



Travis County Commissioners Court Agenda Request

Meeting Date: 11/12/13

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

Handwritten initials: LB

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 request from the Justice of the Peace Precinct 2 for a variance to Travis County Code Chapter §10.0155, Employment of Special Project Employees.

BACKGROUND/SUMMARY OF REQUEST AND ATTACHMENTS:

Consider and take appropriate action on the following items for Human Resources Management Department:

- A. Routine Personnel Actions – Pages 2 – 6.**
- B. Non-Routine Personnel Action – Pages 7 - 9.**

Justice of the Peace Precinct 2 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.

If you have any questions or comments, please contact Todd L. Osburn at 854-2744.

STAFF RECOMMENDATIONS:

N/A

ISSUES AND OPPORTUNITIES:

N/A

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.

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 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

November 12, 2013

ITEM # :

DATE: November 1, 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 – 6.

B. Non-Routine Personnel Action – Pages 7 - 9.

Justice of the Peace Precinct 2 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.

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 / Grade / Level / Salary/Rate Amt	New Personnel Area	NEW Position / Position Title / Employee Group / Grade / Level / Salary/Rate Amt
New Hire	New Hire	10/28/2013	N/A	N/A	1700 - Transportation and Nat Rsrc	30004658 / Accountant / 1 - Regular / 01 - Full Time Exempt / GRD17 / 00 / \$43,180.80
New Hire	New Hire	10/28/2013	N/A	N/A	1700 - Transportation and Nat Rsrc	30004665 / Accountant Assoc / 1 - Regular / 02 - Full Time Non-Exempt / GRD14 / 00 / \$37,211.20
New Hire	New Hire	10/21/2013	N/A	N/A	3100 - County Attorney	30000900 / Office Specialist / 1 - Regular / 02 - Full Time Non-Exempt / GRD12 / 00 / \$31,657.60
New Hire	New Hire	10/25/2013	N/A	N/A	3150 - County Clerk	30006713 / Elections Operations Cler / 2 - Temporary / 06 - Hourly - No Bnf / NCF01 / 00 / \$12.00
New Hire	New Hire	10/09/2013	N/A	N/A	3150 - County Clerk	30006652 / Elections Operations Cler / 2 - Temporary / 06 - Hourly - No Bnf / NCF01 / 00 / \$14.00
New Hire	New Hire	10/09/2013	N/A	N/A	3150 - County Clerk	30006747 / Elections Operations Cler / 2 - Temporary / 06 - Hourly - No Bnf / NCF01 / 00 / \$14.00
New Hire	New Hire	10/16/2013	N/A	N/A	3150 - County Clerk	30006832 / Elections Operations Cler / 2 - Temporary / 06 - Hourly - No Bnf / NCF01 / 00 / \$14.00
New Hire	New Hire	11/18/2013	N/A	N/A	3500 - Sheriff	30003162 / Dispatch Specialist 911 / 1 - Regular / 02 - Full Time Non-Exempt / GRD15 / 00 / \$43,260.67

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WEEKLY PERSONNEL AMENDMENTS - ROUTINE

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New Hire	New Hire	11/12/2013	N/A	N/A	3500 - Sheriff	30002465 / Office Specialist Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$30,238.83
New Hire	New Hire	11/18/2013	N/A	N/A	3500 - Sheriff	30003147 / Dispatch Specialist 911 / 1 - Regular / 02 - Full Time Non-Exempt / GRD15 / 00 / \$35,621.20
New Hire	New Hire	11/04/2013	N/A	N/A	3600 - Pretrial Services	30003915 / Pretrial Officer / 1 - Regular / 02 - Full Time Non-Exempt / GRD16 / 00 / \$37,024.00
New Hire	New Hire	11/04/2013	N/A	N/A	3600 - Pretrial Services	30003930 / Pretrial Officer / 1 - Regular / 02 - Full Time Non-Exempt / GRD16 / 00 / \$37,024.00
New Hire	New Hire	11/01/2013	N/A	N/A	3650 - Juvenile Probation	30004039 / Office Asst / 1 - Regular / 02 - Full Time Non-Exempt / GRD10 / 00 / \$25,417.60
New Hire	New Hire	11/04/2013	N/A	N/A	3650 - Juvenile Probation	30004184 / Juvenile Detention Office / 2 - Temporary / 05 - Hourly - Retmt / GRD12 / 00 / \$13.59
Re-Hire	Re-Hire	10/25/2013	N/A	N/A	1450 - Facilities Management	30000578 / Custodian / 2 - Temporary / 05 - Hourly - Retmt / GRD07 / 00 / \$10.00
Re-Hire	Re-Hire	10/29/2013	N/A	N/A	1700 - Transportation and Nat Rsrc	30004852 / Park Tech I / 2 - Temporary / 05 - Hourly - Retmt / GRD08 / 00 / \$11.00
Re-Hire	Re-Hire	10/29/2013	N/A	N/A	1700 - Transportation and Nat Rsrc	30004922 / Park Tech I / 2 - Temporary / 05 - Hourly - Retmt / GRD08 / 00 / \$11.00

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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
Re-Hire	Re-Hire	10/29/2013	N/A	N/A	1700 - Transportation and Nat Rsrc	30004873 / Park Tech II / 2 - Temporary / 05 - Hourly - Reim / GRD10 / 00 / \$12.00
Re-Hire	Re-Hire	10/29/2013	N/A	N/A	1700 - Transportation and Nat Rsrc	30004923 / Park Tech I / 2 - Temporary / 05 - Hourly - Reim / GRD08 / 00 / \$11.00
Re-Hire	Re-Hire	11/04/2013	N/A	N/A	3500 - Sheriff	30002068 / Office Specialist Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$32,052.80
Mobility	Career Ladder	10/01/2013	1600 - Juvenile Public Defender	30003944 / Attorney I / 1 - Regular / 01 - Full Time Exempt / GRD22 / 00 / \$58,958.85	1600 - Juvenile Public Defender	30003944 / Attorney II / 1 - Regular / 01 - Full Time Exempt / GRD23 / 00 / \$63,044.80
Mobility	Career Ladder	11/06/2013	3100 - County Attorney	30000822 / Attorney III / 1 - Regular / 01 - Full Time Exempt / GRD25 / 00 / \$70,138.75	3100 - County Attorney	30000822 / Attorney IV / 1 - Regular / 01 - Full Time Exempt / GRD27 / 00 / \$77,956.53
Mobility	Career Ladder	11/06/2013	3100 - County Attorney	30000849 / Attorney VI / 1 - Regular / 01 - Full Time Exempt / GRD29 / 00 / \$91,943.67	3100 - County Attorney	30000849 / Attorney VII / 1 - Regular / 01 - Full Time Exempt / GRD30 / 00 / \$96,540.85
Mobility	Career Ladder	11/02/2013	3100 - County Attorney	30000772 / Attorney IV / 1 - Regular / 01 - Full Time Exempt / GRD27 / 00 / \$80,295.23	3100 - County Attorney	30000772 / Attorney V / 1 - Regular / 01 - Full Time Exempt / GRD28 / 00 / \$84,309.99
Mobility	Career Ladder	11/16/2013	3100 - County Attorney	30000752 / Attorney IV / 1 - Regular / 01 - Full Time Exempt / GRD27 / 00 / \$80,295.23	3100 - County Attorney	30000752 / Attorney V / 1 - Regular / 01 - Full Time Exempt / GRD28 / 00 / \$84,309.99
Mobility	Career Ladder	11/06/2013	3100 - County Attorney	30000720 / Attorney III / 1 - Regular / 01 - Full Time Exempt / GRD25 / 00 / \$70,138.75	3100 - County Attorney	30000720 / Attorney IV / 1 - Regular / 01 - Full Time Exempt / GRD27 / 00 / \$77,956.53

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Mobility	Interdpt Change	11/18/2013	3650 - Juvenile Probation	30004178 / Juvenile Detention Officer II / 1 - Regular / 02 - Full Time Non-Exempt / GRD14 / 00 / \$33,315.82	3500 - Sheriff	30002607 / Security Coord / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$32,968.00
Mobility	Lateral Transfer	10/29/2013	1700 - Transportation and Nat Rsrc	30004866 / Park Tech I / 2 - Temporary / 06 - Hourly - No Bnf / GRD08 / 00 / \$11.00	1700 - Transportation and Nat Rsrc	30004888 / Park Tech I / 2 - Temporary / 05 - Hourly - Retmt / GRD08 / 00 / \$11.00
Mobility	Lateral Transfer	10/01/2013	1850 - Health and Human Sv and Vet Sv	30050851 / Interpreter Sign Language IV / 2 - Temporary / 06 - Hourly - No Bnf / GRD22 / 00 / \$34.00	1850 - Health and Human Sv and Vet Sv	30050851 / Interpreter Sign Language IV / 2 - Temporary / 05 - Hourly - Retmt / GRD22 / 00 / \$34.00
Mobility	Promotion	10/16/2013	3300 - District Attorney	30001273 / Accountant Assoc / 1 - Regular / 02 - Full Time Non-Exempt / GRD14 / 00 / \$34,321.25	3300 - District Attorney	30001273 / Accountant / 1 - Regular / 01 - Full Time Exempt / GRD17 / 00 / \$39,615.06
Mobility	Promotion	10/28/2013	3500 - Sheriff	30002326 / Corrections Officer Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD83 / 04 / \$51,855.02	3500 - Sheriff	30051638 / Corrections Sergeant / 1 - Regular / 02 - Full Time Non-Exempt / GRD88 / 04 / \$77,201.90
Mobility	Promotion	10/28/2013	3500 - Sheriff	30002647 / Corrections Officer Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD83 / 01 / \$48,226.26	3500 - Sheriff	30051639 / Corrections Sergeant / 1 - Regular / 02 - Full Time Non-Exempt / GRD88 / 01 / \$72,920.02
Mobility	Promotion	10/28/2013	3500 - Sheriff	30002356 / Certified Peace Officer Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD84 / 09 / \$62,564.11	3500 - Sheriff	30002646 / Corrections Sergeant / 1 - Regular / 02 - Full Time Non-Exempt / GRD88 / 09 / \$84,503.95
Mobility	Promotion	10/28/2013	3500 - Sheriff	30002135 / Corrections Officer Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD83 / 06 / \$54,373.90	3500 - Sheriff	30051640 / Corrections Sergeant / 1 - Regular / 02 - Full Time Non-Exempt / GRD88 / 06 / \$80,099.97

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Mobility	Promotion	10/28/2013	3500 - Sheriff	30002311 / Corrections Officer Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD83 / 05 / \$53,099.49	3500 - Sheriff	30002708 / Corrections Sergeant / 1 - Regular / 02 - Full Time Non-Exempt / GRD88 / 05 / \$78,683.90
Mobility	Promotion	11/01/2013	3500 - Sheriff	30002175 / Certified Peace Officer Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD84 / 14 / \$71,214.00	3500 - Sheriff	30002113 / Corrections Sergeant / 1 - Regular / 02 - Full Time Non-Exempt / GRD88 / 14 / \$92,223.46
Mobility	Reclassification	10/01/2013	3500 - Sheriff	30003033 / Engineering Tech / 1 - Regular / 02 - Full Time Non-Exempt / GRD14 / 00 / \$39,582.34	3500 - Sheriff	30003033 / Engineering Specialist / 1 - Regular / 01 - Full Time Exempt / GRD18 / 00 / \$48,955.95
Mobility	Reclassification	10/01/2013	3500 - Sheriff	30001917 / Accounting Clerk / 1 - Regular / 02 - Full Time Non-Exempt / GRD12 / 00 / \$35,660.25	3500 - Sheriff	30001917 / Accountant Assoc / 1 - Regular / 02 - Full Time Non-Exempt / GRD14 / 00 / \$40,051.48
Mobility	Reclassification	10/01/2013	3500 - Sheriff	30001901 / Planner / 1 - Regular / 01 - Full Time Exempt / GRD19 / 00 / \$47,016.68	3500 - Sheriff	30001901 / Planner Sr / 1 - Regular / 01 - Full Time Exempt / GRD21 / 00 / \$52,980.83
Mobility	Reclassification	10/01/2013	3500 - Sheriff	30001921 / Accounting Clerk / 1 - Regular / 02 - Full Time Non-Exempt / GRD12 / 00 / \$38,585.06	3500 - Sheriff	30001921 / Accountant Assoc / 1 - Regular / 02 - Full Time Non-Exempt / GRD14 / 00 / \$43,336.45
Salary Change	Salary/Hourly Rate Change	10/16/2013	3150 - County Clerk	30000926 / Customer Support Analyst I / 1 - Regular / 01 - Full Time Exempt / GRD20 / 00 / \$54,481.23	3150 - County Clerk	GRD20 / 00 / \$60,000.00
Salary Change	Salary/Hourly Rate Change	10/18/2013	3415 - Justice of the Peace Pct 4	30001695 / Court Clerk I / 1 - Regular / 02 - Full Time Non- Exempt / GRD13 / 00 / \$35,820.93	3415 - Justice of the Peace Pct 4	GRD13 / 00 / \$36,153.60

