



# Travis County Commissioners Court Agenda Request

**Meeting Date:** 10/15/13

**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

*Sam*  
*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 – 8.**

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.



# 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

**October 15, 2013**

**ITEM # :**

**DATE:** October 4, 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.

**Routine Personnel Actions – Pages 2 – 8.**

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 / 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                  | 10/14/2013            | N/A                    | N/A  | 1350 - Human Resources Management     | 3000322 / Occupational Health Safet / 1 - Regular / 01 - Full Time Exempt / GRD24 / 00 / \$75,088.00 |  |
| New Hire                | New Hire                  | 10/01/2013            | N/A                    | N/A  | 1550 - Counseling and Education Sv    | 30003805 / Office Specialist / 2 - Temporary / 05 - Hourly - Retmt / GRD12 / 00 / \$13.59            |  |
| New Hire                | New Hire                  | 10/01/2013            | N/A                    | N/A  | 1550 - Counseling and Education Sv    | 30003800 / Office Specialist / 2 - Temporary / 05 - Hourly - Retmt / GRD12 / 00 / \$13.59            |  |
| New Hire                | New Hire                  | 09/30/2013            | N/A                    | N/A  | 1700 - Transportation and Nat Rsrc    | 30050007 / Park Tech I / 2 - Temporary / 06 - Hourly - No Bnf / GRD08 / 00 / \$11.00                 |  |
| New Hire                | New Hire                  | 10/01/2013            | N/A                    | N/A  | 1850 - Health and Human Sv and Vet Sv | 30005965 / Social Worker / 1 - Regular / 01 - Full Time Exempt / GRD18 / 00 / \$47,465.60            |  |
| New Hire                | New Hire                  | 10/01/2013            | N/A                    | N/A  | 3050 - Tax Collector                  | 30000206 / Tax Specialist I / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$30,238.83     |  |
| New Hire                | New Hire                  | 10/01/2013            | N/A                    | N/A  | 3050 - Tax Collector                  | 30000175 / Tax Specialist I / 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                        | 30003123 / Victim Counselor / 1 - Regular / 02 - Full Time Non-Exempt / GRD16 / 00 / \$46,280.00     |  |

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WEEKLY PERSONNEL AMENDMENTS - ROUTINE

| Action Type Description | Action Reason Description | Action Effective Date | Current Personnel Area | CURRENT<br>Position / Position Title /<br>Employee Group /<br>Employee Subgroup /<br>Grade / Level / Salary/Rate<br>Amt | New Personnel Area           | NEW<br>Position / Position Title /<br>Employee Group /<br>Employee Subgroup /<br>Grade / Level / Salary/Rate<br>Amt    |
|-------------------------|---------------------------|-----------------------|------------------------|---|------------------------------|--|
| New Hire                | New Hire                  | 10/15/2013            | N/A                    | N/A   | 3500 - Sheriff               | 30002020 / Counselor / 1 -<br>Regular / 02 - Full Time Non-<br>Exempt / GRD16 / 00 /<br>\$37,024.00                    |
| New Hire                | New Hire                  | 10/07/2013            | N/A                    | N/A   | 3500 - Sheriff               | 30001982 / Registered<br>Nurse Charge N / 1 -<br>Regular / 02 - Full Time Non-<br>Exempt / GRD22 / 00 /<br>\$69,473.66 |
| New Hire                | New Hire                  | 10/01/2013            | N/A                    | N/A   | 3650 - Juvenile<br>Probation | 30004444 / Food Services<br>Supv / 1 - Regular / 02 - Full<br>Time Non-Exempt / GRD13 /<br>00 / \$32,968.00            |
| Re-Hire                 | Re-Hire                   | 09/24/2013            | N/A                    | N/A   | 3150 - County Clerk          | 30006270 / Elections<br>Operations Cler / 2 -<br>Temporary / 06 - Hourly - No<br>Bnf / NCF01 / 00 / \$12.00            |
| Mobility                | Career<br>Ladder          | 09/17/2013            | 3500 - Sheriff         | 30002448 / Cadet / 1 -<br>Regular / 02 - Full Time Non-<br>Exempt / GRD80 / 01 /<br>\$38,919.50                         | 3500 - Sheriff               | 30002448 / Corrections<br>Officer / 1 - Regular / 02 -<br>Full Time Non-Exempt /<br>GRD81 / 01 / \$44,368.27           |
| Mobility                | Career<br>Ladder          | 09/17/2013            | 3500 - Sheriff         | 30002704 / Cadet / 1 -<br>Regular / 02 - Full Time Non-<br>Exempt / GRD80 / 01 /<br>\$38,919.50                         | 3500 - Sheriff               | 30002704 / Corrections<br>Officer / 1 - Regular / 02 -<br>Full Time Non-Exempt /<br>GRD81 / 01 / \$44,368.27           |
| Mobility                | Career<br>Ladder          | 09/17/2013            | 3500 - Sheriff         | 30002197 / Cadet / 1 -<br>Regular / 02 - Full Time Non-<br>Exempt / GRD80 / 01 /<br>\$38,919.50                         | 3500 - Sheriff               | 30002197 / Corrections<br>Officer / 1 - Regular / 02 -<br>Full Time Non-Exempt /<br>GRD81 / 01 / \$44,368.27           |
| Mobility                | Career<br>Ladder          | 09/17/2013            | 3500 - Sheriff         | 30002276 / Cadet / 1 -<br>Regular / 02 - Full Time Non-<br>Exempt / GRD80 / 01 /<br>\$38,919.50                         | 3500 - Sheriff               | 30002276 / Corrections<br>Officer / 1 - Regular / 02 -<br>Full Time Non-Exempt /<br>GRD81 / 01 / \$44,368.27           |

WEEKLY PERSONNEL AMENDMENTS - ROUTINE

| Action Type Description | Action Reason Description | Action Effective Date | Current Personnel Area                | CURRENT<br>Position / Position Title /<br>Employee Group /<br>Employee Subgroup /<br>Grade / Level / Salary/Rate<br>Amt | New Personnel Area                | NEW<br>Position / Position Title /<br>Employee Group /<br>Employee Subgroup /<br>Grade / Level / Salary/Rate<br>Amt |
|-------------------------|---------------------------|-----------------------|---------------------------------------|---|-----------------------------------|---|
| Mobility                | Career Ladder             | 09/17/2013            | 3500 - Sheriff                        | 30005895 / Cadet / 1 - Regular / 02 - Full Time Non-Exempt / GRD80 / 01 / \$38,919.50                                   | 3500 - Sheriff                    | 30005895 / Corrections Officer / 1 - Regular / 02 - Full Time Non-Exempt / GRD81 / 01 / \$44,368.27                 |
| Mobility                | Interdpt Change           | 10/01/2013            | 3100 - County Attorney                | 30000889 / Records Analyst Supv / 1 - Regular / 01 - Full Time Exempt / GRD20 / 00 / \$49,986.69                        | 3150 - County Clerk               | 30000998 / Office Mgr / 1 - Regular / 01 - Full Time Exempt / GRD19 / 00 / \$58,383.61                              |
| Mobility                | Interdpt Change           | 10/01/2013            | 1400 - Information Technology Service | 30000380 / Business Consultant I / 1 - Regular / 01 - Full Time Exempt / GRD27 / 00 / \$90,214.50                       | 3650 - Juvenile Probation         | 30000380 / Business Consultant I / 1 - Regular / 01 - Full Time Exempt / GRD27 / 00 / \$90,214.50                   |
| Mobility                | Interdpt Change           | 10/01/2013            | 1400 - Information Technology Service | 30000358 / Business Analyst II / 1 - Regular / 01 - Full Time Exempt / GRD24 / 00 / \$71,039.49                         | 3650 - Juvenile Probation         | 30000358 / Business Analyst II / 1 - Regular / 01 - Full Time Exempt / GRD24 / 00 / \$71,039.49                     |
| Mobility                | Lateral Transfer          | 10/01/2013            | 1350 - Human Resources Management     | 30000322 / Occupational Health Safety Engineer / 1 - Regular / 01 - Full Time Exempt / GRD24 / 00 / \$91,741.59         | 1350 - Human Resources Management | 30051576 / Occupational Health Safety Engineer Sn / 1 - Regular / 01 - Full Time Exempt / GRD24 / 00 / \$91,741.59  |
| Mobility                | Promotion                 | 09/30/2013            | 3300 - District Attorney              | 30001425 / Office Specialist / 1 - Regular / 02 - Full Time Non-Exempt / GRD12 / 00 / \$52,176.91                       | 3300 - District Attorney          | 30001285 / Records Analyst / 1 - Regular / 02 - Full Time Non-Exempt / GRD17 / 00 / \$52,176.91                     |
| Mobility                | Promotion                 | 10/13/2013            | 3500 - Sheriff                        | 30003115 / Corrections Officer Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD83 / 01 / \$48,226.26                  | 3500 - Sheriff                    | 30003324 / Law Enforcement Sheriff Deputy / 1 - Regular / 02 - Full Time Non-Exempt / GRD72 / 01 / \$52,301.81      |

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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 / Employee Subgroup / Grade / Level / Salary/Rate Amt                    | New Personnel Area                    | Position / Position Title / Employee Group / Employee Subgroup / Grade / Level / Salary/Rate Amt                |
|-------------------------|---------------------------|-----------------------|---------------------------------------|---|---------------------------------------|---|
| Mobility                | Promotion                 | 10/13/2013            | 3500 - Sheriff                        | 30002272 / Corrections Officer Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD83 / 01 / \$48,226.26              | 3500 - Sheriff                        | 30003284 / Law Enforcement Sheriff Deputy / 1 - Regular / 02 - Full Time Non-Exempt / GRD72 / 01 / \$52,301.81  |
| Mobility                | Temporary Assignment      | 09/16/2013            | 1850 - Health and Human Sv and Vet Sv | 30005379 / Social Services Program Administrator / 1 - Regular / 01 - Full Time Exempt / GRD21 / 00 / \$73,042.94   | 1850 - Health and Human Sv and Vet Sv | 30005357 / HHS Div Dir / 1 - Regular / 01 - Full Time Exempt / GRD27 / 00 / \$76,695.09                         |
| Mobility                | Temporary Assignment      | 09/16/2013            | 1850 - Health and Human Sv and Vet Sv | 30005424 / HHS Div Dir / 1 - Regular / 01 - Full Time Exempt / GRD27 / 00 / \$80,470.42                             | 1850 - Health and Human Sv and Vet Sv | 30005357 / HHS Div Dir / 1 - Regular / 01 - Full Time Exempt / GRD27 / 00 / \$84,493.94                         |
| Mobility                | Voluntary Reassignment    | 09/27/2013            | 1450 - Facilities Management          | 3000514 / Mover / 1 - Regular / 02 - Full Time Non-Exempt / GRD08 / 00 / \$30,449.85                                | 1450 - Facilities Management          | 30000458 / Custodian / 1 - Regular / 02 - Full Time Non-Exempt / GRD07 / 00 / \$28,927.36                       |
| Mobility                | Voluntary Reassignment    | 10/01/2013            | 3650 - Juvenile Probation             | 30004345 / Juvenile Rsdnt Treatment Officer II / 1 - Regular / 02 - Full Time Non-Exempt / GRD14 / 00 / \$33,315.82 | 3650 - Juvenile Probation             | 30004117 / Juvenile Probation Officer Asst / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$31,650.02 |
| Salary Change           | Salary/Hourly Rate Change | 09/30/2013            | 3650 - Juvenile Probation             | 30003954 / Executive Asst / 1 - Regular / 01 - Full Time Exempt / GRD17 / 00 / \$44,366.40                          | 3650 - Juvenile Probation             | GRD17 / 00 / \$49,518.98  |

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WEEKLY PERSONNEL AMENDMENTS - ROUTINE

| Action Type Description | Action Reason Description | Action Effective Date | Current Personnel Area | CURRENT  |  | NEW  |  |
|-------------------------|---------------------------|-----------------------|------------------------|--|--|--|--|
|                         |                           |                       |                        | Position / Position Title / Employee Group / Grade / Level / Salary/Rate Amt                             | Position / Position Title / Employee Group / Grade / Level / Salary/Rate Amt | Position / Position Title / Employee Group / Grade / Level / Salary/Rate Amt | Position / Position Title / Employee Group / Grade / Level / Salary/Rate Amt |
| Salary Change           | Salary/Hourly Rate Change | 09/16/2013            | 3465 - Constable Pct 4 | 30001819 / Office Mgr Sr / 1 - Regular / 01 - Full Time Exempt / GRD21 / 00 / \$65,000.00                | 3465 - Constable Pct 4   | GRD21 / 00 / \$69,550.00   |  |
| Salary Change           | Salary/Hourly Rate Change | 09/15/2013            | 3500 - Sheriff         | 30001928 / Human Resources Specialist I / 1 - Regular / 01 - Full Time Exempt / GRD18 / 00 / \$47,465.60 | 3500 - Sheriff   | GRD18 / 00 / \$48,734.40   |  |
| Salary Change           | Salary/Hourly Rate Change | 09/16/2013            | 3465 - Constable Pct 4 | 30001824 / Accountant Assoc / 1 - Regular / 02 - Full Time Non-Exempt / GRD14 / 00 / \$33,883.82         | 3465 - Constable Pct 4   | GRD14 / 00 / \$34,924.00   |  |

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**FY 14 BUDGET CLASSIFICATION CHANGES**

| Personnel Area           | Position # | Current                           |      |           | HRMD Recommends                     |      |           |
|--------------------------|------------|-----------------------------------|------|-----------|-------------------------------------|------|-----------|
|                          |            | Budgeted Title / Job Object ID    | FLSA | Pay Grade | Budgeted Title / Job Object ID      | FLSA | Pay Grade |
| Juvenile Public Defender | 30003949   | Office Specialist / 20000094      | NE   | 12        | Legal Secretary / 20000089          | NE   | 15        |
| TCSO                     | 30001921   | Accounting Clerk / 20000116       | NE   | 12        | Accountant Associate / 20000117     | NE   | 14        |
| TCSO                     | 30001917   | Accounting Clerk / 20000116       | NE   | 12        | Accountant Associate / 20000117     | NE   | 14        |
| TCSO                     | 30003033   | Engineering Tech / 20000160       | NE   | 14        | Engineering Spec / 20000162         | E    | 18        |
| TCSO                     | 30001900   | Planner / 20000157                | E    | 19        | Planner Sr / 20000158               | E    | 21        |
| TCSO                     | 30001901   | Planner / 20000157                | E    | 19        | Planner Sr / 20000158               | E    | 21        |
| Tax                      | 30000133   | Tax Specialist I / 20000096       | NE   | 13        | Tax Specialist II / 20000097        | NE   | 15        |
| Tax                      | 30000257   | Accounting Clerk / 20000116       | NE   | 12        | Accountant Associate / 20000117     | NE   | 14        |
| Tax                      | 30000258   | Accounting Clerk / 20000116       | NE   | 12        | Accountant Associate / 20000117     | NE   | 14        |
| Tax                      | 30000251   | Accounting Clerk / 20000116       | NE   | 12        | Accountant Associate / 20000117     | NE   | 14        |
| Tax                      | 30000255   | Accounting Clerk / 20000116       | NE   | 12        | Accountant Associate / 20000117     | NE   | 14        |
| Tax                      | 30000114   | Administrative Asst II / 20000100 | NE   | 15        | Administrative Associate / 20000101 | NE   | 16        |

Departments submitted reclassification requests in FY 14 budget in order to meet departmental needs. PBO has confirmed funding available.



| <b>FY 14 BUDGET CLASSIFICATION CHANGES</b> |                   |                                       |             |                  |   |             |                  |
|--|-------------------|---------------------------------------|-------------|------------------|---|-------------|------------------|
| <b>Personnel Area</b>                      | <b>Position #</b> | <b>Current</b>                        |             |                  | <b>HRMD Recommends</b>                        |             |                  |
|  |                   | <b>Budgeted Title / Job Object ID</b> | <b>FLSA</b> | <b>Pay Grade</b> | <b>Budgeted Title / Job Object ID</b>         | <b>FLSA</b> | <b>Pay Grade</b> |
| <b>Tax</b>                                 | 30000116          | Administrative Asst II / 20000100     | NE          | 15               | Executive Asst to Elected Official / 20000105 | E           | 19               |
| <b>Tax</b>                                 | 30000240          | Planner Mgmt Res Spec / 20000155      | E           | 17               | GIS Specialist / 20000178                     | NE          | 17               |

**Departments submitted reclassification requests in FY 14 budget in order to meet departmental needs. PBO has confirmed funding available.**

**BY ORDER OF THE COMMISSIONERS COURT, THE PRECEDING PERSONNEL AMENDMENTS ARE APPROVED.**

\_\_\_\_\_  
**Samuel T. Biscoe, County Judge**

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**Ron Davis, Commissioner, Pct. 1**

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

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

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

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