



# Travis County Commissioners Court Agenda Request

**Meeting Date:** 9/10/13

**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 Constable Pct 5 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.**

**Constable Pct 5** requests approval for three 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](mailto: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](mailto:agenda@co.travis.tx.us) by **Tuesdays at 5:00 p.m.** for the next week's meeting.

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	08/23/2013	N/A	1700 - Transportation and Nat Rsrc	30004648 / School Crossing Guard / 2 - Temporary / 05 - Hourly - Retmt / GRD11 / 00 / \$13.00		
New Hire	New Hire	08/26/2013	N/A	1850 - Health and Human Sv and Vet Sv	30000663 / Education Instructional S / 1 - Regular / 04 - Part Time Non-Exempt / GRD13 / 00 / \$15,119.42		
New Hire	New Hire	08/30/2013	N/A	2000 - County Auditor	30000033 / Aud Database Administrato / 1 - Regular / 01 - Full Time Exempt / GRD27 / 00 / \$104,000.00		
New Hire	New Hire	08/26/2013	N/A	3150 - County Clerk	30001051 / Office Asst / 2 - Temporary / 05 - Hourly - Retmt / GRD10 / 00 / \$11.87		
New Hire	New Hire	08/23/2013	N/A	3200 - District Clerk	30051401 / Court Clerk Asst / 2 - Temporary / 06 - Hourly - No Bnf / GRD11 / 00 / \$14.50		
New Hire	New Hire	08/26/2013	N/A	3500 - Sheriff	30001932 / Human Resources Asst Sr / 1 - Regular / 02 - Full Time Non- Exempt / GRD16 / 00 / \$39,249.60		
New Hire	New Hire	09/03/2013	N/A	3500 - Sheriff	30002401 / Cadet / 1 - Regular / 02 - Full Time Non- Exempt / GRD80 / 01 / \$38,919.50		

2



# 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

**September 10, 2013**

**ITEM # :**

**DATE:** August 30, 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 - 10.**

Constable Pct 5 requests approval for three 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

Action Type Description	Action Reason Description	Action Effective Date	Current Personnel Area	Position / Position Title / Employee Group / Grade / Level / Salary/Rate Amt	New Personnel Area	Position / Position Title / Employee Group / Grade / Level / Salary/Rate Amt
New Hire	New Hire	09/16/2013	N/A	N/A	3500 - Sheriff	30002520 / 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	30002595 / Cadet / 1 - Regular / 02 - Full Time Non-Exempt / GRD80 / 01 / \$38,919.50
New Hire	New Hire	09/16/2013	N/A	N/A	3500 - Sheriff	30002760 / 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	30050215 / Dispatch Specialist 911 / 1 - Regular / 02 - Full Time Non-Exempt / GRD15 / 00 / \$35,651.20
New Hire	New Hire	08/26/2013	N/A	N/A	3500 - Sheriff	30051403 / Human Resources Mgr II / 2 - Temporary / 05 - Hourly - Retmt / GRD26 / 00 / \$45.54
New Hire	New Hire	08/26/2013	N/A	N/A	3650 - Juvenile Probation	30004247 / Juvenile Detention Office / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$32,968.00
Re-Hire	Re-Hire	08/22/2013	N/A	N/A	3050 - Tax Collector	30000176 / Administrative Asst I / 2 - Temporary / 05 - Hourly - Retmt / GRD13 / 00 / \$14.54
Mobility	Interdpt Change	08/26/2013	3460 - Constable Pct 3	30001792 / Court Clerk I / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$32,043.96	3450 - Constable Pct 1	30001730 / Court Clerk I / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$32,463.79

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 Subgroup / Employee Subgroup / Grade / Level / Salary/Rate Amt
Salary Change	Salary/Hourly Rate Change	09/01/2013	3470 - Constable Pct 5	30001846 / Court Clerk I / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$37,424.00	3470 - Constable Pct 5	GRD13 / 00 / \$38,546.72
Salary Change	Salary/Hourly Rate Change	09/01/2013	3470 - Constable Pct 5	30001848 / Court Clerk I / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$33,281.00	3470 - Constable Pct 5	GRD13 / 00 / \$34,279.43
Salary Change	Salary/Hourly Rate Change	09/01/2013	3470 - Constable Pct 5	30001840 / Court Services Mgmt Adm Coord / 1 - Regular / 01 - Full Time Exempt / GRD18 / 00 / \$52,978.00	3470 - Constable Pct 5	GRD18 / 00 / \$54,567.34
Salary Change	Salary/Hourly Rate Change	09/01/2013	3470 - Constable Pct 5	30001849 / Court Clerk I / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$33,596.00	3470 - Constable Pct 5	GRD13 / 00 / \$34,603.88
Salary Change	Salary/Hourly Rate Change	09/01/2013	3470 - Constable Pct 5	30001847 / Court Clerk I / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$35,044.00	3470 - Constable Pct 5	GRD13 / 00 / \$36,095.32
Salary Change	Salary/Hourly Rate Change	09/01/2013	3470 - Constable Pct 5	30001841 / Court Clerk I / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$34,461.00	3470 - Constable Pct 5	GRD13 / 00 / \$35,494.83
Salary Change	Salary/Hourly Rate Change	09/01/2013	3470 - Constable Pct 5	30001845 / Court Clerk II / 1 - Regular / 02 - Full Time Non-Exempt / GRD15 / 00 / \$38,846.00	3470 - Constable Pct 5	GRD15 / 00 / \$40,011.38
Salary Change	Salary/Hourly Rate Change	09/01/2013	3470 - Constable Pct 5	30001864 / Court Clerk I / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$32,659.00	3470 - Constable Pct 5	GRD13 / 00 / \$33,638.77

4



WEEKLY PERSONNEL AMENDMENTS - ROUTINE

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Salary Change	Salary/Hourly Rate Change	09/01/2013	3470 - Constable Pct 5	30001852 / Court Clerk I / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$32,659.00	3470 - Constable Pct 5	GRD13 / 00 / \$33,638.77
Salary Change	Salary/Hourly Rate Change	09/01/2013	3470 - Constable Pct 5	30001855 / Court Clerk I / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$33,867.00	3470 - Constable Pct 5	GRD13 / 00 / \$34,883.01
Salary Change	Salary/Hourly Rate Change	09/01/2013	3470 - Constable Pct 5	30001854 / Court Clerk I / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$33,500.00	3470 - Constable Pct 5	GRD13 / 00 / \$34,505.00
Salary Change	Salary/Hourly Rate Change	09/01/2013	3470 - Constable Pct 5	30001842 / Court Clerk I / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$33,867.00	3470 - Constable Pct 5	GRD13 / 00 / \$34,883.01
Salary Change	Salary/Hourly Rate Change	09/01/2013	3470 - Constable Pct 5	30001851 / Court Clerk I / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$36,230.00	3470 - Constable Pct 5	GRD13 / 00 / \$37,316.90
Salary Change	Salary/Hourly Rate Change	09/01/2013	3470 - Constable Pct 5	30001857 / Application Dev Analyst I / 1 - Regular / 01 - Full Time Exempt / GRD23 / 00 / \$63,044.80	3470 - Constable Pct 5	GRD23 / 00 / \$64,936.14
Salary Change	Salary/Hourly Rate Change	09/01/2013	3470 - Constable Pct 5	30001853 / Accountant Assoc / 1 - Regular / 02 - Full Time Non-Exempt / GRD14 / 00 / \$38,089.72	3470 - Constable Pct 5	GRD14 / 00 / \$39,232.41
Salary Change	Salary/Hourly Rate Change	09/01/2013	3470 - Constable Pct 5	30001843 / Court Clerk I / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$34,287.00	3470 - Constable Pct 5	GRD13 / 00 / \$35,315.61

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	09/01/2013	3470 - Constable Pct 5	30001856 / Court Clerk I / 1 - Regular / 02 - Full Time Non- Exempt / GRD13 / 00 / \$31,784.00	3470 - Constable Pct 5	GRD13 / 00 / \$32,737.52
Salary Change	Salary/Hourly Rate Change	09/01/2013	3470 - Constable Pct 5	30001867 / Court Clerk I / 1 - Regular / 02 - Full Time Non- Exempt / GRD13 / 00 / \$33,904.80	3470 - Constable Pct 5	GRD13 / 00 / \$34,921.94
Salary Change	Salary/Hourly Rate Change	09/01/2013	3470 - Constable Pct 5	30001859 / Business Analyst Assoc / 1 - Regular / 01 - Full Time Exempt / GRD19 / 00 / \$51,625.00	3470 - Constable Pct 5	GRD19 / 00 / \$53,173.75
Salary Change	Salary/Hourly Rate Change	09/01/2013	3470 - Constable Pct 5	30001844 / Court Clerk I / 1 - Regular / 02 - Full Time Non- Exempt / GRD13 / 00 / \$32,261.84	3470 - Constable Pct 5	GRD13 / 00 / \$33,229.70
Salary Change	Salary/Hourly Rate Change	09/01/2013	3470 - Constable Pct 5	30001860 / Executive Asst / 1 - Regular / 01 - Full Time Exempt / GRD17 / 00 / \$44,596.03	3470 - Constable Pct 5	GRD17 / 00 / \$45,933.91
Salary Change	Salary/Hourly Rate Change	09/01/2013	3470 - Constable Pct 5	30005874 / Court Clerk I / 1 - Regular / 02 - Full Time Non- Exempt / GRD13 / 00 / \$31,146.00	3470 - Constable Pct 5	GRD13 / 00 / \$32,080.38



**NON-ROUTINE SALARY CHANGE ACTIONS**

<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>
3470 - Constable Pct 5	30001850 / Court Clerk II / 1 - Regular / 02 - Full Time Non-Exempt / GRD15 / 00 / \$48,316.00	3470 - Constable Pct 5	GRD15 / 00 / \$49,765.48	Salary adjustment. Pay is greater than 10% above midpoint, Travis County Code § 10.03002.
3470 - Constable Pct 5	30001858 / Planner Mgmt Research Specialist / 1 - Regular / 01 - Full Time Exempt / GRD17 / 00 / \$53,252.99	3470 - Constable Pct 5	GRD17 / 00 / \$54,850.58	Salary adjustment. Pay is greater than 10% above midpoint, Travis County Code § 10.03002.
3470 - Constable Pct 5	30001839 / Office Mgr Sr / 1 - Regular / 01 - Full Time Exempt / GRD21 / 00 / \$71,410.00	3470 - Constable Pct 5	GRD21 / 00 / \$73,552.30	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**

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

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

\_\_\_\_\_  
**Margaret Gomez, Commissioner, Pct. 4**

7



# 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 30, 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: CN 5 Non-Routine Salary Action, Positions 30001850, 30001858,  
30001839

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

### CN 5 Request:

Constable #5's Office (CN 5) requests approval to increase the salary of one Office Manager Senior (PG 21), one Planner Mgmt Research Specialist (PG 17), and one Court Clerk II (PG 15). The proposed actions would result in each employee being beyond the midpoint + 10% mark. The total dollar increase for the three positions is \$5,639.37 and the increases range from 3.0 to 3.37%. The proposed actions would apply to the following positions:

<u>Position #</u>	<u>Title</u>	<u>Current Salary</u>	<u>Proposed Salary</u>
30001839	Office Mgr Sr	\$71,410.00	\$73,552.30
30001858	Planner Mgmt Res Spec	\$53,252.99	\$54,850.58
30001850	Court Clerk II	\$48,316.00	\$49,765.48

### 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.*

8

**Issue**

The actions are non-routine by policy since the proposed increases would place the incumbents beyond midpoint + 10% of their current Pay Grades.

**Recommendation**

HRMD recommends approval of CN 5's proposed salary actions. The proposed increases are not excessive and consistent with the intent of the policy. The actions would be effective September 1, 2013. The Planning & Budget Office has verified sufficient funding exists for these actions.



**CARLOS B. LOPEZ**

TRAVIS COUNTY CONSTABLE, PRECINCT FIVE

Date: August 28, 2013  
To: Todd Osburn, Compensation Manager, Travis County HRMD  
From: Carlos B. Lopez, Constable *COL*  
Cinda Kortan, Division Manager *CK*  
Subject: Non-Routine Salary Adjustments

This memorandum is a request to increase the salary for positions: 30001839, 30001858 and 30001850 by 3% effective September 1, 2013.

This request is considered non-routine and will put these employees over the 10% above midpoint. These employees have more than met the challenge of additional duties this year. This request will be funded internally using salary savings and funding has been confirmed by PBO.

If there are any questions, please do not hesitate to contact me.

