



## Travis County Commissioners Court Agenda Request

**Meeting Date:** 10/8/13

**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

*sm JB*

### **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 – 4.**

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.



**Human Resources Department**

700 Lavaca Street, 4<sup>th</sup> Floor

• P.O. Box 1748

• Austin, Texas 78767

• (512) 854-9165 / FAX (512) 854-9757

**October 8, 2013**

**ITEM # :**

**DATE:** September 27, 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

**FROM:** Debbie Maynor, Director, HRMD

**SUBJECT:** Weekly Personnel Amendments

Attached are Personnel Amendments for Commissioners Court approval.

**Routine Personnel Actions – Pages 2 – 4.**

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	09/26/2013	N/A	N/A	1450 - Facilities Management	30000592 / Building Maintenance Work / 1 - Regular / 02 - Full Time Non-Exempt / GRD11 / 00 / \$26,417.46
New Hire	New Hire	09/24/2013	N/A	N/A	3150 - County Clerk	30006582 / Elections Early Voting Cl / 2 - Temporary / 06 - Hourly - No Bnf / NCF01 / 00 / \$10.00
New Hire	New Hire	09/16/2013	N/A	N/A	3150 - County Clerk	30006357 / 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	30000999 / Court Clerk Asst / 1 - Regular / 02 - Full Time Non-Exempt / GRD11 / 00 / \$29,598.40
New Hire	New Hire	10/07/2013	N/A	N/A	3500 - Sheriff	30002274 / Security Coord / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$30,238.83
New Hire	New Hire	10/07/2013	N/A	N/A	3500 - Sheriff	30002780 / Cadet / 1 - Regular / 02 - Full Time Non-Exempt / GRD80 / 01 / \$38,919.50
New Hire	New Hire	09/30/2013	N/A	N/A	3500 - Sheriff	30002138 / Security Coord / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$30,238.83

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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
Re-Hire	Re-Hire	09/23/2013	N/A	N/A	1850 - Health and Human Sv and Vet Sv	30051551 / Case Worker / 2 - Temporary / 06 - Hourly - No Bnf / GRD16 / 00 / \$18.13
Re-Hire	Re-Hire	09/23/2013	N/A	N/A	3100 - County Attorney	30000756 / Victim Counselor Sr / 1 - Regular / 04 - Part Time Non-Exempt / GRD17 / 00 / \$19,807.53
Mobility	Lateral Transfer	09/16/2013	3150 - County Clerk	30000946 / Business Analyst II / 1 - Regular / 01 - Full Time Exempt / GRD22 / 00 / \$60,836.29	3150 - County Clerk	30000941 / Elections Mgmt Coord / 1 - Regular / 01 - Full Time Exempt / GRD22 / 00 / \$63,638.43
Mobility	Regular to Temporary	10/01/2013	1850 - Health and Human Sv and Vet Sv	30005352 / Interpreter / 1 - Regular / 03 - Part Time Exempt / GRD20 / 00 / \$29,158.32	1850 - Health and Human Sv and Vet Sv	30050852 / Interpreter Sign Language IV / 2 - Temporary / 05 - Hourly - Retmt / GRD22 / 00 / \$34.00
Mobility	Temporary to Regular	09/23/2013	3650 - Juvenile Probation	30004316 / Juvenile Rsdnt Treatment Officer Asst / 2 - Temporary / 05 - Hourly - Retmt / GRD12 / 00 / \$13.59	3650 - Juvenile Probation	30004333 / Juvenile Rsdnt Treatment Officer I / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$31,158.40
Mobility	Second Job	09/09/2013	N/A	N/A	1450 - Facilities Management	30000531 / Building Security Guard / 2 - Temporary / 05 - Hourly - Retmt / GRD09 / 00 / \$11.08

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WEEKLY PERSONNEL AMENDMENTS - ROUTINE

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Mobility	Voluntary Reassignment	09/23/2013	1450 - Facilities Management	30000564 / Building Operations Worker / 2 - Temporary / 05 - Hourly - Retmt / GRD12 / 00 / \$13.59	1450 - Facilities Management	30000561 / Custodian / 2 - Temporary / 05 - Hourly - Retmt / GRD07 / 00 / \$10.00
Mobility	Voluntary Reassignment	09/23/2013	1450 - Facilities Management	30000566 / Building Operations Worker / 2 - Temporary / 05 - Hourly - Retmt / GRD12 / 00 / \$13.59	1450 - Facilities Management	30000565 / Custodian / 2 - Temporary / 05 - Hourly - Retmt / GRD07 / 00 / \$10.00
Salary Change	Salary/Hourly Rate Change	09/16/2013	3150 - County Clerk	30000936 / Elections Coord Spc Project Temp 13 / 4 - Special Project / 02 - Full Time Non-Exempt / GRD16 / 00 / \$37,801.50	3150 - County Clerk	GRD16 / 00 / \$41,801.50

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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