



Travis County Commissioners Court Agenda Request

Meeting Date: 12/3/13

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

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

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 – 13.

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

December 3, 2013

ITEM # :

DATE: November 22, 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 – 13.

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	11/19/2013	N/A	N/A	1600 - Juvenile Public Defender	30050926 / Office Asst / 2 - Temporary / 06 - Hourly - No Bnf / GRD10 / 00 / \$11.87
New Hire	New Hire	11/18/2013	N/A	N/A	1600 - Juvenile Public Defender	30051601 / Office Asst / 1 - Regular / 02 - Full Time Non- Exempt / GRD10 / 00 / \$25,417.60
New Hire	New Hire	11/18/2013	N/A	N/A	3150 - County Clerk	30000929 / Accountant Lead / 1 - Regular / 01 - Full Time Exempt / GRD21 / 00 / \$64,918.26
New Hire	New Hire	11/18/2013	N/A	N/A	3350 - Probate Court	30001602 / Probate Auditor / 1 - Regular / 01 - Full Time Exempt / GRD19 / 00 / \$60,000.00
Mobility	Career Ladder	11/13/2013	3500 - Sheriff	30002179 / Corrections Officer / 1 - Regular / 02 - Full Time Non-Exempt / GRD81 / 01 / \$44,368.27	3500 - Sheriff	30002179 / Corrections Officer Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD83 / 01 / \$48,226.26
Mobility	Career Ladder	11/05/2013	3500 - Sheriff	30002195 / Cadet / 1 - Regular / 02 - Full Time Non- Exempt / GRD80 / 01 / \$38,919.50	3500 - Sheriff	30002195 / Corrections Officer / 1 - Regular / 02 - Full Time Non-Exempt / GRD81 / 01 / \$44,368.27
Mobility	Career Ladder	11/20/2013	3500 - Sheriff	30002624 / Corrections Officer / 1 - Regular / 02 - Full Time Non-Exempt / GRD81 / 01 / \$44,368.27	3500 - Sheriff	30002624 / Corrections Officer Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD83 / 01 / \$48,226.26

2

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
Mobility	Career Ladder	10/29/2013	3500 - Sheriff	30003111 / Corrections Officer / 1 - Regular / 02 - Full Time Non-Exempt / GRD81 / 01 / \$44,368.27	3500 - Sheriff	30003111 / Corrections Officer Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD83 / 01 / \$48,226.26
Mobility	Career Ladder	11/07/2013	3500 - Sheriff	30002785 / Corrections Officer / 1 - Regular / 02 - Full Time Non-Exempt / GRD81 / 01 / \$44,368.27	3500 - Sheriff	30002785 / Corrections Officer Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD83 / 01 / \$48,226.26
Mobility	Career Ladder	11/05/2013	3500 - Sheriff	30050224 / Law Enforcement Sheriff Deputy / 1 - Regular / 02 - Full Time Non-Exempt / GRD72 / 03 / \$54,414.67	3500 - Sheriff	30050224 / Law Enforcement Sheriff Deputy Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD74 / 03 / \$58,681.38
Mobility	Career Ladder	11/21/2013	3500 - Sheriff	30002402 / Corrections Officer / 1 - Regular / 02 - Full Time Non-Exempt / GRD81 / 01 / \$44,368.27	3500 - Sheriff	30002402 / Corrections Officer Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD83 / 01 / \$48,226.26
Mobility	Career Ladder	11/19/2013	3500 - Sheriff	30005889 / Cadet / 1 - Regular / 02 - Full Time Non-Exempt / GRD80 / 01 / \$38,919.50	3500 - Sheriff	30005889 / Corrections Officer / 1 - Regular / 02 - Full Time Non-Exempt / GRD81 / 01 / \$44,368.27
Mobility	Career Ladder	11/07/2013	3500 - Sheriff	30002655 / Corrections Officer / 1 - Regular / 02 - Full Time Non-Exempt / GRD81 / 01 / \$44,368.27	3500 - Sheriff	30002655 / Corrections Officer Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD83 / 01 / \$48,226.26
Mobility	Career Ladder	11/05/2013	3500 - Sheriff	30005879 / Law Enforcement Sheriff Deputy / 1 - Regular / 02 - Full Time Non-Exempt / GRD72 / 01 / \$52,301.81	3500 - Sheriff	30005879 / Law Enforcement Sheriff Deputy Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD74 / 01 / \$55,962.82

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	Career Ladder	10/29/2013	3500 - Sheriff	30002355 / Corrections Officer / 1 - Regular / 02 - Full Time Non-Exempt / GRD81 / 01 / \$44,368.27	3500 - Sheriff	30002355 / Corrections Officer Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD83 / 01 / \$48,226.26	
Mobility	Career Ladder	11/05/2013	3500 - Sheriff	30002700 / Cadet / 1 - Regular / 02 - Full Time Non-Exempt / GRD80 / 01 / \$38,919.50	3500 - Sheriff	30002700 / Corrections Officer / 1 - Regular / 02 - Full Time Non-Exempt / GRD81 / 01 / \$44,368.27	
Mobility	Career Ladder	11/07/2013	3500 - Sheriff	30002405 / Corrections Officer / 1 - Regular / 02 - Full Time Non-Exempt / GRD81 / 01 / \$44,368.27	3500 - Sheriff	30002405 / Corrections Officer Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD83 / 01 / \$48,226.26	
Mobility	Career Ladder	11/07/2013	3500 - Sheriff	30002121 / Corrections Officer / 1 - Regular / 02 - Full Time Non-Exempt / GRD81 / 01 / \$44,368.27	3500 - Sheriff	30002121 / Corrections Officer Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD83 / 01 / \$48,226.26	
Mobility	Interdpt Change	11/20/2013	3200 - District Clerk	30001110 / Court Services Mgmt Adm Coord / 1 - Regular / 01 - Full Time Exempt / GRD18 / 00 / \$43,653.54	3650 - Juvenile Probation	30003967 / Court Services Program Mgr / 1 - Regular / 01 - Full Time Exempt / GRD24 / 00 / \$63,638.43	
Mobility	Lateral Transfer	12/01/2013	3050 - Tax Collector	30000238 / GIS Coord / 1 - Regular / 01 - Full Time Exempt / GRD21 / 00 / \$65,450.10	3050 - Tax Collector	30051727 / GIS Coord Succession / 1 - Regular / 01 - Full Time Exempt / GRD21 / 00 / \$65,450.10	
Mobility	Part-Time to Full-Time	11/12/2013	1850 - Health and Human Sv and Vet Sv	30005397 / Planner Sr / 1 - Regular / 03 - Part Time Exempt / GRD21 / 00 / \$44,768.83	1850 - Health and Human Sv and Vet Sv	30005397 / Planner Sr / 1 - Regular / 01 - Full Time Exempt / GRD21 / 00 / \$59,691.77	

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
Mobility	Part-Time to Full-Time	11/17/2013	3100 - County Attorney	30000851 / Law Clerk I / 1 - Regular / 04 - Part Time Non-Exempt / GRD15 / 00 / \$17,823.38	3100 - County Attorney	30000851 / Law Clerk I / 1 - Regular / 02 - Full Time Non-Exempt / GRD15 / 00 / \$35,646.76
Mobility	Promotion	11/12/2013	1450 - Facilities Management	30000470 / Custodian / 1 - Regular / 02 - Full Time Non-Exempt / GRD07 / 00 / \$27,586.82	1450 - Facilities Management	30000514 / Mover / 1 - Regular / 02 - Full Time Non-Exempt / GRD08 / 00 / \$28,966.16
Mobility	Promotion	11/18/2013	1850 - Health and Human Sv and Vet Sv	30005431 / Social Worker / 1 - Regular / 01 - Full Time Exempt / GRD18 / 00 / \$47,602.84	1850 - Health and Human Sv and Vet Sv	30051305 / Social Services Mgr / 1 - Regular / 01 - Full Time Exempt / GRD19 / 00 / \$52,000.00
Mobility	Promotion	11/18/2013	1850 - Health and Human Sv and Vet Sv	30006002 / Social Services Asst / 1 - Regular / 02 - Full Time Non-Exempt / GRD11 / 00 / \$33,332.31	1850 - Health and Human Sv and Vet Sv	30051304 / Case Worker / 1 - Regular / 02 - Full Time Non-Exempt / GRD16 / 00 / \$40,000.00
Mobility	Promotion	12/01/2013	3050 - Tax Collector	30050182 / GIS Analyst / 1 - Regular / 02 - Full Time Non-Exempt / GRD18 / 00 / \$43,653.54	3050 - Tax Collector	30000238 / GIS Coord / 1 - Regular / 01 - Full Time Exempt / GRD21 / 00 / \$58,156.80
Mobility	Promotion	11/18/2013	3150 - County Clerk	30006319 / Elections Operations Clerk III 10 / 2 - Temporary / 06 - Hourly - No Bnf / NCF01 / 00 / \$14.00	3150 - County Clerk	30006213 / Elections Operations Clerk IV 11 / 2 - Temporary / 06 - Hourly - No Bnf / NCF01 / 00 / \$16.00
Mobility	Promotion	11/16/2013	3350 - Probate Court	30001602 / Probate Auditor / 1 - Regular / 01 - Full Time Exempt / GRD19 / 00 / \$67,653.22	3350 - Probate Court	30051704 / Business Analyst II / 1 - Regular / 01 - Full Time Exempt / GRD24 / 00 / \$67,653.22

5

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
Mobility	Promotion	11/09/2013	3500 - Sheriff	30002386 / Certified Peace Officer Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD84 / 09 / \$62,564.11	3500 - Sheriff	30002707 / Corrections Sergeant / 1 - Regular / 02 - Full Time Non-Exempt / GRD88 / 09 / \$84,503.95
Mobility	Promotion	11/18/2013	3650 - Juvenile Probation	30004114 / Juvenile Probation Officer Asst / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$32,093.15	3650 - Juvenile Probation	30004086 / Juvenile Probation Officer I / 1 - Regular / 02 - Full Time Non-Exempt / GRD15 / 00 / \$35,302.46
Mobility	Reclassification	10/01/2013	3200 - District Clerk	30001134 / Court Clerk II Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD16 / 00 / \$39,216.74	3200 - District Clerk	30001134 / Records Analyst / 1 - Regular / 02 - Full Time Non-Exempt / GRD17 / 00 / \$40,871.00
Mobility	Temporary to Regular	11/05/2013	1450 - Facilities Management	30005542 / Custodian / 2 - Temporary / 06 - Hourly - No Bnf / GRD07 / 00 / \$11.00	1450 - Facilities Management	30000476 / Custodian / 1 - Regular / 02 - Full Time Non-Exempt / GRD07 / 00 / \$22,880.00
Mobility	Temporary to Regular	11/07/2013	3300 - District Attorney	30050025 / Office Specialist / 2 - Temporary / 06 - Hourly - No Bnf / GRD12 / 00 / \$13.59	3300 - District Attorney	30001425 / Office Specialist / 1 - Regular / 02 - Full Time Non-Exempt / GRD12 / 00 / \$29,099.20
Salary Change	Salary/Hourly Rate Change	11/18/2013	1850 - Health and Human Sv and Vet Sv	30051303 / Case Worker / 1 - Regular / 02 - Full Time Non-Exempt / GRD16 / 00 / \$39,461.08	1850 - Health and Human Sv and Vet Sv	GRD16 / 00 / \$41,196.58

6

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
TNR	30004731	Eng Inspector Sr / 20000174	NE	18	Engineer / 20000165	E	24
TNR	30004720	Eng Specialist / 20000162	E	18	Sr Planner / 20000158	E	21
TNR	30004671	Sr Planner / 20000158	E	21	Planning Project Mgr / 20000616	E	23

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

NEW JOB CLASSIFICATIONS

Job Title / Job Object ID	FLSA	Pay Grade
Marketable Skills Program Mgr / 2XXXXXXX	E	21
Inmate Mental Health & CES Director / 2XXXXXXX	E	27

See attached memo and job descriptions, pages 8 - 13.

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

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

MEMORANDUM

DATE: November 21, 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 *TO*
SUBJECT: Proposed New Job Classifications

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

Marketable Skills Program Manager

This job was requested by TCSO and will replace the Marketable Skills Program Supervisor. Over the past five years the program has expanded and the incumbent has taken on managerial responsibilities more in line with a Manager title than a Supervisor title. These duties include oversight of the SWAP program.

Inmate Mental Health and CES Director

This job was requested by TCSO and oversees the inmate mental health, counseling and education services within the Travis County Jail.

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

8

TRAVIS COUNTY JOB DESCRIPTION

JOB TITLE: **Marketable Skills Program Mgr**

JOB CODE: XXXXX
PAY GRADE: 21

FLSA STATUS: Exempt
LAST REVISED: 11/26/13

JOB SUMMARY:

Performs senior-level construction, restoration, renovation, and building alteration work. Oversees construction staff and inmate work crews, schedules and assigns work, and requisitions materials and supplies. Prepares designs, plans and estimates, and calculates for projects. Plans, coordinates and conducts Occupational Safety and Health Administration (OSHA) Certification and skills training for inmate programs.

DISTINGUISHING CHARACTERISTICS:

This is a job classification within the Skilled Trades job family. This classification is distinguished by the supervisory and administrative responsibilities, the additional experience, and the ability to perform skilled carpentry work. This classification works under minimal direction with extensive latitude for the use of initiative and independent judgment. This classification may require work in secure facilities. This classification may require a flexible work schedule in order to meet the needs of the department.

DUTIES AND RESPONSIBILITIES:

- Provides for the planning, scheduling and execution of building repair, renovation or restoration projects. Provides for the preparation of estimates for work hours, materials and other resources required for projects. Coordinates efforts with other supervisors to ensure efficient use of all resources. Initiates and approves requisitions for materials and supplies. Maintains an adequate inventory of materials and equipment used in the construction and renovation of facilities and security systems. Prepares budgets and maintains project records.
- Coordinates work of outside contractors and advises management on specifics of proposed or ongoing projects. Schedules and inspects completed work for buildings, equipment and grounds. Oversees and assigns work of internal skilled trades and construction staff to include mechanical, electrical, plumbing and general carpentry.
- Inspects structures and evaluates required work to select the best method. Inspects completed work for compliance with all applicable codes, rules and regulations. Performs repairs and renovations to modernize buildings or adapt them to new uses. Performs workshop operations, including fabrication of specialized items, customized millwork, or refinishing of furniture and other fixtures.
- Coordinates the Sheriff's Weekend Alternative Program (SWAP) activities. Oversees construction and other community projects utilizing offenders performing community service in lieu of jail time. Makes decisions regarding offenders continuing in program or returning to jail.
- Serves as lead trainer for OSHA certifications. Provides for safety, job skills and administrative training. Develops and prepares training curriculums, course outlines, instructional methods, training aids and other materials. Ensures training materials and facilities are ready for use.
- Provides training and career development for other staff. Assists with employee performance evaluations and coaches' employees to improve performance, as required.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:

High School diploma or G.E.D. AND five (5) to ten (10) years of increasingly responsible skilled carpentry experience in multiple trades (e.g., carpentry, plumbing, electrical) and experience in energy conservation techniques, including one (1) year of supervisory experience. Must have experience in developing and conducting training for adults;

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.

9

TRAVIS COUNTY JOB DESCRIPTION

JOB TITLE: **Marketable Skills Program Mgr**

JOB CODE: XXXXX
PAY GRADE: 21

FLSA STATUS: Exempt
LAST REVISED: 11/26/13

MINIMUM REQUIREMENTS: (Cont.)

Licenses, Registrations, Certifications, or Special Requirements:

Occupational Safety and Health Administration (OSHA) Certified Trainer or must obtain certification within six (6) months of date of hire.

Valid Texas Driver's License.

Preferred:

Three (3) to five (5) years of correctional or institutional experience.

Knowledge, Skills, and Abilities:

Knowledge of:

- Carpenter codes, related terminology, practices and procedures.
- Carpentry, plumbing, electrical work, energy conservation and subcontracting.
- Standard carpentry maintenance and repair methods, materials, tools and equipment.
- Residential construction and remodeling, including carpentry, heating, A/C and ductwork, basic electrical and plumbing.
- Federal, State, Local and County applicable laws, rules, regulations and applicable carpentry standards and procedures.
- Supervisory principles, practices and techniques.
- Budget preparation and office management.
- 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:

- Supervising others, including team building.
- Planning, organizing and controlling operations in a corrections environment.
- Operating and using standard carpentry, plumbing, electrical work tools and equipment.
- Reading and interpreting schematics and blueprints.
- Calculating estimates of time, labor and quantities of materials needed.
- Proper and applicable safety practices, procedures and regulations.
- Explaining complicated problems in simple non-technical language.
- Problem-solving and decision-making.
- Both verbal and written communication.

Ability to:

- Train, lead, supervise and motivate employees and offenders.
- Write specifications for plumbing, electrical and roofing repair work.
- Interpret policy and procedures to employees and the public.
- Plan, assign, supervise and review the work of subordinates, including offenders.
- Reason and make judgments and decisions.
- Understand and precisely follow both verbal and written instructions and communicate in a concise and effective manner.
- Work efficiently, both independently and as part of a team.
- Manage time well, perform multiple tasks and organize diverse activities.
- Perform in a stressful environment, while maintaining a professional manner.
- Establish and maintain effective working relationships with departmental clientele, other County employees and officials, representatives of outside agencies, offenders and the general public.

TRAVIS COUNTY JOB DESCRIPTION

JOB TITLE: Marketable Skills Program Mgr

JOB CODE: XXXXX
PAY GRADE: 21

FLSA STATUS: Exempt
LAST REVISED: 11/26/13

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

Physical requirements include the ability to lift/carry up to 50 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, reaching, climbing stairs, bending, stooping, kneeling, crouching, crawling, pushing, repetitive motion, pulling, driving, twisting, balancing, client/customer contact, squatting, and working in cramped or confined spaces or areas for extended periods of time to perform the essential functions. Subject to contact with hazardous waste, foul odors, animal and human fecal matter, insects and rodents, toxic or potential hazardous chemical or substances, dirt, dust, fumes, smoke, loud noises, and high voltage. Requires work indoors/outdoors in all types of weather (excessive heat and cold). Requires working at heights from ladders and scaffolds.

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

JOB TITLE: Inmate Mental Health & CES Director

JOB CODE: XXXXXXXX
PAY GRADE: 27

FLSA STATUS: Exempt
LAST REVISED: 11/26/13

JOB SUMMARY:

Directs the mental health treatment services and counseling and education programs for inmates in the Travis County Jail. Provides leadership, oversight and direction. Oversees the planning, organization, direction, implementation and evaluation of all departmental functions and operations in accordance with State, Federal, Local and County laws, policies and procedures. Plans and develops policies, procedures, programs and strategies to accomplish goals and objectives and improve effectiveness and efficiency of services. Directs activities through subordinate managers.

DISTINGUISHING CHARACTERISTICS:

This classification is within the Management job family and is distinguished by the high-level administrative and management duties and responsibilities performed in directing the staff and operations through subordinate managers. This classification may require a flexible work schedule in order to meet the needs of the department.

DUTIES AND RESPONSIBILITIES:

- Directs the inmate mental health services in the Travis County Jail by developing policies and procedures that ensure mental health professionals and programs follow legal, ethical, professional and community standards of care.
- Directs, plans, organizes, implements, monitors and evaluates department-wide operations and staff. Provides oversight and directs and facilitates conformity with State and Federal laws and guidelines, and policies and procedures. Develops long and short term goals.
- Directs management and staff, including hiring, performance evaluation, disciplinary actions and dismissals, and ensures activities are consistent with goals and objectives. Seeks and creates opportunities for improved performance, continuous quality improvement, learning and development of staff. Identifies and addresses problems or conflicts.
- Develops budget requests and assists in preparation for division budget.
- Researches and analyzes data to establish trends related to mental health, homelessness, and other similar characteristics related to the criminal justice population. Uses results to support need for future programming and services.
- Works with elected officials, judges and agencies to provide a complete and thorough analysis of counseling services.
- Prepares and reviews a variety of programmatic, fiscal, administrative and statistical reports and interprets findings. Evaluates current programs, services, procedures and practices on an on-going basis. Provides high-level technical advice, policy interpretation and guidance for application of appropriate procedures to managers and other staff.
- Represents the department in the community on collaborative projects and committees. Works with criminal court judges on matters related to criminal justice, re-entry, mental health, homelessness, substance abuse and other related areas. Serves as spokesperson to media and outside agencies.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:

Bachelor's degree in Social or Behavioral Sciences, Criminal Justice or a directly related field AND six (6) years of experience in counseling, substance abuse or related field, including four (4) years of mid- to senior level supervisory or 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.

TRAVIS COUNTY JOB DESCRIPTION

JOB TITLE: Inmate Mental Health & CES Director

JOB CODE: XXXXXXXX
PAY GRADE: 27

FLSA STATUS: Exempt
LAST REVISED: 11/26/13

Licenses, Registrations, Certifications, or Special Requirements:

Valid Texas Driver's License.

Preferred:

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

Knowledge, Skills, and Abilities:

Knowledge of:

- Key concepts in mental health, substance abuse, domestic violence and other pertinent topics.
- Management principles, practices and techniques.
- Policies, practices, procedures and terminology of assigned function.
- Federal, State, Local and County applicable laws, rules, regulations processes and guidelines.
- Standard practices in area of assignment.
- Budgetary practices and techniques.
- 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.
- Developing and monitoring budgets.
- Preparing and making presentations.
- Both verbal and written communication.

Ability to:

- Direct, motivate, train, develop and evaluate staff.
- Develop, analyze, and interpret policies and procedures, financial statements, public information statements, and operational plans or activities.
- Deal effectively with mentally disturbed, hostile and aggressive individuals.
- Gather, analyze and evaluate facts and to develop individual program planning and appropriate case disposition.
- Perform investigations and develop reports and results clearly, accurately, and impartially.
- Manage time well, perform multiple tasks and organize diverse activities.
- Research, compile, analyze, interpret and prepare a variety of fiscal, statistical and administrative reports.
- Establish and maintain effective working relationships with departmental clientele, representatives of outside agencies, other County employees and officials, and the general public.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

Physical requirements include the ability to lift/carry up to 5-10 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. Requires exposure to hostile behavior from clients. 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.