



## Travis County Commissioners Court Agenda Request

**Meeting Date:** 11/26/13

**Prepared By/Phone Number:** Cynthia Lam-Roldan, 854-4822

**Elected/Appointed Official/Dept. Head:** Leslie Browder, 854-9106 *LB*

**Commissioners Court Sponsor:** Judge Samuel T. Biscoe

### **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 – 8.**

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.



# HRMD

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 26, 2013**

**ITEM # :**

**DATE:** November 15, 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 – 8.**

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

		CURRENT			NEW	
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	11/13/2013	N/A	N/A	1350 - Human Resources Management	30000281 / Employment Specialist / 1 - Regular / 01 - Full Time Exempt / GRD24 / 00 / \$72,000.00
New Hire	New Hire	10/29/2013	N/A	N/A	1700 - Transportation and Nat Rsrc	30004980 / Road Maintenance Worker / 1 - Regular / 02 - Full Time Non-Exempt / GRD10 / 00 / \$25,417.60
New Hire	New Hire	11/12/2013	N/A	N/A	1850 - Health and Human Sv and Vet Sv	30000644 / Veterans Svcs Ofcr Asst / 1 - Regular / 02 - Full Time Non-Exempt / GRD17 / 00 / \$40,809.60
New Hire	New Hire	11/12/2013	N/A	N/A	3100 - County Attorney	30050828 / Attorney IV / 1 - Regular / 01 - Full Time Exempt / GRD27 / 00 / \$77,956.53
New Hire	New Hire	11/18/2013	N/A	N/A	3500 - Sheriff	30002288 / Cadet / 1 - Regular / 02 - Full Time Non-Exempt / GRD80 / 01 / \$38,919.50
New Hire	New Hire	11/18/2013	N/A	N/A	3500 - Sheriff	30002199 / Cadet / 1 - Regular / 02 - Full Time Non-Exempt / GRD80 / 01 / \$38,919.50
New Hire	New Hire	11/18/2013	N/A	N/A	3500 - Sheriff	30002223 / Cadet / 1 - Regular / 02 - Full Time Non-Exempt / GRD80 / 01 / \$38,919.50

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WEEKLY PERSONNEL AMENDMENTS - ROUTINE

				CURRENT		NEW	
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	3500 - Sheriff	30002372 / Cadet / 1 - Regular / 02 - Full Time Non-Exempt / GRD80 / 01 / \$38,919.50	
New Hire	New Hire	11/18/2013	N/A	N/A	3500 - Sheriff	30003151 / Dispatch Specialist 911 / 1 - Regular / 02 - Full Time Non-Exempt / GRD15 / 00 / \$35,691.20	
New Hire	New Hire	11/18/2013	N/A	N/A	3500 - Sheriff	30003138 / Dispatch Specialist 911 / 1 - Regular / 02 - Full Time Non-Exempt / GRD15 / 00 / \$43,260.67	
Re-Hire	Re-Hire	11/12/2013	N/A	N/A	1850 - Health and Human Sv and Vet Sv	30051648 / Office Specialist / 2 - Temporary / 06 - Hourly - No Bnf / GRD12 / 00 / \$13.59	
Re-Hire	Re-Hire	11/12/2013	N/A	N/A	3400 - Justice of the Peace Pct 1	30001617 / Court Clerk I / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$37,042.72	
Mobility	Career Ladder	11/16/2013	3650 - Juvenile Probation	30004281 / Juvenile Detention Officer II / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$31,145.99	3650 - Juvenile Probation	30004281 / Juvenile Detention Officer II / 1 - Regular / 02 - Full Time Non-Exempt / GRD14 / 00 / \$32,703.29	
Mobility	Interdpt Change	11/18/2013	3550 - CSCD	30003767 / Probation Officer II / 1 - Regular / 02 - Full Time Non-Exempt / NCF01 / 00 / \$38,134.72	3500 - Sheriff	30002228 / Cadet / 1 - Regular / 02 - Full Time Non-Exempt / GRD80 / 01 / \$38,919.50	

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WEEKLY PERSONNEL AMENDMENTS - ROUTINE

			CURRENT		NEW	
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
Mobility	Lateral Transfer	11/01/2013	3300 - District Attorney	30001281 / Court Clerk II / 1 - Regular / 02 - Full Time Non-Exempt / GRD15 / 00 / \$35,646.76	3300 - District Attorney	30001303 / Legal Secretary / 1 - Regular / 02 - Full Time Non-Exempt / GRD15 / 00 / \$35,646.76
Mobility	Reclassification	10/16/2013	1600 - Juvenile Public Defender	30003949 / Office Specialist / 1 - Regular / 02 - Full Time Non-Exempt / GRD12 / 00 / \$29,162.42	1600 - Juvenile Public Defender	30003949 / Legal Secretary / 1 - Regular / 02 - Full Time Non-Exempt / GRD15 / 00 / \$35,651.20
Mobility	Temporary to Regular	11/08/2013	3400 - Justice of the Peace Pct 1	30050528 / Court Clerk I / 2 - Temporary / 05 - Hourly - Retmt / GRD13 / 00 / \$14.54	3400 - Justice of the Peace Pct 1	30001625 / Juvenile Case Mgr / 1 - Regular / 02 - Full Time Non-Exempt / GRD15 / 00 / \$39,686.40
Salary Change	Salary/Hourly Rate Change	11/01/2013	3050 - Tax Collector	30000255 / Accountant Assoc / 1 - Regular / 02 - Full Time Non-Exempt / GRD12 / 00 / \$36,042.03	3050 - Tax Collector	GRD12 / 00 / \$37,542.03
Salary Change	Salary/Hourly Rate Change	11/01/2013	1900 - STAR Flight	30005511 / Helicopter Pilot Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD26 / 00 / \$78,688.11	1900 - STAR Flight	GRD26 / 00 / \$81,188.11

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<b>NEW JOB CLASSIFICATION</b>		
<b>Job Title / Job Object ID</b>	<b>FLSA</b>	<b>Pay Grade</b>
Security Manager / 2XXXXXXX	E	27
<b>See attached memo and job description, pages 6 - 8.</b>		

**BY ORDER OF THE COMMISSIONERS COURT, THE PRECEDING PERSONNEL AMENDMENTS ARE APPROVED.**

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**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**

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# HRMD

Human Resources Management

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

## MEMORANDUM

DATE: November 15, 2013

TO: Members of the Commissioners Court

VIA: Leslie Browder, County Executive, Planning & Budget Office *LB*

FROM: Debbie Maynor, Director of Human Resources *DM*  
Todd Osburn, Compensation Manager

SUBJECT: Proposed New Job Classification

HRMD recommends creation of a new job classification. The title and pay grade were approved for use by the Commissioners Court upon adoption of the Kroll Report on county security.

### Security Manager

This position was approved by Commissioners Court and placed within the Facilities Management Department (FMD). The intent of the position is to develop and manage County security programs, including development and implementation of Countywide physical security policies and procedures, training, and security personnel management. Additionally the incumbent will establish and enforce physical security standards and ensure compliance with physical security requirements.

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

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# TRAVIS COUNTY JOB DESCRIPTION

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**JOB TITLE: Security Manager (DRAFT)**

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**JOB CODE:**  
**PAY GRADE:**27

**FLSA STATUS:** Exempt  
**LAST REVISED:** XX/XX/13

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**JOB SUMMARY:**

Develops and manages County security programs, including development and implementation of Countywide physical security policies and procedures, training, and security personnel management. Establishes and enforces physical security standards and ensures compliance with physical security requirements. Manages the performance of threat, risk and vulnerability assessments for County facilities. Develops and executes the departmental security budget.

**DISTINGUISHING CHARACTERISTICS:**

This is a job classification within the Management job family. Incumbents in this classification have responsibility to develop and implement Countywide physical security programs. Reports to the Director, Facilities Management Department. This classification may require a flexible work schedule.

**DUTIES AND RESPONSIBILITIES:**

- Develops, organizes and manages security programs and initiatives to include standards regarding approved electronic security systems. Develops and implements appropriate standard operating procedures.
- Provides oversight and administration of access control systems, including hard key, access card systems and surveillance systems.
- Develops and enforces physical security standards. Provides management of maintenance/testing of physical security systems.
- Provides management of security monitoring operations and electronic security systems.
- Develops and evaluates metrics for analysis of security program effectiveness and efficiency.
- Maintains good working relationships with County leadership, elected/appointed officials, employees and the general public. Advocates for security initiatives, funding and compliance.
- Provides regular coordination with appropriate law enforcement to ensure consistency and cohesion between physical security concepts and law enforcement initiatives.
- Oversees staff including hiring recommendations, performance evaluations, disciplinary actions, and ensures activities are consistent with goals and objectives. Seeks and creates opportunities for improved performance, learning and development of staff. Identifies and addresses problems or conflicts.
- Develops, implements and monitors the departmental security budget.
- Performs other job-related duties as assigned.

**MINIMUM REQUIREMENTS:**

**Education and Experience:**

Bachelor's degree in Business Administration, Criminal Justice or related field and twelve (12) years experience in a security field including at least six (6) years experience managing a security management department (preferably in a public sector setting);

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.



# TRAVIS COUNTY JOB DESCRIPTION

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**JOB TITLE: Security Manager (DRAFT)**

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**JOB CODE:**  
**PAY GRADE:**27

**FLSA STATUS:** Exempt  
**LAST REVISED:** XX/XX/13

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**Preferred:**

Certified Protection Professional (CPP).

**Knowledge, Skills, and Abilities:**

**Knowledge of:**

- Management and supervisory principles, practices and techniques.
- Policies, practices, procedures and terminology of assigned function.
- Federal, State, Local and County applicable laws, regulatory codes, ordinances, rules, permits, licenses, purposes, sources, standards, policies and procedures.
- Mechanics of security-related technology, best practices and theories and the implementation of security strategies.
- Contract administration practices, procedures, methods and negotiation techniques and services.
- 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:**

- Managing staff, allocating resources and evaluating programs.
- Leadership and collaboration.
- Data analysis, problem-solving and decision-making.
- Contract negotiation and compliance.
- Developing and monitoring program budgets.
- Both verbal and written communication, including presentations.
- Operating a variety of modern office equipment.

**Ability to:**

- Supervise, plan and implement department operations and activities.
- Supervise, motivate, train, develop and evaluate staff.
- Develop and recommend program initiatives.
- Prepare and analyze administrative and statistical reports.
- Work independently and efficiently.
- Manage time well, perform multiple tasks and organize diverse activities.
- Establish and maintain effective working relationships with departmental clientele, representatives of outside agencies and providers, other County employees and officials and the general public.

**WORK ENVIRONMENT AND PHYSICAL DEMANDS:**

Physical requirements include the ability to lift/carry up to 5-25 pounds, 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, twisting, 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.**

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