



Travis County Commissioners Court Agenda Request

Meeting Date: 10/1/13

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 adjustment from District Clerk'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 – 8.

B. Non-Routine Personnel Action – Pages 9 - 12.

District Clerk's Office requests approval for a salary adjustment 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

October 1, 2013

ITEM # :

DATE: September 20, 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 – 8.

B. Non-Routine Personnel Actions – Pages 9 - 12.

District Clerk's Office requests approval for a salary adjustment 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 / 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	09/16/2013	N/A	N/A	2000 - County Auditor	30000036 / Aud BI Dev Analyst I / 1 - Regular / 01 - Full Time Exempt / GRD23 / 00 / \$75,000.00
New Hire	New Hire	09/09/2013	N/A	N/A	3150 - County Clerk	30005655 / Office Asst / 2 - Temporary / 05 - Hourly - Retmt / GRD10 / 00 / \$11.87
New Hire	New Hire	09/09/2013	N/A	N/A	3150 - County Clerk	30006487 / Elections Operations Cler / 2 - Temporary / 06 - Hourly - No Bnf / NCF01 / 00 / \$14.00
New Hire	New Hire	09/03/2013	N/A	N/A	3150 - County Clerk	30000992 / Court Clerk Asst / 1 - Regular / 02 - Full Time Non-Exempt / GRD11 / 00 / \$27,996.80
New Hire	New Hire	09/05/2013	N/A	N/A	3415 - Justice of the Peace Pct 4	30051451 / Court Clerk I / 2 - Temporary / 06 - Hourly - No Bnf / GRD13 / 00 / \$14.54
New Hire	New Hire	09/16/2013	N/A	N/A	3460 - Constable Pct 3	30001792 / Court Clerk I / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$31,158.40
New Hire	New Hire	09/23/2013	N/A	N/A	3500 - Sheriff	30002077 / Office Specialist Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$33,883.20
New Hire	New Hire	09/16/2013	N/A	N/A	3650 - Juvenile Probation	30004469 / Housekeeper / 1 - Regular / 02 - Full Time Non-Exempt / GRD07 / 00 / \$22,880.00

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WEEKLY PERSONNEL AMENDMENTS - ROUTINE

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New Hire	New Hire	09/16/2013	N/A	N/A	3650 - Juvenile Probation	30004373 / Juvenile Detention Office / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$32,052.80
New Hire	New Hire	09/16/2013	N/A	N/A	3650 - Juvenile Probation	30004341 / Juvenile Rsdnt Treatment / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$30,238.83
Mobility	Career Ladder	09/01/2013	3100 - County Attorney	30000745 / Attorney II / 1 - Regular / 01 - Full Time Exempt / GRD23 / 00 / \$59,466.58	3600 - Pretrial Services	30000745 / Attorney III / 1 - Regular / 01 - Full Time Exempt / GRD25 / 00 / \$68,095.87
Mobility	Career Ladder	09/19/2013	3500 - Sheriff	30002232 / Corrections Officer / 1 - Regular / 02 - Full Time Non-Exempt / GRD81 / 01 / \$44,368.27	3500 - Sheriff	30002232 / Corrections Officer Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD83 / 01 / \$48,226.26
Mobility	Career Ladder	09/19/2013	3500 - Sheriff	30002287 / Corrections Officer / 1 - Regular / 02 - Full Time Non-Exempt / GRD81 / 01 / \$44,368.27	3500 - Sheriff	30002287 / Corrections Officer Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD83 / 01 / \$48,226.26
Mobility	Career Ladder	09/19/2013	3500 - Sheriff	30002497 / Corrections Officer / 1 - Regular / 02 - Full Time Non-Exempt / GRD81 / 01 / \$44,368.27	3500 - Sheriff	30002497 / Corrections Officer Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD83 / 01 / \$48,226.26
Mobility	Career Ladder	09/18/2013	3500 - Sheriff	30002184 / Corrections Enforcement Sheriff Deputy / 1 - Regular / 02 - Full Time Non-Exempt / GRD72 / 02 / \$53,347.84	3500 - Sheriff	30002184 / Corrections Enforcement Sheriff Deputy Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD74 / 02 / \$57,305.87
Mobility	Career Ladder	09/06/2013	3500 - Sheriff	30002184 / Corrections Officer / 1 - Regular / 02 - Full Time Non-Exempt / GRD81 / 01 / \$44,368.27	3500 - Sheriff	30002184 / Corrections Officer Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD83 / 01 / \$48,226.26

WEEKLY PERSONNEL AMENDMENTS - ROUTINE

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Mobility	Career Ladder	08/27/2013	3500 - Sheriff	30003193 / Law Enforcement Sheriff Deputy / 1 - Regular / 02 - Full Time Non-Exempt / GRD72 / 03 / \$54,414.67	3500 - Sheriff	30003193 / Law Enforcement Sheriff Deputy Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD74 / 03 / \$58,681.38
Mobility	Career Ladder	09/16/2013	3650 - Juvenile Probation	30004376 / Juvenile Rsdnt Treatment Officer II / 1 - Regular / 02 - Full Time Non- Exempt / GRD14 / 00 / \$33,734.48	3650 - Juvenile Probation	30004376 / Juvenile Rsdnt Treatment Officer III / 1 - Regular / 02 - Full Time Non- Exempt / GRD15 / 00 / \$35,421.20
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	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
Mobility	Full-Time to Part-Time	09/16/2013	1850 - Health and Human Sv and Vet Sv	30005400 / Planner Sr / 1 - Regular / 01 - Full Time Exempt / GRD21 / 00 / \$60,245.95	1850 - Health and Human Sv and Vet Sv	30005400 / Planner Sr / 1 - Regular / 03 - Part Time Exempt / GRD21 / 00 / \$30,122.98
Mobility	Promotion	09/19/2013	1450 - Facilities Management	30000458 / Custodian / 1 - Regular / 02 - Full Time Non- Exempt / GRD07 / 00 / \$22,880.00	1450 - Facilities Management	30000499 / Custodian Lead / 1 - Regular / 02 - Full Time Non-Exempt / GRD09 / 00 / \$24,024.00
Mobility	Promotion	09/19/2013	1450 - Facilities Management	30000607 / Building Maintenance Worker / 1 - Regular / 02 - Full Time Non- Exempt / GRD11 / 00 / \$31,956.08	1450 - Facilities Management	30000605 / Building Maintenance Worker Sr / 1 - Regular / 02 - Full Time Non- Exempt / GRD13 / 00 / \$33,553.88

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WEEKLY PERSONNEL AMENDMENTS - ROUTINE

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Mobility	Promotion	09/19/2013	1450 - Facilities Management	3000592 / Building Maintenance Worker / 1 - Regular / 02 - Full Time Non-Exempt / GRD11 / 00 / \$30,570.59	1450 - Facilities Management	3000583 / Building Maintenance Worker Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$32,099.12
Mobility	Promotion	09/16/2013	1500 - Medical Examiner	30003443 / ME Investigator I / 1 - Regular / 02 - Full Time Non-Exempt / GRD18 / 00 / \$48,703.62	1500 - Medical Examiner	30003446 / ME Investigator II / 1 - Regular / 02 - Full Time Non-Exempt / GRD20 / 00 / \$51,438.40
Mobility	Promotion	09/16/2013	1500 - Medical Examiner	30003450 / ME Investigator I / 1 - Regular / 02 - Full Time Non-Exempt / GRD18 / 00 / \$44,067.30	1500 - Medical Examiner	30003445 / ME Investigator II / 1 - Regular / 02 - Full Time Non-Exempt / GRD20 / 00 / \$48,530.77
Mobility	Promotion	09/16/2013	1700 - Transportation and Nat Rsrc	30004862 / Park Maintenance Worker / 1 - Regular / 02 - Full Time Non-Exempt / GRD09 / 00 / \$28,102.05	1700 - Transportation and Nat Rsrc	30004902 / Park Maintenance Worker Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD11 / 00 / \$29,598.40
Mobility	Promotion	09/01/2013	3100 - County Attorney	30000912 / Office Specialist / 1 - Regular / 02 - Full Time Non-Exempt / GRD12 / 00 / \$34,621.60	3100 - County Attorney	30000778 / Legal Secretary / 1 - Regular / 02 - Full Time Non-Exempt / GRD15 / 00 / \$38,750.40
Mobility	Voluntary Reassignment (Error correction from PA 1/29/13. Correcting job.)	09/16/2013	1500 - Medical Examiner	30003446 / ME Investigator II / 1 - Regular / 02 - Full Time Non-Exempt / GRD20 / 00 / \$52,977.60	1500 - Medical Examiner	30003443 / ME Investigator I / 1 - Regular / 02 - Full Time Non-Exempt / GRD18 / 00 / \$52,977.60
Salary Change	Salary/Hourly Rate Change	09/16/2013	3200 - District Clerk	30001174 / Court Clerk II Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD16 / 00 / \$39,901.62	3200 - District Clerk	GRD16 / 00 / \$41,634.62

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Salary Change	Salary/Hourly Rate Change	09/16/2013	3200 - District Clerk	30001095 / Court Clerk II / 1 - Regular / 02 - Full Time Non-Exempt / GRD15 / 00 / \$36,251.07	3200 - District Clerk	GRD15 / 00 / \$37,338.60
Salary Change	Salary/Hourly Rate Change	09/16/2013	3200 - District Clerk	30001127 / Financial Analyst Sr / 1 - Regular / 01 - Full Time Exempt / GRD20 / 00 / \$56,947.28	3200 - District Clerk	GRD20 / 00 / \$58,940.43
Salary Change	Salary/Hourly Rate Change	09/16/2013	3200 - District Clerk	30001070 / County/District Clerk Div Dir / 1 - Regular / 01 - Full Time Exempt / GRD26 / 00 / \$77,673.96	3200 - District Clerk	GRD26 / 00 / \$80,004.18
Salary Change	Salary/Hourly Rate Change	09/16/2013	3200 - District Clerk	30001173 / Court Clerk II Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD16 / 00 / \$46,634.13	3200 - District Clerk	GRD16 / 00 / \$48,367.13
Salary Change	Salary/Hourly Rate Change	09/16/2013	3200 - District Clerk	30001066 / Executive Asst-Elected Official / 1 - Regular / 01 - Full Time Exempt / GRD19 / 00 / \$47,837.30	3200 - District Clerk	GRD19 / 00 / \$49,272.42
Salary Change	Salary/Hourly Rate Change	09/16/2013	3200 - District Clerk	30001171 / Business Consultant I / 1 - Regular / 01 - Full Time Exempt / GRD27 / 00 / \$79,156.53	3200 - District Clerk	GRD27 / 00 / \$81,531.23
Salary Change	Salary/Hourly Rate Change	09/16/2013	3200 - District Clerk	30001170 / Court Clerk I / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$31,148.52	3200 - District Clerk	GRD13 / 00 / \$34,176.52
Salary Change	Salary/Hourly Rate Change	09/16/2013	3200 - District Clerk	30001133 / Court Services Mgmt Adm Coord / 1 - Regular / 01 - Full Time Exempt / GRD18 / 00 / \$52,255.33	3200 - District Clerk	GRD18 / 00 / \$54,239.33

WEEKLY PERSONNEL AMENDMENTS - ROUTINE

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Salary Change	Salary/Hourly Rate Change	09/16/2013	3200 - District Clerk	30005863 / Business Analyst III / 1 - Regular / 01 - Full Time Exempt / GRD26 / 00 / \$76,176.78	3200 - District Clerk	GRD26 / 00 / \$77,700.32
Salary Change	Salary/Hourly Rate Change	09/16/2013	3200 - District Clerk	30001134 / Court Clerk II Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD16 / 00 / \$37,024.00	3200 - District Clerk	GRD16 / 00 / \$38,074.50
Salary Change	Salary/Hourly Rate Change	09/16/2013	3200 - District Clerk	30001091 / Court Clerk I / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$33,686.69	3200 - District Clerk	GRD13 / 00 / \$34,697.29
Salary Change	Salary/Hourly Rate Change	09/16/2013	3200 - District Clerk	30001077 / Court Clerk II / 1 - Regular / 02 - Full Time Non-Exempt / GRD15 / 00 / \$36,338.93	3200 - District Clerk	GRD15 / 00 / \$38,155.88
Salary Change	Salary/Hourly Rate Change	09/16/2013	3200 - District Clerk	30001177 / Business Analyst III / 1 - Regular / 01 - Full Time Exempt / GRD26 / 00 / \$77,315.06	3200 - District Clerk	GRD26 / 00 / \$79,634.51
Salary Change	Salary/Hourly Rate Change	09/16/2013	3200 - District Clerk	30050199 / Court Clerk II Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD16 / 00 / \$41,475.20	3200 - District Clerk	GRD16 / 00 / \$43,208.20
Salary Change	Salary/Hourly Rate Change	09/16/2013	3200 - District Clerk	30050197 / Business Analyst III / 1 - Regular / 01 - Full Time Exempt / GRD26 / 00 / \$72,861.57	3200 - District Clerk	GRD26 / 00 / \$76,504.65

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AD HOC CLASSIFICATION CHANGES

Personnel Area	Position #	Current			HRMD Recommends		
		Budgeted Title / Job Object ID	FLSA	Pay Grade	Budgeted Title / Job Object ID	FLSA	Pay Grade
Pretrial Services	30005938	Counselor Sr / 20000187	NE	17	Chemical Dependency Counselor / 20000190	NE	16
Pretrial Services	30005950	Counselor Sr / 20000187	NE	17	Chemical Dependency Counselor / 20000190	NE	16
Pretrial Services	30005941	Counselor Sr / 20000187	NE	17	Counselor / 20000186	NE	16
Sheriff	30002054	Records Analyst Supv / 20000367	E	20	Business Consultant II / 20000440	E	28

Departments request in order to meet departmental needs. PBO has confirmed funding available.

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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: September 20, 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 Office *LB*

FROM: Debbie Maynor, Director of Human Resources *DM*

SUBJECT: District Clerk Non-Routine Salary Action Position #30001125

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

District Clerk Request:

The District Clerk's Office requests approval to pay one Accountant Associate (PG 14) at a rate of \$45,722.27. The rate would result in an annual increase in pay of \$5,199.50. This translates to 12.83%. The action would apply to the following position:

From

<u>Position #</u>	<u>Title</u>	<u>PG</u>	<u>From</u>	<u>To</u>
30001125	Accountant Associate	14	\$40,522.77	\$45,722.27

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.

Issue

The proposed salary increase places the employee greater than 10% above the midpoint of the pay grade. By policy, this makes the proposed salary action non-routine.

NON-ROUTINE SALARY CHANGE ACTION

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
3200 – District Clerk	30001125 / Accountant Assoc / 1 - Regular / 02 - Full Time Non-Exempt / GRD14 / 00 / \$40,522.77	3200 – District Clerk	GRD14 / 00 / \$45,722.27	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

Recommendation

HRMD recommends approval of the proposed salary. The proposed salary is within the pay grade and the proposed increase is consistent with the intent of the stated policy. The employee is scheduled to take on significantly increased duties in FY 2014. The action is scheduled to be effective October 1, 2013.



Amalia Rodriguez-Mendoza

District Clerk, Travis County

Travis County Courthouse Complex

P. O. Box 1748

Austin, Texas 78767

Memorandum

September 19, 2013

To Whom It May Concern:

The District Clerk's Office request's salary adjustment (increase) for the following employee (below) effective September 19, 2013. Employee position will be reclassified to Accountant (Grade 17) in FY14 budget (October 1, 2013) due to a change in duties.

<u>Employee Name:</u>	<u>Annual Increase:</u>	<u>New Annual Salary:</u>
Position 30001125	\$5,199.50	\$45,722.27

If there are any questions please do not hesitate to call me @ 46933.

Sincerely,

Robert Chappell
Financial Manager
Travis County District Clerk

2013 SEP 19 PM 3:58
PERSONNEL

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Administrative Offices
(512) 854-9737
Fax: 854-4744

Civil and Family Division
(512) 854-9457
Fax: 854-6610

Criminal Division
(512) 854-9420
Fax: 854-4566

Jury Office
(512) 854-4295
Fax: 854-4457