



## Travis County Commissioners Court Agenda Request

**Meeting Date:** 11/5/13

**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

A handwritten signature in black ink, appearing to be "JB", located to the right of the "Elected/Appointed Official/Dept. Head" line.

### **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 – 20.**

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.



# HRMID

*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

**November 5, 2013**

**ITEM # :**

**DATE:** October 25, 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 – 20.**

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	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	1450 - Facilities Management	30000533 / Building Security Guard / 2 - Temporary / 05 - Hourly - Retmt / GRD09 / 00 / \$11.09
New Hire	New Hire	10/14/2013	N/A	N/A	1450 - Facilities Management	30000528 / Building Security Guard / 2 - Temporary / 05 - Hourly - Retmt / GRD09 / 00 / \$11.09
New Hire	New Hire	10/15/2013	N/A	N/A	1450 - Facilities Management	30000512 / Custodian / 2 - Temporary / 05 - Hourly - Retmt / GRD07 / 00 / \$10.00
New Hire	New Hire	10/08/2013	N/A	N/A	1450 - Facilities Management	30000577 / Custodian / 2 - Temporary / 05 - Hourly - Retmt / GRD07 / 00 / \$10.00
New Hire	New Hire	10/11/2013	N/A	N/A	1450 - Facilities Management	30000559 / Custodian / 2 - Temporary / 05 - Hourly - Retmt / GRD07 / 00 / \$10.00
New Hire	New Hire	11/01/2013	N/A	N/A	1850 - Health and Human Sv and Vet Sv	30050904 / Social Services Asst / 1 - Regular / 02 - Full Time Non-Exempt / GRD11 / 00 / \$30,133.00
New Hire	New Hire	11/01/2013	N/A	N/A	1850 - Health and Human Sv and Vet Sv	30050903 / Social Services Asst / 1 - Regular / 02 - Full Time Non-Exempt / GRD11 / 00 / \$30,133.00
New Hire	New Hire	11/01/2013	N/A	N/A	1850 - Health and Human Sv and Vet Sv	30005446 / Case Worker / 1 - Regular / 02 - Full Time Non-Exempt / GRD16 / 00 / \$39,249.60
New Hire	New Hire	10/01/2013	N/A	N/A	1850 - Health and Human Sv and Vet Sv	30005467 / Office Specialist / 2 - Temporary / 06 - Hourly - No Bnf / GRD12 / 00 / \$13.59

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	11/01/2013	N/A	1850 - Health and Human Sv and Vet Sv	30005387 / Case Worker / 1 - Regular / 02 - Full Time Non-Exempt / GRD16 / 00 / \$43,008.00		
New Hire	New Hire	10/15/2013	N/A	3150 - County Clerk	30006654 / Elections Early Voting Cl / 2 - Temporary / 06 - Hourly - No Bnf / NCF01 / 00 / \$10.00		
New Hire	New Hire	09/24/2013	N/A	3150 - County Clerk	30006410 / Elections Operations Cler / 2 - Temporary / 06 - Hourly - No Bnf / NCF01 / 00 / \$14.00		
New Hire	New Hire	10/07/2013	N/A	3150 - County Clerk	30006835 / Elections Operations Cler / 2 - Temporary / 06 - Hourly - No Bnf / NCF01 / 00 / \$14.00		
New Hire	New Hire	10/17/2013	N/A	3150 - County Clerk	30006802 / Elections Early Voting Cl / 2 - Temporary / 06 - Hourly - No Bnf / NCF01 / 00 / \$10.00		
New Hire	New Hire	10/17/2013	N/A	3150 - County Clerk	30006822 / Elections Early Voting Cl / 2 - Temporary / 06 - Hourly - No Bnf / NCF01 / 00 / \$10.00		
New Hire	New Hire	10/01/2013	N/A	3150 - County Clerk	30006289 / Elections Operations Cler / 2 - Temporary / 06 - Hourly - No Bnf / NCF01 / 00 / \$12.00		
New Hire	New Hire	10/15/2013	N/A	3150 - County Clerk	30006767 / Elections Early Voting Cl / 2 - Temporary / 06 - Hourly - No Bnf / NCF01 / 00 / \$10.00		

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	10/21/2013	N/A	N/A	3250 - Civil Courts	30001250 / Court Services Mgmt Adm C / 1 - Regular / 01 - Full Time Exempt / GRD18 / 00 / \$58,000.00
Re-Hire	Re-Hire	10/17/2013	N/A	N/A	3150 - County Clerk	30006695 / Elections Early Voting CI / 2 - Temporary / 06 - Hourly - No Bnf / NCF01 / 00 / \$10.00
Re-Hire	Re-Hire	10/16/2013	N/A	N/A	3150 - County Clerk	30006827 / Elections Early Voting CI / 2 - Temporary / 06 - Hourly - No Bnf / NCF01 / 00 / \$10.00
Re-Hire	Re-Hire	10/14/2013	N/A	N/A	3150 - County Clerk	30006672 / Elections Early Voting CI / 2 - Temporary / 06 - Hourly - No Bnf / NCF01 / 00 / \$10.00
Re-Hire	Re-Hire	10/15/2013	N/A	N/A	3150 - County Clerk	30006551 / Elections Early Voting CI / 2 - Temporary / 06 - Hourly - No Bnf / NCF01 / 00 / \$10.00
Re-Hire	Re-Hire	09/24/2013	N/A	N/A	3150 - County Clerk	30006509 / Elections Operations Cler / 2 - Temporary / 06 - Hourly - No Bnf / NCF01 / 00 / \$14.00
Re-Hire	Re-Hire	10/17/2013	N/A	N/A	3150 - County Clerk	30006370 / Elections Early Voting CI / 2 - Temporary / 06 - Hourly - No Bnf / NCF01 / 00 / \$10.00
Re-Hire	Re-Hire	10/15/2013	N/A	N/A	3150 - County Clerk	30006452 / Elections Early Voting CI / 2 - Temporary / 06 - Hourly - No Bnf / NCF01 / 00 / \$10.00
Re-Hire	Re-Hire	10/14/2013	N/A	N/A	3150 - County Clerk	30006744 / Elections Early Voting CI / 2 - Temporary / 06 - Hourly - No Bnf / NCF01 / 00 / \$10.00

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WEEKLY PERSONNEL AMENDMENTS - ROUTINE

Action Type Description	Action Reason Description	Action Effective Date	Current Personnel Area	Current Position / Title / Employee Subgroup / Grade / Level / Salary/Rate Amt	New Personnel Area	New Position / Title / Employee Subgroup / Grade / Level / Salary/Rate Amt
Re-Hire	Re-Hire	10/15/2013	N/A	N/A	3150 - County Clerk	30006660 / Elections Early Voting Cl / 2 - Temporary / 06 - Hourly - No Bnf / NCF01 / 00 / \$10.00
Re-Hire	Re-Hire	10/17/2013	N/A	N/A	3150 - County Clerk	30006664 / Elections Early Voting Cl / 2 - Temporary / 06 - Hourly - No Bnf / NCF01 / 00 / \$10.00
Re-Hire	Re-Hire	10/14/2013	N/A	N/A	3150 - County Clerk	30006841 / Elections Early Voting Cl / 2 - Temporary / 06 - Hourly - No Bnf / NCF01 / 00 / \$10.00
Re-Hire	Re-Hire	09/24/2013	N/A	N/A	3470 - Constable Pct 5	30051476 / Court Clerk I / 8 - Retiree Temp / 06 - Hourly - No Bnf / GRD13 / 00 / \$19.58
Re-Hire	Re-Hire	10/01/2013	N/A	N/A	3470 - Constable Pct 5	30001872 / Constable Deputy / 1 - Regular / 02 - Full Time Non-Exempt / GRD61 / 03 / \$51,694.03
Mobility	Career Ladder	09/19/2013	3500 - Sheriff	30002617 / Corrections Officer / 1 - Regular / 02 - Full Time Non-Exempt / GRD81 / 01 / \$44,368.27	3500 - Sheriff	30002617 / Corrections Officer Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD83 / 01 / \$48,226.26
Mobility	Part-Time Hours Increase	10/13/2013	1850 - Health and Human Sv and Vet Sv	30005400 / Planner Sr / 1 - Regular / 03 - Part Time Exempt / GRD21 / 00 / \$31,026.67	1850 - Health and Human Sv and Vet Sv	30005400 / Planner Sr / 1 - Regular / 03 - Part Time Exempt / GRD21 / 00 / \$37,232.00
Mobility	Promotion	10/16/2013	1400 - Information Technology Service	30000341 / Business Analyst II / 1 - Regular / 01 - Full Time Exempt / GRD24 / 00 / \$73,428.83	1400 - Information Technology Service	30000352 / Webmaster III / 1 - Regular / 01 - Full Time Exempt / GRD26 / 00 / \$79,568.00
Mobility	Promotion	10/08/2013	1750 - Criminal Justice Planning	30050229 / Case Worker / 1 - Regular / 02 - Full Time Non-Exempt / GRD16 / 00 / \$39,164.72	1750 - Criminal Justice Planning	30005164 / Social Worker / 1 - Regular / 01 - Full Time Exempt / GRD18 / 00 / \$42,382.08

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WEEKLY PERSONNEL AMENDMENTS - ROUTINE

Action Type Description	Action Reason Description	Action Effective Date	Current Personnel Area	Current Position Title / Employee Group / Employee Subgroup / Grade / Level / Salary/Rate Amt	New Personnel Area	New Position Title / Employee Group / Employee Subgroup / Grade / Level / Salary/Rate Amt
Mobility	Promotion	10/16/2013	3050 - Tax Collector	3000253 / Accountant Sr / 1 - Regular / 01 - Full Time Exempt / GRD19 / 00 / \$50,291.55	3050 - Tax Collector	3000248 / Accountant Lead / 1 - Regular / 01 - Full Time Exempt / GRD21 / 00 / \$53,497.60
Mobility	Promotion	10/16/2013	3050 - Tax Collector	3000248 / Accountant Lead / 1 - Regular / 01 - Full Time Exempt / GRD21 / 00 / \$60,815.67	3050 - Tax Collector	30051626 / Financial Analyst Lead / 1 - Regular / 01 - Full Time Exempt / GRD23 / 00 / \$64,110.53
Mobility	Promotion	10/16/2013	3050 - Tax Collector	3000250 / Accountant / 1 - Regular / 01 - Full Time Exempt / GRD17 / 00 / \$40,803.53	3050 - Tax Collector	3000253 / Accountant Sr / 1 - Regular / 01 - Full Time Exempt / GRD19 / 00 / \$45,346.50
Mobility	Promotion	10/01/2013	3150 - County Clerk	30006779 / Elections Operations Clerk III 10 / 2 - Temporary / 06 - Hourly - No Bnf / NCF01 / 00 / \$14.00	3150 - County Clerk	30050351 / Elections Operations Clerk IV 11 / 2 - Temporary / 06 - Hourly - No Bnf / NCF01 / 00 / \$16.00
Mobility	Temporary to Regular	10/28/2013	1700 - Transportation and Nat Rsrc	30004619 / School Crossing Guard / 8 - Retiree Temp / 05 - Hourly - Retmt / GRD11 / 00 / \$13.00	1700 - Transportation and Nat Rsrc	30004977 / Road Maintenance Worker / 1 - Regular / 02 - Full Time Non-Exempt / GRD10 / 00 / \$30,234.88
Salary Change	Salary/Hourly Rate Change	10/01/2013	1750 - Criminal Justice Planning	30005150 / Paralegal / 1 - Regular / 02 - Full Time Non-Exempt / GRD18 / 00 / \$43,653.54	1750 - Criminal Justice Planning	GRD18 / 00 / \$45,654.54
Salary Change	Salary/Hourly Rate Change	10/01/2013	1750 - Criminal Justice Planning	30005156 / Social Worker / 1 - Regular / 01 - Full Time Exempt / GRD18 / 00 / \$45,170.36	1750 - Criminal Justice Planning	GRD18 / 00 / \$47,170.36

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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
ITS	30000340	Business Analyst II / 20000444	E	24	Project Mgr I / 20000438	E	27
ITS	30000346	Business Analyst II / 20000444	E	24	Project Mgr I / 20000438	E	27

Department requests in order to meet departmental needs. PBO has confirmed funding available.

**NEW JOB CLASSIFICATIONS**

Job Title / Job Object ID	FLSA	Pay Grade
Evidence Tech Lead / 2XXXXXXX	NE	16
Corrections Specialist / 2XXXXXXX	NE	14
Civil Service Comm Program Dir / 2XXXXXXX	E	23
Assistant Chief Juvenile Probation Officer / 2XXXXXXX	E	31

See attached memo and job descriptions, pages 8 - 20.

**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**

November 5, 2013

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# Human Resources Management

700 Lavaca, 4th Floor • P.O. Box 1748 • Austin, Texas 78701 • (512) 854-9165

## MEMORANDUM

DATE: October 25, 2013  
TO: Members of the Commissioners Court  
VIA: Leslie Browder, County Executive, Planning & Budget Office *LB*  
FROM: Debbie Maynor, Director of Human Resources *DM 10/25/2013*  
Todd Osburn, Compensation Manager  
SUBJECT: Proposed New Job Classifications

HRMD recommends creation of four new job classifications. These titles and pay grades were approved for use in the FY 2014 Budget.

### Evidence Tech Lead

This position was requested by TCSO to serve as the lead employee in the TCSO crime lab and evidence room.

### Corrections Specialist

This position was requested by TCSO to differentiate from Office Specialists and reflect the additional responsibilities of determining jail release and determining the level of security for the housing of inmates.

### Civil Service Comm Program Dir

This position was formerly known as a Coordinator position but to better align with County peers, and to emphasize functional management responsibilities, the position is recommended to be called Program Director.

### Asst Chief Juvenile Probation

This position serves as the highest ranking employee beneath the Chief Juvenile Probation Officer. Creation of this job title was necessary to designate a clear second in command within Juvenile Probation and better align the office with County peers.

Should you have questions, contact Debbie Maynor at ext. 4-9165 or Todd Osburn at ext. 4-2744.

# TRAVIS COUNTY JOB DESCRIPTION

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**JOB TITLE: Evidence Tech Lead**

**JOB CODE:** XXXXX  
**PAY GRADE:** 16

**FLSA STATUS:** Non-Exempt  
**LAST REVISED:** 11/05/13

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**JOB SUMMARY:**

Under general direction, supervises the daily operations and activities of personnel in support of the Travis County Sheriff's Office Crime Lab and Law Enforcement Division. Oversees Evidence Management to include TCSO's Property Room and multiple temporary secured drop locations for the intake, storage, and final disposition of evidence in accordance with the Criminal Code of Procedure. Responsible for the full range of Supervisory activities including selection, training, evaluation, counseling, and recommendation for dismissal.

**DISTINGUISHING CHARACTERISTICS:**

This is a job classification within the Public Safety job family. This classification is distinguished from a Law Enforcement Peace Officer in that incumbents are civilians that do not have TCLEOSE training requirements or possess formal arrest powers.

**DUTIES AND RESPONSIBILITIES:**

- Plans Evidence Warehouse operations and activities to support Law Enforcement's objectives and mission. Establishes standard operating procedures of the section.
- Oversees those who prepare, maintain, document, and archive digital videos etc. (such as videos in police units). Maintains statistics for Law Enforcement Command Staff. Oversees the research and organized return of property to appropriate personnel and/owner. May require operation of County vehicle to transport evidence, property and hazardous materials. May be exposed to graphic crime scene images, and deceased individuals including children.
- Schedules training of subordinates, investigates complaints made against subordinates.
- Assigns individual lost and found property cases to subordinates for investigation.
- Conducts periodic inspections of facilities, equipment and personnel. Ensures that section and facility are in compliance with all County policies and procedures.
- Oversees the collection of evidence and recording in case files. Composes and prepares correspondence. Assists the public in person and on the phone.
- Monitors and ensures section operates within appropriated budget. Recommends Capital fund expenditures to ensure efficient operation of the section. Coordinates with Management to establish proper bid specifications and contracts. Approves routine purchases.
- Keeps monthly statistics. Collects and distributes crime statistics for outside agencies.
- Instructs training classes for Deputies and Travis County Law Enforcement and Corrections Officers.
- Serves as civilian witness to voluntary statements and testifies in court, as required. Serves as liaison among Law Enforcement Division and County Attorney's Office and District Attorney's Office.
- Performs other job-related duties as assigned.

**MINIMUM REQUIREMENTS:****Education and Experience:**

High School diploma or G.E.D. AND four (4) years of experience in Law Enforcement Science or in a field related to the job.

OR,

Any combination of education and experience that has been achieved and is equivalent to the stated education and experience and required knowledge, skills, and abilities sufficient to successfully perform the duties and responsibilities of this job.

# TRAVIS COUNTY JOB DESCRIPTION

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**JOB TITLE: Evidence Tech Lead**

**JOB CODE:** XXXXX  
**PAY GRADE:** 16

**FLSA STATUS:** Non-Exempt  
**LAST REVISED:** 11/05/13

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**Licenses, Registrations, Certifications, or Special Requirements:**

Valid Texas Driver's License.

**Preferred:**

Graduation from an accredited four year college or university with major course work in Law Enforcement Science or in a field related to the job, plus two (2) years of experience in a Law Enforcement/Forensic Science environment, or warehousing/inventory control environment.

Possess and demonstrates data analysis skills/problem solving/and the ability to quickly recognize and analyze irregular events.

Experience in training personnel. Experience creating and maintaining standard operating procedures, technical manuals and continuity manuals.

Experience and/or training in quality assurance, auditing of evidence or stock inventories.

Fluency in Spanish.

**MINIMUM REQUIREMENTS: (Cont.)**

**Knowledge, Skills, and Abilities:**

**Knowledge of:**

- Supervisory and managerial techniques and principles.
- Law enforcement practices and procedures.
- State and County policy, procedure, statutes and ordinances.
- Rules of criminal and civil procedures.
- Various legal instruments and terminology.
- Evidence collection procedures.
- Computer equipment to include word processing, spreadsheets, databases and a variety of software packages.
- Business letter writing, grammar and punctuation, and report preparation.

**Skill in:**

- Communicating effectively with public, victims, witnesses, law enforcement officers and others involved in criminal proceedings.
- Researching criminal histories.
- Documenting trends in criminal activities and other patterns related to solving cases.
- Performing administrative duties, such as typing reports and updating files.
- Operating a variety of modern office equipment, including a computer.
- Both verbal and written communication.

**Ability to:**

- Use independent judgment regarding release of confidential information.
- Serve as a witness, as required.
- Establish and maintain effective working relationships with victims, witnesses, law enforcement officers, judges, attorneys, representatives of outside agencies, other County employees and officials, and the general public.

# TRAVIS COUNTY JOB DESCRIPTION

**JOB TITLE: Evidence Tech Lead**

**JOB CODE: XXXXX**  
**PAY GRADE: 16**

**FLSA STATUS: Non-Exempt**  
**LAST REVISED: 11/05/13**

## WORK ENVIRONMENT AND PHYSICAL DEMANDS:

Physical requirements include the ability to lift/carry up to 20-50 pounds occasionally, visual acuity, speech and hearing, hand and eye coordination and manual dexterity necessary to operate a computer and office equipment. Subject to sitting, client/customer contact, standing, walking, vision to monitor, repetitive motion, stooping/kneeling, squatting, bending, and considerable time on telephone to perform the essential functions.

**This job description is intended to be generic in nature. It is not necessarily an exhaustive list of all duties and responsibilities. The essential duties, functions and responsibilities and overtime eligibility may vary based on the specific tasks assigned to the position.**

# TRAVIS COUNTY JOB DESCRIPTION

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**JOB TITLE: Corrections Specialist**

**JOB CODE:** XXXXX  
**PAY GRADE:** 14

**FLSA STATUS:** Non-Exempt  
**LAST REVISED:** 11/05/13

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**JOB SUMMARY:**

Under minimal supervision, performs highly responsible work in coordinating and carrying out responsibilities involving inmate incarceration. Makes independent decisions, organizes and prioritizes workload and performs detailed and complex legal procedures associated with the receipt, review and processing of court documents and the review of criminal histories, intake assessments and jail behavior to assign safe and secure inmate housing. Accepts and processes bonds, fines and cash releases. Processes jail records for retention and subpoenas. Conducts daily coordination with all legal entities involved with inmate incarceration. Conducts statistical research for Governmental Agencies regarding benefit eligibility.

**DISTINGUISHING CHARACTERISTICS:**

This is a job classification within the Administrative Support job family. This is a specialized classification with duties similar but not identical to the Office Specialist Senior title. Incumbents perform complex and advanced decision making without supervision on matters of release of inmate charges and determination of level of security housing required for each inmate.

**DUTIES AND RESPONSIBILITIES:**

- Independently processes legal documents; accepts and processes bonds and fine payments; reviews criminal histories; jail behavior; counselor assessments; intake and PREA screenings. Enters warrants onto Jail Record, sets-up court magistrations, and determines court dates upon release. Processes funds for release to inmates, attorneys, bondsman or public. Writes checks on inmate accounts as authorized.
- Sets-up and processes releases of large groups and individuals for release to general public, ICE, TDCJ, Mental Health facilities and other LE agencies. Conducts victim notifications as required by CCP, arranges transportation by Mental Health Unit as required, verifies inmate identification and court related paperwork upon inmate release.
- Conducts emergency moves requested by Security, Medical or Mental Health staff; arranges for emergency inmate moves. Determines and creates moves of all newly incarcerated inmates into permanent housing as determined by Texas Commission on Jail Standards. Determines eligibility and assigns inmate worker positions. Reviews and completes Sex Offender Registrations.
- Conducts Classification and reassessments of inmates confined in custody. Conducts reassessments of inmates upon guilty findings after administrative disciplinary procedures, added criminal charges or dismissals. Determines need for override of inmate's classification or need for Jail Management Team review.
- Receives, stores, inventories and secures confidential incarceration records to off-site storage facilities. Orders files from off-site as requested per subpoenas. Testifies in court. Notarizes documents for inmates, attorneys, child care professionals and family members. Establishes and maintains effective working relationships with LE officers, judges, attorneys, representatives of outside agencies, other county employees and officials and the general public.
- Researches, responds and documents all inmate requests regarding their incarceration, classification, requests for worker status. Conducts research for state and federal agencies regarding inmate benefits.
- Conducts training for newly assigned staff.
- Performs other job-related duties as assigned.

**MINIMUM REQUIREMENTS:****Education and Experience:**

High School diploma or G.E.D. AND four (4) years of responsible clerical experience, including use of legal terminology;

OR,

# TRAVIS COUNTY JOB DESCRIPTION

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## JOB TITLE: Corrections Specialist

JOB CODE: XXXXX  
PAY GRADE: 14

FLSA STATUS: Non-Exempt  
LAST REVISED: 11/05/13

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Any combination of education and experience that has been achieved and is equivalent to the stated education and experience and required knowledge, skills, and abilities sufficient to successfully perform the duties and responsibilities of this job.

**Licenses, Registrations, Certifications, or Special Requirements:**  
None required.

**Knowledge, Skills, and Abilities:**

**Knowledge of:**

- Criminal justice system policies and procedures.
- Legal terminology, principles, procedures, documents and forms.
- Office procedures and protocol.
- Scanning equipment and document control.
- File Management and techniques.
- Business letter writing, grammar and punctuation and report preparation.
- Computer equipment to include word processing, spreadsheets, databases and a variety of software packages.

**Skill in:**

- Analyzing legal documents.
- Coordinating the review and processing of legal documents.
- Performing cashier duties, such as receiving cash, issuing and posting receipts for fee payments or other charge
- Communicating with attorneys or judges related to case information.
- Drafting correspondence.
- Resolving complex problems.
- Conducting research and presenting information.
- Communicating with victims, law enforcement officers and others involved in court related proceedings.
- Operating a variety of modern office equipment, including a computer.
- Both verbal and written communication.

**Ability to:**

- Compile data to write clear and comprehensive reports.
- Create effective filing systems, and retrieve and disseminate information.
- Train office personnel.
- Maintain confidential data.
- Understand and carry out verbal and written directions.
- Interpret and process legal data.
- Operate complex databases.
- Work under minimal direction.
- Make independent decisions based on the requirement of statutes, policies and procedures.
- Handle high volumes of detail-oriented work.
- Handle multiple tasks simultaneously.
- Prioritize and work independently.
- Establish and maintain effective working relationships with County employees and officials, judges, attorneys, representatives of outside agencies, and the general public.
- Work all shifts within a 24/7 operation.

**WORK ENVIRONMENT AND PHYSICAL DEMANDS:**

Physical requirements include the ability to lift/carry up to 10-20 pounds occasionally, visual acuity, speech and hearing, hand and eye coordination and manual dexterity necessary to operate a computer and office equipment. Subject to sitting, client/customer contact, standing, walking, vision to monitor, repetitive motion, stooping/kneeling, squatting, bending, and reaching to perform the essential functions.

# TRAVIS COUNTY JOB DESCRIPTION

**JOB TITLE: Corrections Specialist**

**JOB CODE: XXXXX**  
**PAY GRADE: 14**

**FLSA STATUS: Non-Exempt**  
**LAST REVISED: 11/05/13**

**This job description is intended to be generic in nature. It is not necessarily an exhaustive list of all duties and responsibilities. The essential duties, functions and responsibilities and overtime eligibility may vary based on the specific tasks assigned to the position.**

# TRAVIS COUNTY JOB DESCRIPTION

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**JOB TITLE: Civil Service Comm Program Dir**

**JOB CODE:** XXXXX  
**PAY GRADE:** 23

**FLSA STATUS:** Exempt  
**LAST REVISED:** 11/05/13

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**JOB SUMMARY:**

Directs, coordinates and oversees all functions of the County's Civil Service Commission. Ensures TCSO and Civil Service Commission are in compliance with all governing laws, rules and regulations. Leads in the process of research, development, implementation and revision of all Civil Service Commission policies. Sets and coordinates Civil Service Commission meetings and researches agenda items. Performs administrative duties, such as preparing budget, collecting and organizing data and providing statistical analysis. Serves as an advisor to the Civil Service Commission. Develops and administers all entry and promotional exams for TCSO employees. Oversees the grievance process.

**DISTINGUISHING CHARACTERISTICS:**

This is a job classification within the Management job family. Incumbents perform advanced complex duties in coordinating the day-to-day operations of the Civil Service Commission. This classification may require a flexible work schedule in order to meet the needs of the department.

**DUTIES AND RESPONSIBILITIES:**

- Establishes need for Civil Service Commission meetings. Researches agenda items and coordinates with Sheriff, administrative staff, law enforcement and corrections associations on meeting requests and presentations. Prepares and briefs Commissioners on relevant issues. Oversees the TCSO employee grievance process. Ensures all grievance process requirements are met. Coordinates hearings with Civil Service Commissioners, County Attorney's Office, aggrieved parties and their attorneys. Serves as court reporter preparing official hearing transcripts, rulings, objections, voir dire decisions and remarks of the court. Records items of evidence and all objections to the admissibility of evidence. Prepares subpoenas to commission hearings. Investigates employee grievances and helps resolve conflicts, complaints and problems.
- Evaluates, recommends and initiates changes to policies and procedures. Ensures policies are consistent with state and federal policies, laws and regulations. Consults with outside agencies for assistance in policy development and coordinates reviews with the County Attorney's Office. Serves as an advisor to Commissioners on issues and represents Commissioners under various circumstances. Advises managers, supervisors and employees regarding Civil Service Commission rules and regulations.
- Develops plans, implements, coordinates and oversees verbal and written promotional exams for Lieutenant, Sergeant, Detective, Senior Deputy, Senior Corrections Officer Senior, Dispatcher and Dispatcher Supervisor titles. Researches criminal law, investigative and supervisory text, state jail standards and TCSO and Civil Service Commission policy to prepare verbal and written questions. Writes interview questions and scenarios. Sets deadlines and posts notices for promotional testing and interviews. Develops, coordinates and conducts training for captains, lieutenants, sergeants and detectives regarding the proper proceedings of verbal interviews. Administers all promotional exams. Administers all patrol and dispatch entry-level exams. Conducts and oversees all promotional and entry-level law enforcement review boards. Reviews and makes final decisions regarding exam appeals. Certifies names of eligible individuals to appointing authority for filling of promotional and entry-level vacancies within TCSO.
- Performs administrative duties for the Civil Service Commission. Collects and organizes information related to activities and meetings. Creates and maintains activity database. Provides statistical analysis to Commissioners, TCSO and other agencies. Establishes budget priorities. Prepares and administers annual budget. Purchases office equipment and supplies.
- Performs other job-related duties as requested.

**MINIMUM REQUIREMENTS:****Education and Experience:**

Bachelor's degree in Human Resources Administration, Public Administration or a directly related field AND three (3) years of increasingly responsible personnel, employment or labor relations experience;

# TRAVIS COUNTY JOB DESCRIPTION

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**JOB TITLE: Civil Service Comm Program Dir**

**JOB CODE:** XXXXX  
**PAY GRADE:** 23

**FLSA STATUS:** Exempt  
**LAST REVISED:** 11/05/13

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**MINIMUM REQUIREMENTS: (Cont.)**

**Education and Experience: (Cont.)**

OR,

Any combination of education and experience that has been achieved and is equivalent to the stated education and experience and required knowledge, skills, and abilities sufficient to successfully perform the duties and responsibilities of this job.

**Licenses, Registrations, Certifications, or Special Requirements:**

Valid Texas Driver's License.

**Preferred:**

Knowledge of labor laws, civil rights legislation, and personnel policies.

**Knowledge, Skills, and Abilities:**

**Knowledge of:**

- Federal, State, Local and County laws and ordinances governing personnel and employment practices.
- Civil Service Commission policies and procedures.
- TCSO structure, regulations and operating procedures.
- Policies, practices, procedures, operations and legal terminology of assigned function.
- Basic principles of public administration and budgeting.
- Modern office practices, procedures and methods.
- Computer equipment to include word processing, spreadsheets, databases and a variety of software packages.
- Business letter writing, grammar and punctuation, and report preparation.

**Skill in:**

- Performing administrative functions.
- Strategic planning and analysis.
- Conducting research, compiling and analyzing data and producing statistical reports.
- Coordinating the work of self and others.
- Problem-solving and decision-making, and conflict resolution.
- Operating a variety of modern office equipment, including a computer.
- Both verbal and written communication, including public presentations.

**Ability to:**

- Develop valid testing instruments.
- Administer tests and report results consistent with applicable rules and statutes.
- Research, compile, analyze, interpret and prepare a variety of statistical and other information.
- Prioritize assignments and work with multiple deadlines.
- Independently prepare correspondence, memorandums and other materials.
- Organize and assign the work of others.
- Develop, analyze and interpret policies.
- Establish and maintain effective working relationships with Commission members, TCSO employees, other County employees and officials, attorneys, other participants in the civil justice system, and the general public.

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# TRAVIS COUNTY JOB DESCRIPTION

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**JOB TITLE: Civil Service Comm Program Dir**

**JOB CODE:** XXXXX  
**PAY GRADE:** 23

**FLSA STATUS:** Exempt  
**LAST REVISED:** 11/05/13

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**WORK ENVIRONMENT AND PHYSICAL DEMANDS:**

Physical requirements include the ability to lift/carry up to 20-50 pounds occasionally, visual acuity, speech and hearing, hand and eye coordination and manual dexterity necessary to operate a computer and office equipment. Subject to standing, walking, sitting, repetitive motion, reaching, climbing stairs, bending, stooping, kneeling, crouching, crawling, pushing, pulling, balancing, client/customer contact, squatting to perform the essential functions.

**This job description is intended to be generic in nature. It is not necessarily an exhaustive list of all duties and responsibilities. The essential duties, functions and responsibilities and overtime eligibility may vary based on the specific tasks assigned to the position.**

# TRAVIS COUNTY JOB DESCRIPTION

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## JOB TITLE: Assistant Chief Juvenile Probation Officer

JOB CODE: XXXXX  
PAY GRADE: 31

FLSA STATUS: Exempt  
LAST REVISED: 11/05/13

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### JOB SUMMARY:

Directs department-wide operations in multiple complex functional or programmatic areas within the Juvenile Probation Department. Directs overall operations, staff and functions through subordinate managers. Provides leadership, oversight and direction in all planning, organizing, implementing and evaluating operations in accordance with state, federal and local laws, policies and procedures, and guidelines. Develops departmental strategic plans to accomplish goals and objectives.

### DISTINGUISHING CHARACTERISTICS:

This is a job classification within the Senior Management/Middle Management job family. This classification reports directly to the Chief Juvenile Probation Officer.

### DUTIES AND RESPONSIBILITIES:

- Directs, oversees and participates in the development and implementation of the department's planning, and overall strategic goals and objectives. Directs scheduling, monitoring and assignment of staff, operational and capital resources to accomplish goals and objectives of the department. Coordinates program development and services. Ensures compliance with the departmental policies and procedures.
- Participates actively in organizational strategic planning, to include program evaluation, cost efficiencies, and budget preparation. Reviews, evaluates and recommends efficient and effective department system operations.
- Plans, organizes and directs tasks and projects by applying research and practices that produce and enhance positive outcomes and measures.
- Directs senior managers on matters regarding operations. Plans and evaluates the work of senior level management, professional, technical and other support staff.
- Directs and monitors departmental policies, operating and organizational procedures.
- Assists with the development and implementation of program development and services.
- Communicates effectively and coordinates with other agencies and departments to accomplish effective community based partnerships and collaborations.
- Receives and reviews statistical and other reports, monitors programs and interprets findings. Evaluates current programs, procedures and practices on an on-going basis.
- May represent the Department at Commissioners Court, criminal justice, statewide and local and community meetings. Serves as liaison and functions as a resource person for advice and assistance to criminal justice representatives, departmental staff and the general public.
- Assists the Chief Juvenile Probation Officer with overall departmental responsibilities.
- Performs other job-related duties as assigned.

# TRAVIS COUNTY JOB DESCRIPTION

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## JOB TITLE: Assistant Chief Juvenile Probation Officer

JOB CODE: XXXXX  
PAY GRADE: 31

FLSA STATUS: Exempt  
LAST REVISED: 11/05/13

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### MINIMUM REQUIREMENTS:

#### Education and Experience:

Bachelor's degree in in Criminal Justice, Social or Behavioral Sciences or a directly related field AND seven (7) years increasingly responsible experience in criminal justice, probation, community corrections or related work, including five (5) years mid- to senior level supervisory management experience;

OR,

Any combination of education and experience that has been achieved and is equivalent to the stated education and experience and required knowledge, skills, and abilities sufficient to successfully perform the duties and responsibilities of this job.

#### Licenses, Registrations, Certifications, or Special Requirements:

Valid Texas Driver's License.

Must be able to meet and complete the requirements for the certification of Juvenile Probation Officer.

#### Preferred:

Master's degree in Criminal Justice, Social or Behavioral Sciences or a directly related field.

#### Knowledge, Skills, and Abilities:

##### Knowledge of:

- Management and supervisory principles, practices and techniques.
- Policies, practices, procedures and legal terminology related to court system.
- Federal, State, Local and County applicable laws, rules, regulations and applicable probation and juvenile justice standards and procedures.
- Standard practices in area of assignment.
- Budget development, preparation, and monitoring.
- Social adjustment and emotional stability.
- Computer equipment to include word processing, spreadsheets, databases and a variety of software packages.
- Business letter writing, grammar and punctuation, and report preparation.

##### Skill in:

- Directing and managing others, including team building.
- Problem-solving and decision-making.
- Training, managing and evaluating the work of others.
- Developing and monitoring budgets.
- Preparing and making presentations.
- Both verbal and written communication.

##### Ability to:

- Direct, motivate, train, develop and evaluate staff.
- Conduct investigations and report results clearly, accurately and impartially.
- Reason and make sound judgments and decisions.
- Work effectively and courteously under high pressure circumstances.
- Manage time well, perform multiple tasks and organize diverse activities.
- Research, compile, analyze, interpret and prepare a variety of memorandums or reports.
- Establish and maintain effective working relationships with departmental clientele, representatives of outside agencies, other County employees and officials, attorneys, judges and the general public.

# TRAVIS COUNTY JOB DESCRIPTION

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**JOB TITLE: Assistant Chief Juvenile Probation Officer**

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**JOB CODE:** XXXXX  
**PAY GRADE:** 31

**FLSA STATUS:** Exempt  
**LAST REVISED:** 11/05/13

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**WORK ENVIRONMENT AND PHYSICAL DEMANDS:**

Physical requirements include the ability to lift/carry up to 5-10 pounds occasionally, visual acuity, speech and hearing, hand and eye coordination and manual dexterity necessary to operate a computer and office equipment. Subject to standing, walking, sitting, repetitive motion, reaching, climbing stairs, bending, stooping, kneeling, crouching, crawling, pushing, pulling, balancing, client/customer contact, squatting to perform the essential functions. May be subject to contact with noise, vibration, fumes, foul odor, dirt, dust, mist, gases, and poor ventilation.

**This job description is intended to be generic in nature. It is not necessarily an exhaustive list of all duties and responsibilities. The essential duties, functions and responsibilities and overtime eligibility may vary based on the specific tasks assigned to the position.**

