



Travis County Commissioners Court Agenda Request

Meeting Date: 10/22/13

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

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 STAR Flight for a variance to Travis County Code § 10.03002, salary adjustment greater than 10% above midpoint.
- C. Non-routine from Sheriff's Office for a variance to Travis County Code § 10.03009, Voluntary Job Change.
- D. Non-routine request from the District Clerk for a variance to Travis County Code Chapter §10.0155, Employment of Special Project Employees.
- E. Non-routine request from Records Management and Communication Resources for a variance to Travis County Code Chapter §10.0155, Employment of Special Project Employees.

BACKGROUND/SUMMARY OF REQUEST AND ATTACHMENTS:

Attached are Personnel Amendments for Commissioners Court approval.

A. Routine Personnel Actions – Pages 2 – 9.

B. Non-Routine Personnel Action – Pages 10 - 13.

STAR Flight 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.

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.

C. Non-Routine Personnel Action – Pages 10, 14 - 16.

Sheriff's Office requests approval for a voluntary job change with pay not adjusted to previous pay - Travis County Code § 10.03009 (b)(1), from Cadet, PG 80 returning to Security Coord, PG 13. HRMD has reviewed supporting documentation and concurs with this request. PBO has confirmed sufficient funds.

D. Non-Routine Personnel Action – Pages 10, 17 – 19.

District Clerk requests approval to extend a Special Project Employee position for an additional year. Travis County Code §10.0155 Employment of Special Project Employees specifies that the duration is expected to last more than 6 months and less than 2 years. HRMD recommends approval of the proposed extension. PBO has confirmed funding.

E. Non-Routine Personnel Action – Pages 10, 17 – 18, and 20.

Records Management and Communication Resources request approval to extend a Special Project Employee position for an additional year. Travis County Code §10.0155 Employment of Special Project Employees specifies that the duration is expected to last more than 6 months and less than 2 years. HRMD recommends approval of the proposed extension. PBO has confirmed 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

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

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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 22, 2013

ITEM # :

DATE: October 11, 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.

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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)

October 22, 2013

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	10/14/2013	N/A	N/A	1700 - Transportation and Nat Rsrc	30050008 / Park Tech I / 2 - Temporary / 06 - Hourly - No Bnf / GRD08 / 00 / \$11.00
New Hire	New Hire	10/07/2013	N/A	N/A	2000 - County Auditor	30000079 / Aud Business Consultant I / 1 - Regular / 01 - Full Time Exempt / GRD27 / 00 / \$95,000.00
New Hire	New Hire	10/07/2013	N/A	N/A	3100 - County Attorney	30000719 / Attorney III / 1 - Regular / 01 - Full Time Exempt / GRD25 / 00 / \$68,095.87
New Hire	New Hire	10/07/2013	N/A	N/A	3100 - County Attorney	30000718 / Attorney III / 1 - Regular / 01 - Full Time Exempt / GRD25 / 00 / \$70,137.60
New Hire	New Hire	10/01/2013	N/A	N/A	3150 - County Clerk	30006685 / Elections Operations Cler / 2 - Temporary / 06 - Hourly - No Bnf / NCF01 / 00 / \$12.00
New Hire	New Hire	10/14/2013	N/A	N/A	3150 - County Clerk	30006649 / Elections Early Voting Cl / 2 - Temporary / 06 - Hourly - No Bnf / NCF01 / 00 / \$10.00
New Hire	New Hire	10/07/2013	N/A	N/A	3150 - County Clerk	30006365 / Elections Operations Cler / 2 - Temporary / 06 - Hourly - No Bnf / NCF01 / 00 / \$14.00

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WEEKLY PERSONNEL AMENDMENTS - ROUTINE

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New Hire	New Hire	10/07/2013	N/A	N/A	3150 - County Clerk	30006709 / Elections Operations Cler / 2 - Temporary / 06 - Hourly - No Bnf / NCF01 / 00 / \$12.00
New Hire	New Hire	10/07/2013	N/A	N/A	3150 - County Clerk	30006836 / Elections Operations Cler / 2 - Temporary / 06 - Hourly - No Bnf / NCF01 / 00 / \$14.00
New Hire	New Hire	09/30/2013	N/A	N/A	3200 - District Clerk	30001152 / Court Clerk I / 1 - Regular / 02 - Full Time Non- Exempt / GRD13 / 00 / \$30,238.83
New Hire	New Hire	10/07/2013	N/A	N/A	3400 - Justice of the Peace Pct 1	30001623 / Court Clerk I / 1 - Regular / 02 - Full Time Non- Exempt / GRD13 / 00 / \$30,238.83
New Hire	New Hire	10/07/2013	N/A	N/A	3650 - Juvenile Probation	30004554 / Child Support Compliance / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$32,052.80
New Hire	New Hire	10/07/2013	N/A	N/A	3650 - Juvenile Probation	30004381 / Juvenile Rsdnt Treatment / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$30,238.83
New Hire	New Hire	10/01/2013	N/A	N/A	3650 - Juvenile Probation	30004438 / Counselor Sr / 1 - Regular / 04 - Part Time Non- Exempt / GRD17 / 00 / \$20,404.80
New Hire	New Hire	10/01/2013	N/A	N/A	3650 - Juvenile Probation	30004324 / Juvenile Rsdnt Treatment / 2 - Temporary / 05 - Hourly - Retmt / GRD12 / 00 / \$13.59

WEEKLY PERSONNEL AMENDMENTS - ROUTINE

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New Hire	New Hire	10/07/2013	N/A	3650 - Juvenile Probation	30004329 / Juvenile Rsdnt Treatment / 2 - Temporary / 05 - Hourly - Retmt / GRD12 / 00 / \$13.59		
New Hire	New Hire	10/01/2013	N/A	3650 - Juvenile Probation	30004312 / Juvenile Rsdnt Treatment / 2 - Temporary / 05 - Hourly - Retmt / GRD12 / 00 / \$13.59		
Re-Hire	Re-Hire	10/07/2013	N/A	3150 - County Clerk	30006831 / Elections Operations Cler / 2 - Temporary / 06 - Hourly - No Bnf / NCF01 / 00 / \$14.00		
Re-Hire	Re-Hire	10/01/2013	N/A	3200 - District Clerk	30051603 / Court Clerk Asst / 1 - Regular / 02 - Full Time Non-Exempt / GRD11 / 00 / \$26,417.46		
Mobility	Part-Time to Full-Time	10/08/2013	1350 - Human Resources Management	3000284 / Human Resources Specialist Sr / 1 - Regular / 03 - Part Time Exempt / GRD21 / 00 / \$52,000.00	1350 - Human Resources Management	3000284 / Human Resources Specialist Sr / 1 - Regular / 01 - Full Time Exempt / GRD21 / 00 / \$65,000.00	
Mobility	Reclassification	10/01/2013	3600 - Pretrial Services	30005950 / Counselor Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD17 / 00 / \$44,379.18	3600 - Pretrial Services	30005950 / Chemical Dependency Counselor / 1 - Regular / 02 - Full Time Non-Exempt / GRD16 / 00 / \$44,379.18	
Mobility	Reclassification	10/01/2013	3600 - Pretrial Services	30005941 / Counselor Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD17 / 00 / \$41,494.00	3600 - Pretrial Services	30005941 / Counselor / 1 - Regular / 02 - Full Time Non-Exempt / GRD16 / 00 / \$41,494.00	

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WEEKLY PERSONNEL AMENDMENTS - ROUTINE

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Mobility	Reclassification	10/01/2013	3600 - Pretrial Services	30005938 / Counselor Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD17 / 00 / \$46,046.17	3600 - Pretrial Services	30005938 / Chemical Dependency Counselor / 1 - Regular / 02 - Full Time Non-Exempt / GRD16 / 00 / \$46,046.17
Mobility	Temporary to Regular	10/01/2013	1550 - Counseling and Education Sv	30003841 / Social Services Dir / 2 - Temporary / 05 - Hourly - Retmt / GRD25 / 00 / \$45.67	1550 - Counseling and Education Sv	30003841 / Social Services Dir / 1 - Regular / 01 - Full Time Exempt / GRD25 / 00 / \$88,524.59
Salary Change	Salary/Hourly Rate Change	10/01/2013	1850 - Health and Human Sv and Vet Sv	30051004 / Planner / 2 - Temporary / 06 - Hourly - No Bnf / GRD19 / 00 / \$25.73	1850 - Health and Human Sv and Vet Sv	GRD19 / 00 / \$26.50
Salary Change	Salary/Hourly Rate Change	10/01/2013	1850 - Health and Human Sv and Vet Sv	30050826 / Office Specialist / 2 - Temporary / 06 - Hourly - No Bnf / GRD12 / 00 / \$14.40	1850 - Health and Human Sv and Vet Sv	GRD12 / 00 / \$14.83
Salary Change	Salary/Hourly Rate Change	10/01/2013	1850 - Health and Human Sv and Vet Sv	30005969 / Office Specialist / 2 - Temporary / 05 - Hourly - Retmt / GRD12 / 00 / \$14.00	1850 - Health and Human Sv and Vet Sv	GRD12 / 00 / \$14.42
Salary Change	Salary/Hourly Rate Change	10/01/2013	1850 - Health and Human Sv and Vet Sv	30005441 / Office Specialist / 2 - Temporary / 05 - Hourly - Retmt / GRD12 / 00 / \$13.59	1850 - Health and Human Sv and Vet Sv	GRD12 / 00 / \$14.00
Salary Change	Salary/Hourly Rate Change	10/01/2013	1850 - Health and Human Sv and Vet Sv	30051077 / Office Specialist / 2 - Temporary / 06 - Hourly - No Bnf / GRD12 / 00 / \$13.59	1850 - Health and Human Sv and Vet Sv	GRD12 / 00 / \$14.00
Salary Change	Salary/Hourly Rate Change	10/01/2013	1850 - Health and Human Sv and Vet Sv	30050426 / Office Specialist / 2 - Temporary / 05 - Hourly - Retmt / GRD12 / 00 / \$13.59	1850 - Health and Human Sv and Vet Sv	GRD12 / 00 / \$14.00

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Salary Change	Salary/Hourly Rate Change	10/01/2013	1850 - Health and Human Sv and Vet Sv	30050293 / Planner / 2 - Temporary / 05 - Hourly - Retmt / GRD19 / 00 / \$21.81	1850 - Health and Human Sv and Vet Sv	GRD19 / 00 / \$22.46
Salary Change	Salary/Hourly Rate Change	10/01/2013	1850 - Health and Human Sv and Vet Sv	30006004 / Office Specialist / 2 - Temporary / 05 - Hourly - Retmt / GRD12 / 00 / \$13.59	1850 - Health and Human Sv and Vet Sv	GRD12 / 00 / \$14.00
Salary Change	Salary/Hourly Rate Change	10/01/2013	1850 - Health and Human Sv and Vet Sv	30050401 / Office Specialist / 2 - Temporary / 05 - Hourly - Retmt / GRD12 / 00 / \$13.59	1850 - Health and Human Sv and Vet Sv	GRD12 / 00 / \$14.00
Salary Change	Salary/Hourly Rate Change	10/01/2013	1900 - STAR Flight	30005509 / Helicopter Pilot Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD26 / 00 / \$90,495.83	1900 - STAR Flight	GRD26 / 00 / \$92,305.75
Salary Change	Salary/Hourly Rate Change	10/01/2013	1900 - STAR Flight	30005524 / Flight Paramedic / 1 - Regular / 02 - Full Time Non-Exempt / GRD22 / 00 / \$59,204.15	1900 - STAR Flight	GRD22 / 00 / \$60,388.23
Salary Change	Salary/Hourly Rate Change	10/01/2013	1900 - STAR Flight	30005508 / Helicopter Pilot Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD26 / 00 / \$79,856.03	1900 - STAR Flight	GRD26 / 00 / \$81,453.15
Salary Change	Salary/Hourly Rate Change	10/01/2013	1900 - STAR Flight	30005530 / Aircraft Mechanic / 1 - Regular / 02 - Full Time Non-Exempt / GRD22 / 00 / \$60,799.17	1900 - STAR Flight	GRD22 / 00 / \$62,015.15
Salary Change	Salary/Hourly Rate Change	10/01/2013	1900 - STAR Flight	30005511 / Helicopter Pilot Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD26 / 00 / \$75,661.64	1900 - STAR Flight	GRD26 / 00 / \$78,688.11

WEEKLY PERSONNEL AMENDMENTS - ROUTINE

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Salary Change	Salary/Hourly Rate Change	10/01/2013	1900 - STAR Flight	30005519 / Flight Registered Nurse / 1 - Regular / 02 - Full Time Non-Exempt / GRD24 / 00 / \$75,251.58	1900 - STAR Flight	GRD24 / 00 / \$78,261.64
Salary Change	Salary/Hourly Rate Change	10/01/2013	1900 - STAR Flight	30005501 / Administrative Assoc / 1 - Regular / 02 - Full Time Non-Exempt / GRD16 / 00 / \$45,672.32	1900 - STAR Flight	GRD16 / 00 / \$47,499.21
Salary Change	Salary/Hourly Rate Change	10/01/2013	1900 - STAR Flight	30005504 / Helicopter Pilot Chief Flight / 1 - Regular / 01 - Full Time Exempt / GRD27 / 00 / \$101,345.38	1900 - STAR Flight	GRD27 / 00 / \$103,372.29
Salary Change	Salary/Hourly Rate Change	10/01/2013	1900 - STAR Flight	30005531 / Aircraft Mechanic Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD23 / 00 / \$74,344.49	1900 - STAR Flight	GRD23 / 00 / \$75,831.38
Salary Change	Salary/Hourly Rate Change	10/01/2013	1900 - STAR Flight	30005525 / Flight Paramedic / 1 - Regular / 02 - Full Time Non-Exempt / GRD22 / 00 / \$66,417.83	1900 - STAR Flight	GRD22 / 00 / \$69,074.54
Salary Change	Salary/Hourly Rate Change	10/01/2013	1900 - STAR Flight	30005520 / Medical Supv Chief / 1 - Regular / 01 - Full Time Exempt / GRD26 / 00 / \$88,566.82	1900 - STAR Flight	GRD26 / 00 / \$92,109.49
Salary Change	Salary/Hourly Rate Change	10/01/2013	1900 - STAR Flight	30005528 / Aircraft Maintenance Dir / 1 - Regular / 01 - Full Time Exempt / GRD25 / 00 / \$91,730.71	1900 - STAR Flight	GRD25 / 00 / \$95,399.94
Salary Change	Salary/Hourly Rate Change	10/01/2013	1900 - STAR Flight	30005522 / Flight Paramedic / 1 - Regular / 02 - Full Time Non-Exempt / GRD22 / 00 / \$71,208.66	1900 - STAR Flight	GRD22 / 00 / \$74,057.01

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Salary Change	Salary/Hourly Rate Change	10/01/2013	1900 - STAR Flight	30005515 / Flight Registered Nurse / 1 - Regular / 02 - Full Time Non-Exempt / GRD24 / 00 / \$75,251.58	1900 - STAR Flight	GRD24 / 00 / \$76,756.61
Salary Change	Salary/Hourly Rate Change	10/01/2013	1900 - STAR Flight	30005521 / Flight Paramedic / 1 - Regular / 02 - Full Time Non-Exempt / GRD22 / 00 / \$59,204.15	1900 - STAR Flight	GRD22 / 00 / \$60,388.23
Salary Change	Salary/Hourly Rate Change	10/01/2013	1900 - STAR Flight	30005503 / Operations Dir / 1 - Regular / 01 - Full Time Exempt / GRD28 / 00 / \$114,194.20	1900 - STAR Flight	GRD28 / 00 / \$118,761.97
Salary Change	Salary/Hourly Rate Change	10/01/2013	1900 - STAR Flight	30005500 / Program Dir / 1 - Regular / 01 - Full Time Exempt / GRD29 / 00 / \$122,354.39	1900 - STAR Flight	GRD29 / 00 / \$127,248.57
Salary Change	Salary/Hourly Rate Change	10/01/2013	3600 - Pretrial Services	30003909 / Pretrial Officer I / 1 - Regular / 02 - Full Time Non-Exempt / GRD16 / 00 / \$38,134.72	3600 - Pretrial Services	GRD16 / 00 / \$40,041.46
Salary Change	Salary/Hourly Rate Change	10/01/2013	3600 - Pretrial Services	30003919 / Pretrial Officer I / 1 - Regular / 02 - Full Time Non-Exempt / GRD16 / 00 / \$39,291.62	3600 - Pretrial Services	GRD16 / 00 / \$41,256.20
Salary Change	Salary/Hourly Rate Change	10/01/2013	3600 - Pretrial Services	30003907 / Pretrial Officer I / 1 - Regular / 02 - Full Time Non-Exempt / GRD16 / 00 / \$38,134.72	3600 - Pretrial Services	GRD16 / 00 / \$40,041.46

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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
District Clerk	30001105	Court Clerk II Sr / 20000085	NE	16	Records Analyst / 20000366	NE	17
District Clerk	30001134	Court Clerk II Sr / 20000085	NE	16	Records Analyst / 20000366	NE	17
District Clerk	30001173	Court Clerk II Sr / 20000085	NE	16	Records Analyst / 20000366	NE	17
District Clerk	30001174	Court Clerk II Sr / 20000085	NE	16	Records Analyst / 20000366	NE	17
District Clerk	30050199	Court Clerk II Sr / 20000085	NE	16	Records Analyst / 20000366	NE	17
District Clerk	30001133	Ct Svcs Mgmt Adm Coord / 20000282	E	18	Business Analyst Associate / 20000442	E	19
District Clerk	30000170	Court Clerk I / 20000083	NE	13	Court Clerk II / 20000084	NE	15

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

**NON-ROUTINE PERSONNEL ACTIONS –
SALARY ADJUSTMENT & VOLUNTARY JOB CHANGE**

Personnel Area (From)	CURRENT Position / Position Title / Employee Group / Employee Subgroup / Grade / Level / Salary / Rate Amt	Personnel Area (To)	NEW Position / Position Title / Employee Group / Employee Subgroup / Grade / Level / Salary / Rate Amt	Comments
1900 - STAR Flight	30005516 / Flight Registered Nurse / 1 - Regular / 02 - Full Time Non-Exempt / GRD24 / 00 / \$90,258.88	1900 - STAR Flight	GRD24 / 00 / \$92,064.06	Salary adjustment. Pay is greater than 10% above midpoint, Travis County Code § 10.03002.
3500 - Sheriff	30002288 / Cadet / 1 - Regular / 02 - Full Time Non-Exempt / GRD80 / 01 / \$38,919.50	3500 - Sheriff	30002607 / Security Coord / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$37,042.72	Voluntary job change. Not returning to previous pay. Travis County Code § 10.03009(b)(1).

**NON-ROUTINE ACTIONS –
SPECIAL PROJECT EMPLOYEE POSITION EXTENSIONS**

Personnel Area	Positions	Position Title
3200 – District Clerk	30001158	Court Clerk Asst
1800 - Rcd Mgmt and Comm Rsrc	30005963	Imaging Production Tech

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



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: October 11, 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: EMS Non-Routine Salary Actions, Position 30005516

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

EMS Request:

Emergency Medical Service (EMS) requests approval to increase the salary of one Flight Registered Nurse (PG 24) by two percent. The total dollar increase is \$1,805.18. The resultant salary would be at or above midpoint + 10%. The proposed actions would apply to the following position:

<u>Position #</u>	<u>Title</u>	<u>Current Salary</u>	<u>Proposed Salary</u>
30005516	Flight Registered Nurse	\$90,258.88	\$92,064.06

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 action is non-routine by policy since the proposed increases would place the employee beyond midpoint + 10% of the pay grade.

Recommendation

HRMD recommends approval of EMS' proposed salary action. The proposed increase is not substantial and is consistent with the aim of the policy. The action would be effective October 1, 2013. The Planning & Budget Office has verified sufficient funding exists for the action.



Travis County
STAR Flight



7800 Old Manor Road
Austin, TX 78724
www.starflightrescue.org

Dispatch 1-800-531-STAR
Administration (512) 854-6464
Fax (512) 854-6466

To: Todd Osburn, Human Relations Management Department
Through: Danny Hobby, County Executive, Emergency Services
From: Casey Ping, Program Director, **STAR Flight**
Date: October 7, 2013
Subject: Salary Adjustment

During the FY14 budget process the Department recommended reallocating some of its existing permanent salary savings for employee salary adjustments based on the employees FY12 evaluation. Those **STAR Flight** employees that were rated high meets or exceeds during the FY12 evaluation period would receive 2 and 4 percent pay increases. The eligible employee below would be 10 percent above mid-point level.

Position Number	Current Salary	Percent Increase	Increase	Final Salary
30005516	\$90,258.88	2%	\$1,805.18	\$92,064.06
Total			\$1,805.18	

The Department would like to implement this effective October 1, 2013. Funding is available within the current budget of the Department.

Please let me know if you have any questions or need additional information.

Cc: Alan Miller, PBO
Bill Derryberry, PBO
Christine Lego, Emergency Services



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: October 11, 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 & Budget *LB*

FROM: Debbie Maynor, Director of HRMD *DM*

SUBJECT: TCSO - Non-Routine Salary Action, Position 30002288

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

TCSO's Request:

TCSO requests approval to reduce the pay of one Cadet by \$1,876.78 upon the employee's voluntary reassignment to Security Coordinator. The resulting pay differential between steps 1 (\$52,301.81) and 3 (\$54,414.67) is approximately 4.82 percent. The pay action would apply to the following positions:

<u>From</u>	<u>To</u>
Position 30002288	Position 30002607
Cadet	Security Coordinator
PG 80 (POPS Scale)	PG 13 (Classified Pay Scale)
\$38,919.50	\$37,042.72

Policy:

Travis County Code §10.03009(b)(1) states that Elected Officials do have flexibility in determining the amount of pay in the event of a voluntary reassignment but that if the employee returns to a job from which he or she was promoted within the last twelve months, the decrease is equivalent to the amount of the promotional increase.

History:

On January 16, 2013, the employee in question was promoted from Security Coordinator to Cadet and received a salary increase from \$34,997.66 to \$38,919.50. The employee moved from the Classified Pay Scale to the Peace Officer Pay Scale (POPS). The promotion did not work out as intended. After legal negotiations, the employee agreed to be returned to a Security Coordinator at the salary of \$37,042.72.

Issues:

Policy states that when a voluntary reassignment takes place in such circumstances, the employee should return to the salary that he or she was earning prior to the promotion. In this case, that salary would be \$34,997.66. The salary that the employee and TCSO have agreed to is \$2,045.06 higher than the policy would allow; but is the salary that both sides have agreed to after legal negotiations.

Recommendation:

HRMD recommends approval of this salary action. The salary was agreed to after legal negotiations and has been endorsed by the County Attorney's Office. Both sides have agreed to the amount and the action forestalls possible litigation. Sufficient funding is available. The salary adjustment will be effective September 22, 2013.



GREG HAMILTON

TRAVIS COUNTY SHERIFF

P.O. Box 1748
Austin, Texas 78767
(512) 854-9770
www.tcsheriff.org

JAMES N. SYLVESTER
Chief Deputy

PHYLLIS CLAIR
Major - Law Enforcement

DARREN LONG
Major - Corrections

MARK SAWA
Major - Administration & Support

October 9, 2013

To: Travis County Judge and Commissioners

From: Greg Hamilton, Sheriff *GH*

Subject: Salary Adjustment - *30002288*

I am requesting a non-routine salary adjustment for _____ : promoted from a classified position to the POPS scale and has elected to accept a voluntary job change back to a classified position. With the additional experience garnered as a Cadet, I feel that _____ has the knowledge and skills deserving of a pay rate of \$3,086.89 per month. The salary adjustment will be effective September 22, 2013.

I appreciate your consideration and approval in resolving this issue. Please advise if there are any questions.

GH/cw

cc: Todd Osburn, Compensation Mgr.
Darren Long, Major
Kate Kearney, TCSO HR Mgr.



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: October 11, 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 & Budget *JB*

FROM: Debbie Maynor, Director of HRMD *DM*

SUBJECT: Special Project Positions 30001158, 30005963 – End Date Extensions

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

Request:

The District Clerk's Office and the Records Management Department are each requesting the extension of one Special Project position. Typically, Commissioners Court will approve a Special Project position for up to two years. After the two year period, special approval for extension of positions is required by Commissioners Court.

The District Clerk is requesting extension of position #30001158 (PG 11). This position is a Court Clerk Assistant position being used for a special scanning project in the Criminal Division.

Records Management is requesting the extension of position #30005963 (PG 11). This position is for an Imaging Production Tech being used to work on a special project for scanning records. No salary-related actions are being requested.

Policy:

Travis County Code §10.0155(c)(1) stipulates that special project employees have a duration of six months to two years. Section 10.0155(d) states that extension of Special Project employees can be approved at any voting session of the Commissioners Court.



Recommendation:

HRMD recommends approval of the proposed end date extensions. The Planning and Budget Office (PBO) has confirmed that these positions were budgeted for FY 2014 and has included them in the budget approved by Commissioners Court on September 24, 2013. The extension would be effective through September 30, 2015.



Amalia Rodriguez-Mendoza
District Clerk, Travis County
Travis County Courthouse Complex
P. O. Box 1748
Austin, Texas 78767

2013 OCT -9 AM 8:01

PERSONNEL

Memorandum

October 08, 2013

To Whom It May Concern:

The District Clerk's Office request's continuance of Court Clerk Assistant position/special project worker (ID#30001158) for FY14 due to the ongoing Criminal Division scanning project.

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

Sincerely,

A handwritten signature in cursive script that reads "Robert Chappell".

Robert Chappell
Financial Manager
Travis County District Clerk

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) 854-4296
Fax: 854-4457



TRAVIS COUNTY
Records Management and Communications Resources

700 Lavaca Street, Suite 300

PO Box 1748

Austin, TX 78767

Tel: (512) 854-9575

TO: TODD OSBURN
FROM: *S.B.* STEVEN BROBERG
DATE: 10/14/2013
RE: CONTINUATION OF SPECIAL PROJECT EMPLOYEE PLEASE

Todd, the RMCR Department requests continuation of the Special Project Imaging Technician position. This was Position #11350/Slot 36 in H.T.E.

Continuing this position will allow RMCR to maintain the current effort in its document imaging program.

Funding is budgeted in SAP Fund 0141, the Court Records Preservation Fund, for FY 2014 to continue the assignment of employee number 00848840.

Thank you for your attention to this matter.

cc: Alan Miller, PBO

