



Travis County Commissioners Court Agenda Request

Meeting Date: 9/24/13

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:

Proposed routine personnel amendments.

BACKGROUND/SUMMARY OF REQUEST AND ATTACHMENTS:

Attached are Personnel Amendments for Commissioners Court approval.

Routine Personnel Actions – Pages 2 – 10.

FY 14 Temporary Position Extensions – Page 7 - 9.

Approval requested to **extend** temporary position end dates effective October 1, 2013. HRMD has reviewed appropriate documentation; PBO has confirmed FY 14 funding.

* Temporary "Hourly No Benefits" Positions (employment less than 6 months).

* Temporary "Hourly With Retirement" Positions (employment more than 6 months).

FY 14 Temporary Position Conversions – Page 10.

Approval requested to **convert** temporary positions from "Hourly No Benefits" (employment less than 6 months) to "Hourly With Retirement" (employment more than 6 months). PBO has confirmed FY 14 funding.

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 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 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 24, 2013

ITEM # :

DATE: September 13, 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.

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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	09/06/2013	N/A	N/A	1000 - County Judge	30051381 / ACC Intern / 2 - Temporary / 06 - Hourly - No Bnf / NCF01 / 00 / \$12.00
New Hire	New Hire	09/03/2013	N/A	N/A	1700 - Transportation and Nat Rsrc	30004633 / School Crossing Guard / 2 - Temporary / 05 - Hourly - Retmt / GRD11 / 00 / \$13.00
New Hire	New Hire	09/09/2013	N/A	N/A	1700 - Transportation and Nat Rsrc	30050011 / Park Tech I / 2 - Temporary / 06 - Hourly - No Bnf / GRD08 / 00 / \$11.00
New Hire	New Hire	09/09/2013	N/A	N/A	1700 - Transportation and Nat Rsrc	30004639 / School Crossing Guard / 2 - Temporary / 05 - Hourly - Retmt / GRD11 / 00 / \$13.00
New Hire	New Hire	09/09/2013	N/A	N/A	1700 - Transportation and Nat Rsrc	30004636 / School Crossing Guard / 2 - Temporary / 05 - Hourly - Retmt / GRD11 / 00 / \$13.00
New Hire	New Hire	09/16/2013	N/A	N/A	1850 - Health and Human Sv and Vet Sv	30000662 / Education Instructional S / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$30,238.83
New Hire	New Hire	09/16/2013	N/A	N/A	1850 - Health and Human Sv and Vet Sv	30050952 / Education Instructional S / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$30,238.83
New Hire	New Hire	09/09/2013	N/A	N/A	1850 - Health and Human Sv and Vet Sv	30005385 / Social Services Mgr / 1 - Regular / 01 - Full Time Exempt / GRD19 / 00 / \$54,744.00

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WEEKLY PERSONNEL AMENDMENTS - ROUTINE

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New Hire	New Hire	09/10/2013	N/A	N/A	2000 - County Auditor	30051404 / ACC Intern / 2 - Temporary / 06 - Hourly - No Bnf / NCF01 / 00 / \$12.00
New Hire	New Hire	09/03/2013	N/A	N/A	3100 - County Attorney	30000785 / Law Clerk I / 1 - Regular / 04 - Part Time Non- Exempt / GRD15 / 00 / \$17,304.25
New Hire	New Hire	09/04/2013	N/A	N/A	3100 - County Attorney	30000898 / Office Asst / 2 - Temporary / 06 - Hourly - No Bnf / GRD10 / 00 / \$11.87
New Hire	New Hire	09/06/2013	N/A	N/A	3100 - County Attorney	30000893 / Office Asst / 2 - Temporary / 06 - Hourly - No Bnf / GRD10 / 00 / \$11.87
New Hire	New Hire	09/04/2013	N/A	N/A	3100 - County Attorney	30000892 / Office Asst / 2 - Temporary / 06 - Hourly - No Bnf / GRD10 / 00 / \$11.87
New Hire	New Hire	09/03/2013	N/A	N/A	3100 - County Attorney	30000788 / 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	30000895 / Office Asst / 2 - Temporary / 06 - Hourly - No Bnf / GRD10 / 00 / \$11.87
New Hire	New Hire	09/03/2013	N/A	N/A	3100 - County Attorney	30000848 / Law Clerk I / 1 - Regular / 04 - Part Time Non- Exempt / GRD15 / 00 / \$17,304.25

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WEEKLY PERSONNEL AMENDMENTS - ROUTINE

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New Hire	New Hire	09/06/2013	N/A	N/A	3100 - County Attorney	30000891 / Office Asst / 2 - Temporary / 06 - Hourly - No Bnf / GRD10 / 00 / \$11.87
New Hire	New Hire	09/04/2013	N/A	N/A	3100 - County Attorney	30000896 / Office Asst / 2 - Temporary / 06 - Hourly - No Bnf / GRD10 / 00 / \$11.87
New Hire	New Hire	09/05/2013	N/A	N/A	3100 - County Attorney	30000894 / Office Asst / 2 - Temporary / 06 - Hourly - No Bnf / GRD10 / 00 / \$11.87
New Hire	New Hire	09/04/2013	N/A	N/A	3100 - County Attorney	30000897 / Office Asst / 2 - Temporary / 06 - Hourly - No Bnf / GRD10 / 00 / \$11.87
New Hire	New Hire	08/26/2013	N/A	N/A	3150 - County Clerk	30001016 / Office Asst / 2 - Temporary / 05 - Hourly - Reimt / GRD10 / 00 / \$11.87
New Hire	New Hire	09/03/2013	N/A	N/A	3150 - County Clerk	30000991 / Court Clerk Asst / 1 - Regular / 02 - Full Time Non-Exempt / GRD11 / 00 / \$30,388.80
New Hire	New Hire	08/27/2013	N/A	N/A	3250 - Civil Courts	30051427 / ACC Intern / 2 - Temporary / 06 - Hourly - No Bnf / NCF01 / 00 / \$12.00
New Hire	New Hire	09/16/2013	N/A	N/A	3500 - Sheriff	30002021 / Counselor / 1 - Regular / 02 - Full Time Non-Exempt / GRD16 / 00 / \$39,249.60

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WEEKLY PERSONNEL AMENDMENTS - ROUTINE

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New Hire	New Hire	09/23/2013	N/A	N/A	3500 - Sheriff	30002022 / Counselor Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD17 / 00 / \$43,180.80
New Hire	New Hire	09/16/2013	N/A	N/A	3500 - Sheriff	30001991 / Registered Nurse Charge N / 1 - Regular / 02 - Full Time Non-Exempt / GRD22 / 00 / \$69,473.66
New Hire	New Hire	09/03/2013	N/A	N/A	3650 - Juvenile Probation	30004537 / Guardian Ad Litem II / 1 - Regular / 01 - Full Time Exempt / GRD18 / 00 / \$46,196.80
Mobility	Career Ladder	09/01/2013	3470 - Constable Pct 5	30001883 / Constable Deputy / 1 - Regular / 02 - Full Time Non-Exempt / GRD61 / 01 / \$49,686.62	3470 - Constable Pct 5	30001883 / Constable Deputy Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD62 / 01 / \$53,164.59
Mobility	Career Ladder	07/05/2013	3500 - Sheriff	30002176 / Cadet / 1 - Regular / 02 - Full Time Non-Exempt / GRD80 / 01 / \$38,919.50	3500 - Sheriff	30002176 / Corrections Officer / 1 - Regular / 02 - Full Time Non-Exempt / GRD81 / 01 / \$44,368.27
Mobility	Career Ladder	04/02/2013	3500 - Sheriff	30006041 / Cadet / 1 - Regular / 02 - Full Time Non-Exempt / GRD80 / 01 / \$38,919.50	3500 - Sheriff	30006041 / Corrections Officer / 1 - Regular / 02 - Full Time Non-Exempt / GRD81 / 01 / \$44,368.27
Mobility	Career Ladder	09/06/2013	3500 - Sheriff	30003110 / Corrections Officer / 1 - Regular / 02 - Full Time Non-Exempt / GRD81 / 01 / \$44,368.27	3500 - Sheriff	30003110 / Corrections Officer Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD83 / 01 / \$48,226.26
Mobility	Career Ladder	09/16/2013	3600 - Pretrial Services	30003923 / Pretrial Officer II / 1 - Regular / 02 - Full Time Non-Exempt / GRD17 / 00 / \$43,085.95	3600 - Pretrial Services	30003923 / Pretrial Officer III / 1 - Regular / 02 - Full Time Non-Exempt / GRD18 / 00 / \$46,101.97

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WEEKLY PERSONNEL AMENDMENTS - ROUTINE

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Mobility	Career Ladder	09/16/2013	3600 - Pretrial Services	30003922 / Pretrial Officer II / 1 - Regular / 02 - Full Time Non-Exempt / GRD17 / 00 / \$43,085.73	3600 - Pretrial Services	30003922 / Pretrial Officer III / 1 - Regular / 02 - Full Time Non-Exempt / GRD18 / 00 / \$46,101.73
Mobility	Full-Time to Part-Time	09/01/2013	1850 - Health and Human Sv and Vet Sv	30005496 / Case Worker / 1 - Regular / 02 - Full Time Non-Exempt / GRD16 / 00 / \$44,880.58	1850 - Health and Human Sv and Vet Sv	30005496 / Case Worker / 1 - Regular / 04 - Part Time Non-Exempt / GRD16 / 00 / \$22,440.29
Mobility	Promotion	09/16/2013	3500 - Sheriff	30002891 / Security Coord / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$31,158.40	3500 - Sheriff	30002219 / Cadet / 1 - Regular / 02 - Full Time Non-Exempt / GRD80 / 01 / \$38,919.50
Mobility	Promotion	10/16/2013	3500 - Sheriff	30002160 / Security Coord / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$30,238.83	3500 - Sheriff	30002828 / Cadet / 1 - Regular / 02 - Full Time Non-Exempt / GRD80 / 01 / \$38,919.50
Mobility	Voluntary Reassignment	09/03/2013	3050 - Tax Collector	30000206 / Tax Specialist I / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$30,238.83	3050 - Tax Collector	30000251 / Accounting Clerk / 1 - Regular / 02 - Full Time Non-Exempt / GRD12 / 00 / \$30,331.81
Mobility	Voluntary Reassignment	09/01/2013	3100 - County Attorney	30000756 / Victim Counselor Sr / 1 - Regular / 04 - Part Time Non-Exempt / GRD17 / 00 / \$19,807.53	3100 - County Attorney	30000782 / Victim Counselor / 1 - Regular / 02 - Full Time Non-Exempt / GRD16 / 00 / \$37,024.00

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FY 14 TEMPORARY POSITION EXTENSIONS - TEMPORARY HOURLY NO BENEFIT POSITIONS

Personnel Area	Position Number	Position Title
Constable Pct 2	30005873	Court Clerk I
Constable Pct 5	30051476	Court Clerk I
District Attorney	30050113	County/District Attorney Div Dir
District Attorney	30050054	Law Clerk II
District Attorney	30050025	Office Specialist
Facilities Management	30005542	Custodian
Facilities Management	30000450, 30000454, 30005979, 30005980	Groundskeeper
Health and Human Sv and Vet Sv	30050852	Interpreter Sign Language IV
Health and Human Sv and Vet Sv	30050826, 30051077	Office Specialist
Health and Human Sv and Vet Sv	30051004	Planner
Justice of the Peace Pct 4	30051451	Court Clerk I
STAR Flight	30005995, 30050927, 30050928	Helicopter Pilot Sr

FY 14 TEMPORARY POSITION EXTENSIONS - TEMPORARY HOURLY WITH RETIREMENT POSITIONS

Personnel Area	Position Number	Position Title
Counseling and Education Sv	30003788, 30003796, 30003815, 30003823, 30003844, 30003848, 30003849, 30003850, 30003854, 30003856, 30003857, 30003858, 30003860, 30003861, 30003863, 30003864, 30003866, 30003868, 30003869, 30003870 30003871, 30003872, 30003873, 30003874, 30003875, 30003876, 30003877, 30003878, 30005930, 30005931, 30005932, 30005933, 30005934, 30050283	Counselor

FY 14 TEMPORARY POSITION EXTENSIONS - TEMPORARY HOURLY WITH RETIREMENT POSITIONS

Personnel Area	Position Number	Position Title
Counseling and Education Sv	30003789, 30003797, 30003798, 30003800, 30003801, 30003805, 30003810, 30003846, 30003851, 30003855	Office Specialist
Counseling and Education Sv	30050132	Social Services Aide
Counseling and Education Sv	30003841	Social Services Dir
County Clerk	30050292	Application Dev Mgr
County Clerk	30000971	County Commissioners Court Specialist
County Clerk	30000918	Court Clerk Asst
County Clerk	30000961, 30000966, 30000978, 30001014, 30001015, 30001016, 30001020, 30001024, 30001025, 30001051, 30001061, 30001062, 30001064, 30005655	Office Asst
County Clerk	30000920	Records Analyst
County Clerk	30000916	Records Analyst Assoc
District Attorney	30005596, 30005597, 30005602, 30005607, 30050052	Attorney III
District Attorney	30001369, 30001461, 30001464, 30001465, 30001470, 30005589, 30050053	Law Clerk II
District Attorney	30001386	Office Asst
District Attorney	30005548	Office Specialist
Facilities Management	30000562, 30000564, 30000566, 30000571, 30000572, 30000573	Building Operations Worker
Facilities Management	30000517, 30000518, 30000519, 30000520, 30000524, 30000527, 30000528, 30000529, 30000531, 30000532, 30000533, 30005982	Building Security Guard

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FY 14 TEMPORARY POSITION EXTENSIONS - TEMPORARY HOURLY WITH RETIREMENT POSITIONS

Personnel Area	Position Number	Position Title
Facilities Management	30000512, 30000556, 30000559, 30000560, 30000561, 30000565, 30000569, 30000570, 30000574, 30000575, 30000576, 30000577, 30000578	Custodian
Facilities Management	30000558	Office Specialist
Health and Human Sv and Vet Sv	30005312	Interpreter Sign Language II
Health and Human Sv and Vet Sv	30005302, 30005303, 30005304, 30005307, 30005308, 30005313, 30005320, 30050955	Interpreter Sign Language III
Health and Human Sv and Vet Sv	30005295, 30005296, 30005306, 30005309, 30005317, 30005322, 30005323, 30005325, 30005336, 30005337, 30005968, 30006013, 30050298	Interpreter Sign Language IV
Health and Human Sv and Vet Sv	30005299, 30005300, 30005301, 30005315, 30005319, 30005331, 30005572, 30050901	Interpreter Sign Language V
Health and Human Sv and Vet Sv	30005297, 30005298, 30005305, 30005310, 30005311, 30005327, 30005328, 30005330, 30005332, 30005338, 30005339, 30005340, 30005571, 30005971, 30005973, 30051201	Interpreter Sign Language VI
Health and Human Sv and Vet Sv	30005441, 30005467, 30005969, 30006004, 30050401, 30050426	Office Specialist
Health and Human Sv and Vet Sv	30050293	Planner
Justice of the Peace Pct 2	30001629	Accounting Clerk
STAR Flight	30005976, 30051327	STAR Flight Medical Director

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FY 14 TEMPORARY POSITION CONVERSIONS - FROM TEMPORARY "HOURLY NO BENEFIT" TO "HOURLY WITH RETIREMENT"

Personnel Area	Position Number	Position Title
Health and Human Sv and Vet Sv	30050851	Interpreter Sign Language IV
STAR Flight	30050651	Business Analyst Assoc

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