



Travis County Commissioners Court Agenda Request

Meeting Date: 10/29/13

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 Constable 2'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 – 9.

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

Constable 2'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~~ 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 29, 2013

ITEM # :

DATE: October 18, 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 – 9.

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

Constable 2'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	Position / Position Title / Employee Group / Employee Subgroup / Grade / Level / Salary/Rate Amt
New Hire	New Hire	New Hire	10/21/2013	N/A	N/A	1850 - Health and Human Sv and Vet Sv	30005348 / Social Services Program C / 1 - Regular / 01 - Full Time Exempt / GRD18 / 00 / \$49,968.00
New Hire	New Hire	New Hire	10/16/2013	N/A	N/A	1850 - Health and Human Sv and Vet Sv	30005416 / Accountant Assoc / 1 - Regular / 02 - Full Time Non-Exempt / GRD14 / 00 / \$37,211.20
New Hire	New Hire	New Hire	10/14/2013	N/A	N/A	2000 - County Auditor	30050180 / Aud BI Dev Analyst II / 1 - Regular / 01 - Full Time Exempt / GRD25 / 00 / \$93,000.00
New Hire	New Hire	New Hire	10/16/2013	N/A	N/A	3050 - Tax Collector	30000123 / Tax Specialist I / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$30,519.63
New Hire	New Hire	New Hire	09/24/2013	N/A	N/A	3150 - County Clerk	30006534 / Elections Operations Cler / 2 - Temporary / 06 - Hourly - No Bnf / NCF01 / 00 / \$14.00
New Hire	New Hire	New Hire	10/21/2013	N/A	N/A	3500 - Sheriff	30006039 / Cadet / 1 - Regular / 02 - Full Time Non-Exempt / GRD80 / 01 / \$38,919.50
New Hire	New Hire	New Hire	10/21/2013	N/A	N/A	3500 - Sheriff	30002883 / Cadet / 1 - Regular / 02 - Full Time Non-Exempt / GRD80 / 01 / \$38,919.50
New Hire	New Hire	New Hire	10/21/2013	N/A	N/A	3500 - Sheriff	30001993 / Registered Nurse Charge N / 1 - Regular / 02 - Full Time Non-Exempt / GRD22 / 00 / \$69,473.66

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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
New Hire	New Hire	10/01/2013	N/A	3650 - Juvenile Probation	30004336 / Juvenile Rsdnt Treatment / 2 - Temporary / 05 - Hourly - Retmt / GRD12 / 00 / \$13.59		
New Hire	New Hire	10/14/2013	N/A	3650 - Juvenile Probation	30004464 / Cook / 1 - Regular / 02 - Full Time Non-Exempt / GRD08 / 00 / \$23,483.20		
New Hire	New Hire	10/14/2013	N/A	3650 - Juvenile Probation	30004448 / Cook / 1 - Regular / 02 - Full Time Non-Exempt / GRD08 / 00 / \$23,483.20		
Re-Hire	Re-Hire	10/14/2013	N/A	3050 - Tax Collector	30005851 / Administrative Asst I / 2 - Temporary / 05 - Hourly - Retmt / GRD13 / 00 / \$14.54		
Re-Hire	Re-Hire	10/15/2013	N/A	3150 - County Clerk	30006465 / Elections Early Voting Cl / 2 - Temporary / 06 - Hourly - No Bnf / NCF01 / 00 / \$10.00		
Re-Hire	Re-Hire	10/07/2013	N/A	3150 - County Clerk	30006826 / Elections Operations Cler / 2 - Temporary / 06 - Hourly - No Bnf / NCF01 / 00 / \$14.00		
Mobility	Career Ladder	10/16/2013	3455 - Constable Pct 2	3455 - Constable Pct 2	30001750 / Constable Deputy Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD61 / 01 / \$49,686.62		30001750 / Constable Deputy Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD62 / 01 / \$53,164.59

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WEEKLY PERSONNEL AMENDMENTS - ROUTINE

		CURRENT			NEW	
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Mobility	Career Ladder	10/10/2013	3500 - Sheriff	30005881 / Law Enforcement Sheriff Deputy / 1 - Regular / 02 - Full Time Non-Exempt / GRD72 / 01 / \$52,301.81	3500 - Sheriff	30005881 / Law Enforcement Sheriff Deputy Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD74 / 01 / \$55,962.82
Mobility	Career Ladder	10/10/2013	3500 - Sheriff	30005883 / Law Enforcement Sheriff Deputy / 1 - Regular / 02 - Full Time Non-Exempt / GRD72 / 01 / \$52,301.81	3500 - Sheriff	30005883 / Law Enforcement Sheriff Deputy Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD74 / 01 / \$55,962.82
Mobility	Career Ladder	10/15/2013	3500 - Sheriff	30002809 / Cadet / 1 - Regular / 02 - Full Time Non-Exempt / GRD80 / 01 / \$38,919.50	3500 - Sheriff	30002809 / Corrections Officer / 1 - Regular / 02 - Full Time Non-Exempt / GRD81 / 01 / \$44,368.27
Mobility	Career Ladder	10/15/2013	3500 - Sheriff	30002522 / Cadet / 1 - Regular / 02 - Full Time Non-Exempt / GRD80 / 01 / \$38,919.50	3500 - Sheriff	30002522 / Corrections Officer / 1 - Regular / 02 - Full Time Non-Exempt / GRD81 / 01 / \$44,368.27
Mobility	Career Ladder	10/29/2013	3500 - Sheriff	30002454 / Cadet / 1 - Regular / 02 - Full Time Non-Exempt / GRD80 / 01 / \$38,919.50	3500 - Sheriff	30002454 / Corrections Officer / 1 - Regular / 02 - Full Time Non-Exempt / GRD81 / 01 / \$44,368.27
Mobility	Career Ladder	10/11/2013	3500 - Sheriff	30002681 / Corrections Officer / 1 - Regular / 02 - Full Time Non-Exempt / GRD81 / 01 / \$44,368.27	3500 - Sheriff	30002681 / Corrections Officer Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD83 / 01 / \$48,226.26
Mobility	Career Ladder	10/10/2013	3500 - Sheriff	30002472 / Corrections Officer / 1 - Regular / 02 - Full Time Non-Exempt / GRD81 / 01 / \$44,368.27	3500 - Sheriff	30002472 / Corrections Officer Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD83 / 01 / \$48,226.26
Mobility	Career Ladder	10/11/2013	3500 - Sheriff	30002904 / Corrections Officer / 1 - Regular / 02 - Full Time Non-Exempt / GRD81 / 01 / \$44,368.27	3500 - Sheriff	30002904 / Corrections Officer Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD83 / 01 / \$48,226.26

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WEEKLY PERSONNEL AMENDMENTS - ROUTINE

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Mobility	Career Ladder	10/10/2013	3500 - Sheriff	30002308 / Corrections Officer Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD81 / 01 / \$44,368.27	3500 - Sheriff	30002308 / Corrections Officer Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD83 / 01 / \$48,226.26	
Mobility	Career Ladder	10/10/2013	3500 - Sheriff	30002214 / Corrections Officer Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD81 / 01 / \$44,368.27	3500 - Sheriff	30002214 / Corrections Officer Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD83 / 01 / \$48,226.26	
Mobility	Career Ladder	10/10/2013	3500 - Sheriff	30005885 / Law Enforcement Sheriff Deputy / 1 - Regular / 02 - Full Time Non-Exempt / GRD72 / 01 / \$52,301.81	3500 - Sheriff	30005885 / Law Enforcement Sheriff Deputy Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD74 / 01 / \$55,962.82	
Mobility	Career Ladder	10/29/2013	3500 - Sheriff	30002718 / Cadet / 1 - Regular / 02 - Full Time Non- Exempt / GRD80 / 01 / \$38,919.50	3500 - Sheriff	30002718 / Corrections Officer / 1 - Regular / 02 - Full Time Non-Exempt / GRD81 / 01 / \$44,368.27	
Mobility	Career Ladder	10/08/2013	3500 - Sheriff	30002820 / Corrections Officer / 1 - Regular / 02 - Full Time Non-Exempt / GRD81 / 01 / \$44,368.27	3500 - Sheriff	30002820 / Corrections Officer Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD83 / 01 / \$48,226.26	
Mobility	Career Ladder	10/10/2013	3500 - Sheriff	30005880 / Law Enforcement Sheriff Deputy / 1 - Regular / 02 - Full Time Non-Exempt / GRD72 / 01 / \$52,301.81	3500 - Sheriff	30005880 / Law Enforcement Sheriff Deputy Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD74 / 01 / \$55,962.82	
Mobility	Career Ladder	10/10/2013	3500 - Sheriff	30005886 / Law Enforcement Sheriff Deputy / 1 - Regular / 02 - Full Time Non-Exempt / GRD72 / 01 / \$52,301.81	3500 - Sheriff	30005886 / Law Enforcement Sheriff Deputy Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD74 / 01 / \$55,962.82	
Mobility	Career Ladder	10/31/2013	3500 - Sheriff	30005894 / Corrections Officer / 1 - Regular / 02 - Full Time Non-Exempt / GRD81 / 01 / \$44,368.27	3500 - Sheriff	30005894 / 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	10/10/2013	3500 - Sheriff	30005884 / Law Enforcement Sheriff Deputy / 1 - Regular / 02 - Full Time Non-Exempt / GRD72 / 01 / \$52,301.81	3500 - Sheriff	30005884 / Law Enforcement Sheriff Deputy Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD74 / 01 / \$55,962.82
Mobility	Career Ladder	10/08/2013	3500 - Sheriff	30002506 / Corrections Officer / 1 - Regular / 02 - Full Time Non-Exempt / GRD81 / 01 / \$44,368.27	3500 - Sheriff	30002506 / Corrections Officer Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD83 / 01 / \$48,226.26
Mobility	Career Ladder	10/16/2013	3650 - Juvenile Probation	30004360 / Juvenile Detention Officer II / 1 - Regular / 02 - Full Time Non- Exempt / GRD14 / 00 / \$35,639.81	3650 - Juvenile Probation	30004360 / Juvenile Detention Officer III / 1 - Regular / 02 - Full Time Non- Exempt / GRD15 / 00 / \$37,421.80
Mobility	Promotion	10/16/2013	1700 - Transportation and Nat Rsrc	30004658 / Accountant / 1 - Regular / 01 - Full Time Exempt / GRD17 / 00 / \$43,347.82	1700 - Transportation and Nat Rsrc	30004663 / Financial Analyst / 1 - Regular / 01 - Full Time Exempt / GRD18 / 00 / \$45,515.21
Mobility	Promotion (Temporary Assignment Ended 9/30/13)	10/01/2013	1800 - Rcd Mgmt and Comm Rsrc	30005199 / Office Asst / 1 - Regular / 02 - Full Time Non- Exempt / GRD10 / 00 / \$43,260.67	1800 - Rcd Mgmt and Comm Rsrc	30005215 / Reprographics Production Tech Supv / 1 - Regular / 02 - Full Time Non- Exempt / GRD15 / 00 / \$43,260.67
Mobility	Promotion	10/16/2013	3150 - County Clerk	30000954 / County/District Clerk Div Dir / 1 - Regular / 01 - Full Time Exempt / GRD26 / 00 / \$90,794.95	3150 - County Clerk	30000982 / Court Services Director / 1 - Regular / 01 - Full Time Exempt / GRD28 / 00 / \$93,600.00
Mobility	Promotion	10/16/2013	3500 - Sheriff	30002842 / Security Coord / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$31,145.99	3500 - Sheriff	30002674 / Cadet / 1 - Regular / 02 - Full Time Non- Exempt / GRD80 / 01 / \$38,919.50
Mobility	Promotion	10/31/2013	3500 - Sheriff	30006029 / Security Coord / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$32,093.15	3500 - Sheriff	30002696 / Cadet / 1 - Regular / 02 - Full Time Non- Exempt / GRD80 / 01 / \$38,919.50

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WEEKLY PERSONNEL AMENDMENTS - ROUTINE

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Mobility	Promotion	10/14/2013	3650 - Juvenile Probation	30004404 / Juvenile Rsdnt Treatment Officer III / 1 - Regular / 02 - Full Time Non-Exempt / GRD15 / 00 / \$36,421.44	3650 - Juvenile Probation	30004181 / Juvenile Shift Supv / 1 - Regular / 01 - Full Time Exempt / GRD20 / 00 / \$48,530.77
Mobility	Temporary to Regular	10/18/2013	1450 - Facilities Management	3000562 / Building Operations Worker / 2 - Temporary / 05 - Hourly - Reimt / GRD12 / 00 / \$13.59	1450 - Facilities Management	3000567 / Building Operations Worker / 1 - Regular / 02 - Full Time Non-Exempt / GRD12 / 00 / \$28,262.42
Mobility	Temporary to Regular	10/16/2013	3050 - Tax Collector	30005650 / Administrative Asst I / 2 - Temporary / 05 - Hourly - Reimt / GRD13 / 00 / \$14.54	3050 - Tax Collector	30000125 / Tax Specialist I / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$30,238.83
Salary Change	Salary/Hourly Rate Change	10/01/2013	1800 - Rcd Mgmt and Comm Rsrc	30005207 / Records Analyst / 1 - Regular / 02 - Full Time Non-Exempt / GRD17 / 00 / \$43,958.66		GRD17 / 00 / \$49,518.98

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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
TNR	30004829	Park Supervisor I / 20000015	E	16	Park Supervisor II / 20000016	E	17
Juvenile Probation	30003962	Juv Probation Deputy Chief / 20000324	E	30	Asst Chief Juvenile Probation	E	31
Civil Service Comm	30005136	Civil Service Coord / 20000115	E	21	Civil Service Commission Program Director	E	23
TCSO	30002949	Marketable Skills Program Supv / 20000048	E	19	Marketable Skills Program Manager	E	21
TCSO	30003119	Social Services Mgr / 20000200	E	19	Victim Witness Division Director / 20000293	E	25
TCSO	30002019	Social Services Mgr / 20000200	E	19	CES Manager / 20000326	E	24
TCSO	30002029	Social Services Mgr / 20000200	E	19	CES Manager / 20000326	E	24

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

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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
TCSO	30003005, 30003006, 30003009, 30003010, 30003012, 30003013, 30003014, 30003015, 30003017, 30003018, 30003020, 30003022, 30003023, 30003024, 30003025, 30003026, 30003027, 30003028, 30003029, 30003031, 30050211, 30050212, 30003127,	Office Specialist Sr / 20000095	NE	13	Corrections Specialist	NE	14

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

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
3455 - Constable Pct 2	30001766 / Court Clerk I / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$40,028.38	3455 - Constable Pct 2	GRD13 / 00 / \$42,529.00	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



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 18, 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 *JB*

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

SUBJECT: CN 2 Non-Routine Salary Action, Position 30001766

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

CN 2 Request:

Constable Precinct 2 (CN 2) requests approval to increase the salary of one Court Clerk I (PG 13) by 6.2 percent. The total dollar increase is \$2,500.62. The resultant salary would be at or above midpoint + 10%. The proposed action would apply to the following position:

<u>Position #</u>	<u>Title</u>	<u>Current Salary</u>	<u>Proposed Salary</u>
30001766	Court Clerk I	\$40,028.38	\$42,529.00

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 increase would place the employee beyond midpoint + 10% of the pay grade.

Recommendation

HRMD recommends approval of CN 2's proposed salary action. The employee is currently slightly below the midpoint + 10%, the proposed increase is not substantial and is consistent with the aim of the policy. The action would be effective October 17, 2013. The Planning & Budget Office has verified sufficient funding exists for the action.



ADAN BALLESTEROS

TRAVIS COUNTY CONSTABLE PRECINCT 2

10409 Burnet Road, Suite 150 Austin, TX. 78758-4418
Phone: (512) 854-9697 Fax : (512) 854-9196



PERSONNEL

2013 OCT 21 AM 11:40

DATE: 10/16/2013

FROM : BRYON CURTIS – OFFICE MGR CN2

RE: SALARY INCREASE FOR POSITION # 30001766 DEPT 32.

TO: HRMD- CYNTHIA LAM-ROLDAN

Cynthia,

We are requesting a non-routine (above 10%) increase in pay for position # 30001766. This person goes above and beyond daily and the pay increase is intended to retain and prevent this person from seeking a position elsewhere. This person exhibits leadership and is in a mission critical position for us. This person’s performance directly impacts the performance of this office. This person more than deserves and increase and has the support of administrative staff and the elected official on this salary increase. This person increasingly takes on additional duties that are not in the job description without complaint or asking for additional compensation. Please accept this memo in support of a pay increase for position# 30001766.

Thanks,
Bryon Curtis
Office Manager CN2.

