



## Travis County Commissioners Court Agenda Request

**Meeting Date:** 8/27/13

**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

A handwritten signature in black ink, appearing to be "JB", is written over the text for the Elected/Appointed Official/Dept. Head.

### **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

**August 27, 2013**

**ITEM # :**

**DATE:** August 16, 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 *JLO for 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	08/19/2013	N/A	N/A	3100 - County Attorney	30000851 / Law Clerk I / 1 - Regular / 04 - Part Time Non-Exempt / GRD15 / 00 / \$17,304.25
New Hire	New Hire	08/19/2013	N/A	N/A	3500 - Sheriff	30001953 / Physician Asst Nurse Prac / 1 - Regular / 01 - Full Time Exempt / GRD25 / 00 / \$82,409.60
New Hire	New Hire	08/19/2013	N/A	N/A	3500 - Sheriff	30001909 / Accountant / 1 - Regular / 01 - Full Time Exempt / GRD17 / 00 / \$49,518.98
New Hire	New Hire	09/03/2013	N/A	N/A	3500 - Sheriff	30050216 / Dispatch Specialist 911 / 1 - Regular / 02 - Full Time Non-Exempt / GRD15 / 00 / \$36,691.20
New Hire	New Hire	08/19/2013	N/A	N/A	3600 - Pretrial Services	30005949 / Substance Abuse Monitor / 1 - Regular / 02 - Full Time Non-Exempt / GRD10 / 00 / \$27,643.20
New Hire	New Hire	08/19/2013	N/A	N/A	3650 - Juvenile Probation	30004150 / Counselor Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD17 / 00 / \$41,995.20
New Hire	New Hire	08/26/2013	N/A	N/A	3650 - Juvenile Probation	30004052 / Juvenile Case Work Mgr / 1 - Regular / 01 - Full Time Exempt / GRD20 / 00 / \$50,003.20

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WEEKLY PERSONNEL AMENDMENTS - ROUTINE

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Re-Hire	Re-Hire	08/19/2013	N/A	N/A	1700 - Transportation and Nat Rsrc	30004619 / School Crossing Guard / 8 - Retiree Temp / 05 - Hourly - Retmt / GRD11 / 00 / \$13.00
Mobility	Career Ladder	08/01/2013	3500 - Sheriff	30002878 / Corrections Officer / 1 - Regular / 02 - Full Time Non-Exempt / GRD81 / 01 / \$44,368.27	3500 - Sheriff	30002878 / Corrections Officer Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD83 / 01 / \$48,226.26
Mobility	Full-Time to Part-Time	08/16/2013	3050 - Tax Collector	30000191 / Tax Specialist I / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$30,395.66	3050 - Tax Collector	30000205 / Tax Specialist I / 1 - Regular / 04 - Part Time Non-Exempt / GRD13 / 00 / \$15,197.83
Mobility	Full-Time to Part-Time	08/16/2013	3100 - County Attorney	30000846 / 1 - Regular / 02 - Full Time Non-Exempt / GRD15 / 00 / \$34,608.50	3100 - County Attorney	30000846 / Law Clerk I / 1 - Regular / 04 - Part Time Non-Exempt / GRD15 / 00 / \$17,304.25
Mobility	Full-Time to Part-Time	08/18/2013	3600 - Pretrial Services	30003903 / Office Specialist / 1 - Regular / 02 - Full Time Non-Exempt / GRD12 / 00 / \$28,262.42	3600 - Pretrial Services	30003899 / Office Specialist / 1 - Regular / 04 - Part Time Non-Exempt / GRD12 / 00 / \$14,131.21
Mobility	Interdpt Change	08/26/2013	3150 - County Clerk	30000994 / Court Clerk Asst / 1 - Regular / 02 - Full Time Non-Exempt / GRD11 / 00 / \$28,808.00	3600 - Pretrial Services	30005943 / Office Specialist Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$32,968.00
Mobility	Lateral Transfer	08/12/2013	3500 - Sheriff	30002068 / Office Specialist Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$37,042.72	3500 - Sheriff	30002954 / Security Coord / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$37,042.72

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Mobility	Lateral Transfer	08/11/2013	3500 - Sheriff	30002429 / Security Coord / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$37,042.72	3500 - Sheriff	30002465 / Office Specialist Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$37,042.72
Mobility	Lateral Transfer	08/16/2013	3650 - Juvenile Probation	30004231 / Juvenile Detention Officer III / 1 - Regular / 02 - Full Time Non-Exempt / GRD15 / 00 / \$34,608.50	3650 - Juvenile Probation	30004399 / Juvenile Rsdnt Treatment Officer III / 1 - Regular / 02 - Full Time Non-Exempt / GRD15 / 00 / \$34,608.50
Mobility	Part-Time to Full-Time	08/16/2013	3050 - Tax Collector	30000205 / Tax Specialist I / 1 - Regular / 04 - Part Time Non-Exempt / GRD13 / 00 / \$15,119.42	3050 - Tax Collector	30000191 / Tax Specialist I / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$30,238.84
Mobility	Part-Time to Full-Time	08/16/2013	3050 - Tax Collector	30000125 / Tax Specialist I / 1 - Regular / 04 - Part Time Non-Exempt / GRD13 / 00 / \$15,119.42	3050 - Tax Collector	30000129 / Tax Specialist I / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$30,238.84
Mobility	Part-Time to Full-Time	08/12/2013	3100 - County Attorney	30000807 / 1 - Regular / 04 - Part Time Non-Exempt / GRD15 / 00 / \$17,304.25	3100 - County Attorney	/ Law Clerk I / 1 - Regular / 02 - Full Time Non-Exempt / GRD15 / 00 / \$34,608.50
Mobility	Part-Time to Full-Time	08/18/2013	3600 - Pretrial Services	30003894 / Office Specialist / 1 - Regular / 04 - Part Time Non-Exempt / GRD12 / 00 / \$16,329.25	3600 - Pretrial Services	30003903 / Office Specialist / 1 - Regular / 02 - Full Time Non-Exempt / GRD12 / 00 / \$32,658.50

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WEEKLY PERSONNEL AMENDMENTS - ROUTINE

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Mobility	Promotion	08/16/2013	1850 - Health and Human Sv and Vet Sv	30005274 / Carpenter / 1 - Regular / 02 - Full Time Non-Exempt / GRD15 / 00 / \$45,881.26	1850 - Health and Human Sv and Vet Sv	30005275 / Home Repair Supv / 1 - Regular / 01 - Full Time Exempt / GRD18 / 00 / \$49,900.00
Mobility	Promotion	08/12/2013	3500 - Sheriff	30002954 / Security Coord / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$34,217.04	3500 - Sheriff	30003047 / Law Enforcement Specialist / 1 - Regular / 02 - Full Time Non-Exempt / GRD14 / 00 / \$38,168.00
Mobility	Promotion	08/12/2013	3650 - Juvenile Probation	30004539 / Guardian Ad Litem II / 1 - Regular / 01 - Full Time Exempt / GRD18 / 00 / \$44,979.38	3650 - Juvenile Probation	30004543 / Guardian Ad Litem Sr / 1 - Regular / 01 - Full Time Exempt / GRD19 / 00 / \$47,228.34
Mobility	Reclassification	06/18/2013	1700 - Transportation and Nat Rsrc	30004745 / Environmental Rsrc Mgmt Specialist Sr / 1 - Regular / 01 - Full Time Exempt / GRD20 / 00 / \$58,898.42	1700 - Transportation and Nat Rsrc	30004745 / Natural Resources Supervisor / 1 - Regular / 01 - Full Time Exempt / GRD20 / 00 / \$58,898.42
Mobility	Temporary to Regular	08/06/2013	1400 - Information Technology Service	30000337 / Planner Mgmt Research Asst / 2 - Temporary / 05 - Hourly - Retmt / GRD14 / 00 / \$15.55	1400 - Information Technology Service	30051402 / Customer Support Tech Sr / 4 - Special Project / 02 - Full Time Non-Exempt / GRD19 / 00 / \$45,346.50
Mobility	Temporary to Regular	08/16/2013	1450 - Facilities Management	30000478 / Custodian / 2 - Temporary / 06 - Hourly - No Bnf / GRD07 / 00 / \$11.00	1450 - Facilities Management	30000495 / Custodian / 1 - Regular / 02 - Full Time Non-Exempt / GRD07 / 00 / \$22,880.00
Mobility	Temporary to Regular	8/19/2013	1750 - Criminal Justice Planning	30003847 / Counselor / 2 - Temporary / 05 - Hourly - Retmt / GRD16 / 00 / \$17.80	1750 - Criminal Justice Planning	30051276 / Chemical Dependency Counselor / 1 - Regular / 02 - Full Time Non-Exempt / GRD16 / 00 / \$37,024.00

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Mobility	Voluntary Reassignment	08/18/2013	3600 - Pretrial Services	30003902 / Office Specialist Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$33,883.20	3600 - Pretrial Services	30003895 / Office Specialist / 1 - Regular / 04 - Part Time Non-Exempt / GRD12 / 00 / \$15,161.64

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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