30000996 / Court Clerk II Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD16 / 00 / \$40,352.00
Mobility	Temporary to Regular	08/05/2013	3650 - Juvenile Probation	30004312 / Juvenile Rsdnt Treatment Officer Asst / 2 - Temporary / 05 - Hourly - Retmt / GRD12 / 00 / \$13.59	3650 - Juvenile Probation	30004109 / Juvenile Probation Officer Asst / 1 - Regular / 02 - Full Time Non- Exempt / GRD13 / 00 / \$31,158.40
Salary Change	Salary/Hourly Rate Change	08/01/2013	1850 - Health and Human Sv and Vet Sv	30005378 / Case Worker / 1 - Regular / 02 - Full Time Non- Exempt / GRD16 / 00 / \$39,335.09	1850 - Health and Human Sv and Vet Sv	GRD16 / 00 / \$40,000.00

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AD HOC CLASSIFICATION CHANGE							
		Current			HRMD Recommends		
Dept.	Position #	Budgeted Position Title / Position #	FLSA	Pay Grade	Position Title / Position #	FLSA	Pay Grade
County Clerk	30000924	Business Consultant I / 20000441	E	27	Application Dev Analyst III / 20000452	E	27
Department requests in order to meet departmental needs. PBO has confirmed funding available.							

BY ORDER OF THE COMMISSIONERS COURT, THE PRECEDING PERSONNEL AMENDMENTS ARE APPROVED.

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 Samuel T. Biscoe, County Judge

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 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

