



Travis County Commissioners Court Agenda Request

Meeting Date: 11/19/13

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

*Sm
HB*

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 – 5.

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 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 19, 2013

ITEM # :

DATE: November 8, 2013

TO: Samuel T. Biscoe, County Judge
Ron Davis, Commissioner, Precinct 1
Bruce Todd, Commissioner, Precinct 2
Gerald Daugherty, Commissioner, Pct. 3
Margaret Gomez, Commissioner, Precinct 4

VIA: Leslie Browder, County Executive, Planning and Budget *LB*

FROM: Debbie Maynor, Director, HRMD *DM*

SUBJECT: Weekly Personnel Amendments

Attached are Personnel Amendments for Commissioners Court approval.

Routine Personnel Actions – Pages 2 – 5.

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	10/28/2013	N/A	N/A	1700 - Transportation and Nat Rsrc	30005040 / Road Maintenance Worker / 1 - Regular / 02 - Full Time Non-Exempt / GRD10 / 00 / \$30,234.88
New Hire	New Hire	10/29/2013	N/A	N/A	1700 - Transportation and Nat Rsrc	30004652 / School Crossing Guard / 2 - Temporary / 05 - Hourly - Retmt / GRD11 / 00 / \$13.00
New Hire	New Hire	10/28/2013	N/A	N/A	1700 - Transportation and Nat Rsrc	30005084 / Road Maintenance Worker / 1 - Regular / 02 - Full Time Non-Exempt / GRD10 / 00 / \$25,417.60
New Hire	New Hire	10/29/2013	N/A	N/A	1700 - Transportation and Nat Rsrc	30004653 / School Crossing Guard / 2 - Temporary / 05 - Hourly - Retmt / GRD11 / 00 / \$13.00
New Hire	New Hire	10/28/2013	N/A	N/A	1700 - Transportation and Nat Rsrc	30005044 / Road Maintenance Worker / 1 - Regular / 02 - Full Time Non-Exempt / GRD10 / 00 / \$26,915.20
New Hire	New Hire	10/29/2013	N/A	N/A	1700 - Transportation and Nat Rsrc	30004667 / Accountant Assoc / 1 - Regular / 02 - Full Time Non-Exempt / GRD14 / 00 / \$38,168.00

2

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	10/28/2013	N/A	N/A	1700 - Transportation and Nat Rsrc	30005046 / Road Maintenance Worker / 1 - Regular / 02 - Full Time Non-Exempt / GRD10 / 00 / \$25,417.60	
New Hire	New Hire	10/29/2013	N/A	N/A	1700 - Transportation and Nat Rsrc	30005010 / Road Maintenance Worker / 1 - Regular / 02 - Full Time Non-Exempt / GRD10 / 00 / \$26,915.20	
New Hire	New Hire	11/04/2013	N/A	N/A	1800 - Rcd Mgmt and Comm Rsrc	30051751 / Attorney III / 2 - Temporary / 05 - Hourly - Retmt / GRD25 / 00 / \$32.74	
New Hire	New Hire	11/05/2013	N/A	N/A	1800 - Rcd Mgmt and Comm Rsrc	30050284 / Law Librarian / 2 - Temporary / 05 - Hourly - Retmt / GRD17 / 00 / \$20.76	
New Hire	New Hire	10/17/2013	N/A	N/A	3150 - County Clerk	30006817 / Elections Early Voting Cl / 2 - Temporary / 06 - Hourly - No Bnf / NCF01 / 00 / \$10.00	
New Hire	New Hire	11/01/2013	N/A	N/A	3470 - Constable Pct 5	30001881 / Constable Deputy / 1 - Regular / 02 - Full Time Non-Exempt / GRD61 / 03 / \$51,694.03	
New Hire	New Hire	11/04/2013	N/A	N/A	3650 - Juvenile Probation	30004325 / Juvenile Rsdnt Treatment / 2 - Temporary / 05 - Hourly - Retmt / GRD12 / 00 / \$13.59	

3

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	11/18/2013	N/A	N/A	3650 - Juvenile Probation	30004516 / Financial Analyst Sr / 1 - Regular / 01 - Full Time Exempt / GRD20 / 00 / \$51,438.40
New Hire	New Hire	11/12/2013	N/A	N/A	3650 - Juvenile Probation	30004423 / Office Specialist / 1 - Regular / 02 - Full Time Non-Exempt / GRD12 / 00 / \$30,804.80
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	Part-Time to Full-Time	11/01/2013	3465 - Constable Pct 4	30050169 / Court Clerk I / 1 - Regular / 04 - Part Time Non-Exempt / GRD13 / 00 / \$15,573.00	3465 - Constable Pct 4	30001832 / Court Clerk I / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$31,146.00
Mobility	Reclassification	10/01/2013	3700 - Civil Service Commission	30005136 / Civil Services Coord / 1 - Regular / 02 - Full Time Exempt / GRD21 / 00 / \$63,216.01	3700 - Civil Service Commission	30005136 / Civil Service Comm Program Dir / 1 - Regular / 02 - Full Time Exempt / GRD23 / 00 / \$68,628.01
Salary Change	Salary/Hourly Rate Change	10/17/2013	3455 - Constable Pct 2	30001772 / Court Clerk I / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$31,292.22	3455 - Constable Pct 2	GRD13 / 00 / \$33,293.00

4

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
Salary Change	Salary/Hourly Rate Change	10/17/2013	3455 - Constable Pct 2	30001769 / Court Clerk I / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$32,960.00	3455 - Constable Pct 2	GRD13 / 00 / \$34,960.00
Salary Change	Salary/Hourly Rate Change	11/01/2013	3405 - Justice of the Peace Pct 2	30001639 / Juvenile Case Mgr / 1 - Regular / 02 - Full Time Non-Exempt / GRD15 / 00 / \$42,371.32	3405 - Justice of the Peace Pct 2	GRD15 / 00 / \$45,011.32

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