



Travis County Commissioners Court Agenda Request

Meeting Date: 9/3/13

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 adjustments from Sheriff'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 - 11.

Sheriff's Office requests approval for nine salary adjustments that exceeds 10% above midpoint - Travis County Code § 10.03002. 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

FISCAL IMPACT AND SOURCE OF FUNDING:

None.

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.

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

September 3, 2013

ITEM # :

DATE: August 23, 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 – 6.

B. Non-Routine Personnel Actions – Pages 7 - 11.

Sheriff's Office requests approval for nine salary adjustments that exceeds 10% above midpoint - Travis County Code § 10.03002. 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

		CURRENT			NEW		
Action Type Description	Action Reason Description	Action Effective Date	Current Personnel Area	Position / Title / Employee Group / Employee Subgroup / Grade / Level / Salary/Rate Amt	New Personnel Area	Position / Title / Employee Group / Employee Subgroup / Grade / Level / Salary/Rate Amt	
New Hire	New Hire	08/26/2013	N/A	N/A	1700 - Transportation and Nat Rsrc	30004958 / Road Maintenance Mgr / 1 - Regular / 01 - Full Time Exempt / GRD19 / 00 / \$56,000.00	
New Hire	New Hire	08/20/2013	N/A	N/A	1850 - Health and Human Sv and Vet Sv	30050237 / Contract Compliance Speci / 1 - Regular / 01 - Full Time Exempt / GRD21 / 00 / \$53,594.00	
New Hire	New Hire	08/15/2013	N/A	N/A	1900 - STAR Flight	30051327 / STAR Flight Medical Direc / 2 - Temporary / 05 - Hourly - Retmt / NCF01 / 00 / \$125.00	
New Hire	New Hire	08/26/2013	N/A	N/A	3100 - County Attorney	30000834 / Law Clerk I / 1 - Regular / 04 - Part Time Non-Exempt / GRD15 / 00 / \$17,304.25	
New Hire	New Hire	09/03/2013	N/A	N/A	3100 - County Attorney	30000875 / Investigator / 1 - Regular / 02 - Full Time Non-Exempt / GRD67 / 01 / \$70,779.49	
New Hire	New Hire	08/21/2013	N/A	N/A	3150 - County Clerk	30001062 / Office Asst / 2 - Temporary / 05 - Hourly - Retmt / GRD10 / 00 / \$11.87	
New Hire	New Hire	08/09/2013	N/A	N/A	3455 - Constable Pct 2	30001761 / Constable Deputy / 1 - Regular / 02 - Full Time Non-Exempt / GRD61 / 01 / \$49,686.62	

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WEEKLY PERSONNEL AMENDMENTS - ROUTINE

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New Hire	New Hire	09/03/2013	N/A	N/A	3500 - Sheriff	30002737 / Cadet / 1 - Regular / 02 - Full Time Non- Exempt / GRD80 / 01 / \$38,919.50
New Hire	New Hire	09/03/2013	N/A	N/A	3500 - Sheriff	30050217 / Dispatch Specialist 911 / 1 - Regular / 02 - Full Time Non-Exempt / GRD15 / 00 / \$37,710.40
New Hire	New Hire	08/19/2013	N/A	N/A	3650 - Juvenile Probation	30004279 / Juvenile Detention Office / 1 - Regular / 02 - Full Time Non- Exempt / GRD13 / 00 / \$30,238.83
Re-Hire	Re-Hire	08/20/2013	N/A	N/A	1450 - Facilities Management	30000533 / Building Security Guard / 2 - Temporary / 05 - Hourly - Retmt / GRD09 / 00 / \$11.09
Mobility	Career Ladder	08/06/2013	3500 - Sheriff	30003423 / Corrections Officer / 1 - Regular / 02 - Full Time Non-Exempt / GRD81 / 01 / \$44,368.27	3500 - Sheriff	30003423 / Corrections Officer Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD83 / 01 / \$48,226.26
Mobility	Career Ladder	08/15/2013	3500 - Sheriff	30002572 / Corrections Officer / 1 - Regular / 02 - Full Time Non-Exempt / GRD81 / 01 / \$44,368.27	3500 - Sheriff	30002572 / Corrections Officer Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD83 / 01 / \$48,226.26
Mobility	Career Ladder	08/20/2013	3500 - Sheriff	30002087 / Cadet / 1 - Regular / 02 - Full Time Non- Exempt / GRD80 / 01 / \$38,919.50	3500 - Sheriff	30002087 / Corrections Officer / 1 - Regular / 02 - Full Time Non-Exempt / GRD81 / 01 / \$44,368.27
Mobility	Career Ladder	08/20/2013	3500 - Sheriff	30002166 / Cadet / 1 - Regular / 02 - Full Time Non- Exempt / GRD80 / 01 / \$38,919.50	3500 - Sheriff	30002166 / Corrections Officer / 1 - Regular / 02 - Full Time Non-Exempt / GRD81 / 01 / \$44,368.27

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
Mobility	Career Ladder	07/16/2013	3500 - Sheriff	30002279 / Corrections Officer / 1 - Regular / 02 - Full Time Non-Exempt / GRD81 / 01 / \$44,368.27	3500 - Sheriff	30002279 / Corrections Officer Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD83 / 01 / \$48,226.26
Mobility	Career Ladder	08/29/2013	3500 - Sheriff	30002496 / Corrections Officer / 1 - Regular / 02 - Full Time Non-Exempt / GRD81 / 01 / \$44,368.27	3500 - Sheriff	30002496 / Corrections Officer Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD83 / 01 / \$48,226.26
Mobility	Career Ladder	08/21/2013	3500 - Sheriff	30002408 / Corrections Officer / 1 - Regular / 02 - Full Time Non-Exempt / GRD81 / 01 / \$44,368.27	3500 - Sheriff	30002408 / Corrections Officer Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD83 / 01 / \$48,226.26
Mobility	Career Ladder	08/29/2013	3500 - Sheriff	30002207 / Corrections Officer / 1 - Regular / 02 - Full Time Non-Exempt / GRD81 / 01 / \$44,368.27	3500 - Sheriff	30002207 / Corrections Officer Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD83 / 01 / \$48,226.26
Mobility	Career Ladder	08/28/2013	3500 - Sheriff	30002877 / Corrections Officer / 1 - Regular / 02 - Full Time Non-Exempt / GRD81 / 01 / \$44,368.27	3500 - Sheriff	30002877 / Corrections Officer Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD83 / 01 / \$48,226.26
Mobility	Demotion	08/01/2013	3650 - Juvenile Probation	30003989 / Juvenile Case Work Mgr / 1 - Regular / 01 - Full Time Exempt / GRD20 / 00 / \$63,328.51	3650 - Juvenile Probation	30004426 / Training Education Coord II / 1 - Regular / 01 - Full Time Exempt / GRD18 / 00 / \$56,995.66
Mobility	Full-Time to Part-Time	08/18/2013	3100 - County Attorney	30000846 / Law Clerk I / 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	Lateral Transfer	08/18/2013	3500 - Sheriff	30002607 / Security Coord / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$32,956.77	3500 - Sheriff	30002064 / Office Specialist Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$32,956.77

WEEKLY PERSONNEL AMENDMENTS - ROUTINE

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Mobility	Part-Time Hours Increase	09/01/2013	3405 - Justice of the Peace Pct 2	30001660 / Court Clerk I / 1 - Regular / 04 - Part Time Non-Exempt / GRD13 / 00 / \$18,907.04	3405 - Justice of the Peace Pct 2	30001660 / Court Clerk I / 1 - Regular / 04 - Part Time Non-Exempt / GRD13 / 00 / \$22,688.45
Mobility	Promotion	08/19/2013	3150 - County Clerk	30000999 / Court Clerk Asst / 1 - Regular / 02 - Full Time Non-Exempt / GRD11 / 00 / \$29,598.40	3150 - County Clerk	30001048 / Office Specialist / 1 - Regular / 02 - Full Time Non-Exempt / GRD12 / 00 / \$33,342.40
Mobility	Promotion	07/01/2013	3500 - Sheriff	30003123 / Victim Counselor / 1 - Regular / 02 - Full Time Non-Exempt / GRD16 / 00 / \$46,280.00	3500 - Sheriff	30003121 / Victim Counselor Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD17 / 00 / \$49,518.98
Mobility	Temporary to Regular	08/19/2013	3150 - County Clerk	30006487 / Elections Operations Clerk III 10 / 2 - Temporary / 06 - Hourly - No Bnf / NCF01 / 00 / \$14.00	3150 - County Clerk	30000938 / Elections Coord Spc Project Temp 13 / 4 - Special Project / 02 - Full Time Non-Exempt / GRD16 / 00 / \$37,024.00
Salary Change	Salary/Hourly Rate Change	08/26/2013	3460 - Constable Pct 3	30001790 / Court Clerk I / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$31,158.40	3460 - Constable Pct 3	GRD13 / 00 / \$32,043.96
Salary Change	Salary/Hourly Rate Change	09/01/2013	3500 - Sheriff	30003035 / Building Maintenance Div Mgr / 1 - Regular / 01 - Full Time Exempt / GRD27 / 00 / \$80,798.22	3500 - Sheriff	GRD27 / 00 / \$84,838.13
Salary Change	Salary/Hourly Rate Change	09/01/2013	3500 - Sheriff	30003037 / Major / 1 - Regular / 01 - Full Time Exempt / GRD30 / 00 / \$122,514.00	3500 - Sheriff	GRD30 / 00 / \$128,639.70
Salary Change	Salary/Hourly Rate Change	09/01/2013	3500 - Sheriff	30001903 / Sheriff Deputy Chief / 1 - Regular / 01 - Full Time Exempt / GRD32 / 00 / \$128,339.00	3500 - Sheriff	GRD32 / 00 / \$130,905.78

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
Salary Change	Salary/Hourly Rate Change	09/01/2013	3500 - Sheriff	30001905 / Major / 1 - Regular / 01 - Full Time Exempt / GRD30 / 00 / \$120,878.00	3500 - Sheriff	GRD30 / 00 / \$126,921.90
Salary Change	Salary/Hourly Rate Change	09/01/2013	3500 - Sheriff	30002929 / Building Maintenance Div Mgr / 1 - Regular / 01 - Full Time Exempt / GRD27 / 00 / \$90,037.17	3500 - Sheriff	GRD27 / 00 / \$91,837.91
Salary Change	Salary/Hourly Rate Change	09/01/2013	3500 - Sheriff	30001907 / Financial Mgr / 1 - Regular / 01 - Full Time Exempt / GRD26 / 00 / \$97,633.54	3500 - Sheriff	GRD26 / 00 / \$99,586.21
Salary Change	Salary/Hourly Rate Change	09/01/2013	3500 - Sheriff	30002100 / Major / 1 - Regular / 01 - Full Time Exempt / GRD30 / 00 / \$120,878.00	3500 - Sheriff	GRD30 / 00 / \$126,921.90

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NON-ROUTINE SALARY CHANGE ACTIONS

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
3500 - Sheriff	30001897 / Planning Mgr / 1 - Regular / 01 - Full Time Exempt / GRD24 / 00 / \$89,159.41	3500 - Sheriff	GRD24 / 00 / \$93,617.38	Salary adjustment. Pay is greater than 10% above midpoint, Travis County Code § 10.03002.
3500 - Sheriff	30002102 / Corrections Captain / 1 - Regular / 01 - Full Time Exempt / GRD28 / 00 / \$117,860.00	3500 - Sheriff	GRD28 / 00 / \$123,753.00	Salary adjustment. Pay is greater than 10% above midpoint, Travis County Code § 10.03002.
3500 - Sheriff	30002303 / Corrections Captain / 1 - Regular / 01 - Full Time Exempt / GRD28 / 00 / \$117,860.00	3500 - Sheriff	GRD28 / 00 / \$123,753.00	Salary adjustment. Pay is greater than 10% above midpoint, Travis County Code § 10.03002.
3500 - Sheriff	30002439 / Corrections Captain / 1 - Regular / 01 - Full Time Exempt / GRD28 / 00 / \$116,854.00	3500 - Sheriff	GRD28 / 00 / \$122,696.70	Salary adjustment. Pay is greater than 10% above midpoint, Travis County Code § 10.03002.
3500 - Sheriff	30002676 / Corrections Captain / 1 - Regular / 01 - Full Time Exempt / GRD28 / 00 / \$116,854.00	3500 - Sheriff	GRD28 / 00 / \$122,696.70	Salary adjustment. Pay is greater than 10% above midpoint, Travis County Code § 10.03002.
3500 - Sheriff	30002927 / Corrections Captain / 1 - Regular / 01 - Full Time Exempt / GRD28 / 00 / \$116,854.00	3500 - Sheriff	GRD28 / 00 / \$122,696.70	Salary adjustment. Pay is greater than 10% above midpoint, Travis County Code § 10.03002.

NON-ROUTINE SALARY CHANGE ACTIONS

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
3500 - Sheriff	30003039 / Law Enforcement Captain / 1 - Regular / 01 - Full Time Exempt / GRD28 / 00 / \$119,872.00		GRD28 / 00 / \$125,865.60	Salary adjustment. Pay is greater than 10% above midpoint, Travis County Code § 10.03002.
3500 - Sheriff	30003177 / Law Enforcement Captain / 1 - Regular / 01 - Full Time Exempt / GRD28 / 00 / \$119,872.00		GRD28 / 00 / \$125,865.60	Salary adjustment. Pay is greater than 10% above midpoint, Travis County Code § 10.03002.
3500 - Sheriff	30003301 / Law Enforcement Captain / 1 - Regular / 01 - Full Time Exempt / GRD28 / 00 / \$118,866.00		GRD28 / 00 / \$124,809.30	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



HRMD 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 23, 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: Sheriff Non-Routine Salary Actions, Multiple Positions

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

Travis County Sheriff's Office Request:

The Travis County Sheriff's Office (TCSO) requests approval to increase the salary of three Law Enforcement Captains (PG 28), five Corrections Captains (PG 28) and one Planning Manager (PG 24) by five percent. The total dollar increase for all positions is \$51,702.57. For each position, the resultant salary would be at or above midpoint + 10%. The proposed actions would apply to the following positions:

<u>Position #</u>	<u>Title</u>	<u>Current Salary</u>	<u>Proposed Salary</u>
30001897	Planning Mgr	\$89,159.41	\$93,617.38
30002102	Captain, Corrections	\$117,860.00	\$123,753.00
30002303	Captain, Corrections	\$117,860.00	\$123,753.00
30002439	Captain, Corrections	\$116,854.00	\$122,696.70
30002676	Captain, Corrections	\$116,854.00	\$122,696.70
30002927	Captain, Corrections	\$116,854.00	\$122,696.70
30003039	Captain, Law Enforcement	\$119,872.00	\$125,865.60

<u>Position #</u>	<u>Title</u>	<u>Current Salary</u>	<u>Proposed Salary</u>
30003177	Captain, Law Enforcement	\$119,872.00	\$125,865.60
30003301	Captain, Law Enforcement	\$118,866.00	\$124,809.30

Policy

Travis County Code §10.03002(b) states that existing may be employees 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 actions are non-routine by policy since the proposed increases would place these employees beyond midpoint + 10% of their respective pay grades.

Recommendation

HRMD recommends approval of TCSO's proposed salary actions. The proposed increases are necessary to restore the internal equity alignment of the Command Staff after the significant increases realized by POPS employees at the beginning of FY 2013. The actions would be effective September 1, 2013. The Planning & Budget Office has verified sufficient funding exists for these actions.



JAMES N. SYLVESTER
Chief Deputy

GREG HAMILTON

TRAVIS COUNTY SHERIFF

P.O. Box 1748
Austin, Texas 78767
(512) 854-9770
www.tcsheriff.org

PHYLLIS CLAIR
Major - Law Enforcement

DARREN LONG
Major - Corrections

MARK SAWA
Major - Administration & Support

August 9, 2013

MEMORANDUM

TO: Travis County Judge and Commissioners
FROM: Greg Hamilton, Sheriff *GH*
SUBJECT: Salary Adjustments - Captains, Planning Manager

I am requesting salary adjustments for all of my Captains, and the Planning Manager to be effective September 1, 2013. These adjustments are our continued efforts to correct internal inequities created by the POPS scale increase in 2012.

The substantial pops scale increase of 2012 adversely impacted a large majority of our management positions. Lieutenants and Sergeants are now compensated higher than their classified equivalents. The requested adjustments are necessary to bring parity to the Sheriff's Office chain of command.

To place the Captain's salary higher than the Lieutenants, an initial adjustment was necessary in November 2012. This action, however created compression issues with my higher command staff, and is being addressed in a separate request. The attached report details current salary, increase percentage, increase amount, and new salary for each of these positions. Funding has been confirmed by PBO.

I appreciate your consideration and approval in resolving this issue. Please advise if there are any questions.

GH/tb

cc: Todd Osburn, Compensation Mgr.
Paul Matthews, TCSO Finance Mgr.
Travis Gatlin, Asst. Budget Director
Terri Brown, TCSO HR Mgr.



Safety, Integrity, Tradition of Service

