



## Travis County Commissioners Court Agenda Request

**Meeting Date:** 12/17/13

**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

*DM*  
*12/17/13*

### **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 – 9.**

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

**December 17, 2013**

**ITEM # :**

**DATE:** December 6, 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 – 9.**

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	12/02/2013	N/A	N/A	1550 - Counseling and Education Sv	30003834 / Chemical Dependency Couns / 1 - Regular / 02 - Full Time Non-Exempt / GRD16 / 00 / \$41,562.56	
New Hire	New Hire	12/09/2013	N/A	N/A	1700 - Transportation and Nat Rsrc	30005122 / Small Equipment Tech / 1 - Regular / 02 - Full Time Non-Exempt / GRD11 / 00 / \$32,361.47	
New Hire	New Hire	12/02/2013	N/A	N/A	1700 - Transportation and Nat Rsrc	30004677 / Public Works Dir / 1 - Regular / 01 - Full Time Exempt / GRD33 / 00 / \$139,755.20	
New Hire	New Hire	12/09/2013	N/A	N/A	3050 - Tax Collector	30000250 / Accountant / 1 - Regular / 01 - Full Time Exempt / GRD17 / 00 / \$40,809.80	
New Hire	New Hire	12/02/2013	N/A	N/A	3150 - County Clerk	30001019 / Recording Specialist I / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$31,158.40	
New Hire	New Hire	12/16/2013	N/A	N/A	3500 - Sheriff	30001994 / Registered Nurse Charge N / 1 - Regular / 02 - Full Time Non-Exempt / GRD22 / 00 / \$65,582.40	
New Hire	New Hire	12/16/2013	N/A	N/A	3500 - Sheriff	30002738 / Cadet / 1 - Regular / 02 - Full Time Non-Exempt / GRD80 / 01 / \$38,919.50	

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WEEKLY PERSONNEL AMENDMENTS - ROUTINE

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New Hire	New Hire	12/16/2013	N/A	3500 - Sheriff	30002998 / Cadet / 1 - Regular / 02 - Full Time Non-Exempt / GRD80 / 01 / \$38,919.50		
New Hire	New Hire	12/16/2013	N/A	3500 - Sheriff	30002479 / Cadet / 1 - Regular / 02 - Full Time Non-Exempt / GRD80 / 01 / \$38,919.50		
New Hire	New Hire	12/02/2013	N/A	3500 - Sheriff	30002842 / Security Coord / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$37,042.72		
New Hire	New Hire	12/09/2013	N/A	3500 - Sheriff	30001982 / Registered Nurse Charge N / 1 - Regular / 02 - Full Time Non-Exempt / GRD22 / 00 / \$65,582.40		
New Hire	New Hire	12/03/2013	N/A	3650 - Juvenile Probation	30004233 / Juvenile Detention Office / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$32,968.00		
New Hire	New Hire	12/02/2013	N/A	3650 - Juvenile Probation	30004352 / Juvenile Rsdnt Treatment / 2 - Temporary / 05 - Hourly - Retmt / GRD12 / 00 / \$13.59		
New Hire	New Hire	12/03/2013	N/A	3650 - Juvenile Probation	30004259 / Juvenile Detention Office / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$32,968.00		

WEEKLY PERSONNEL AMENDMENTS - ROUTINE

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New Hire	New Hire	12/03/2013	N/A		3650 - Juvenile Probation	30004362 / Juvenile Rsdnt Treatment / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$32,052.80	
New Hire	New Hire	12/02/2013	N/A		3650 - Juvenile Probation	30004094 / Juvenile Probation Officer I / 1 - Regular / 02 - Full Time Non-Exempt / GRD 15 / 00 / \$36,691.20	
New Hire	New Hire	12/02/2013	N/A		3650 - Juvenile Probation	30004467 / Building Maintenance Supv / 1 - Regular / 01 - Full Time Exempt / GRD16 / 00 / \$41,475.20	
Mobility	Interdpt Change	12/02/2013	2500 - Purchasing Office	30000639 / Pur Business Analyst / 1 - Regular / 01 - Full Time Exempt / GRD24 / 00 / \$64,000.00	3150 - County Clerk	30000946 / Business Analyst II / 1 - Regular / 01 - Full Time Exempt / GRD24 / 00 / \$70,000.00	
Mobility	Lateral Transfer	11/16/2013	1850 - Health and Human Sv and Vet Sv	30051004 / Planner / 2 - Temporary / 06 - Hourly - No Bnf / GRD19 / 00 / \$26.50	1850 - Health and Human Sv and Vet Sv	30051004 / Planner / 2 - Temporary / 05 - Hourly - Retmt / GRD19 / 00 / \$26.50	
Mobility	Promotion	12/01/2013	1400 - Information Technology Service	30000385 / Systems Engineer I / 1 - Regular / 01 - Full Time Exempt / GRD23 / 00 / \$66,950.00	1400 - Information Technology Service	30051278 / Application Dev Analyst II / 1 - Regular / 01 - Full Time Exempt / GRD25 / 00 / \$70,297.50	
Mobility	Promotion	11/22/2013	3200 - District Clerk	30001090 / Court Clerk II Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD16 / 00 / \$43,775.00	3200 - District Clerk	30001110 / Court Services Mgmt Adm Coord / 1 - Regular / 01 - Full Time Exempt / GRD18 / 00 / \$45,088.25	

WEEKLY PERSONNEL AMENDMENTS - ROUTINE

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Mobility	Promotion	12/01/2013	3325 - Criminal Courts	30001580 / Planner Mgmt Research Specialist Sr / 1 - Regular / 01 - Full Time Exempt / GRD19 / 00 / \$61,904.75	3325 - Criminal Courts	30001570 / Court Services Program Mgr / 1 - Regular / 01 - Full Time Exempt / GRD24 / 00 / \$71,281.60
Mobility	Reclassification	11/05/2013	1400 - Information Technology Service	30000340 / Business Analyst II / 1 - Regular / 01 - Full Time Exempt / GRD24 / 00 / \$74,437.47	1400 - Information Technology Service	30000340 / Project Mgr I / 1 - Regular / 01 - Full Time Exempt / GRD27 / 00 / \$77,956.53
Mobility	Reclassification	11/05/2013	1400 - Information Technology Service	30000346 / Business Analyst II / 1 - Regular / 01 - Full Time Exempt / GRD24 / 00 / \$75,245.59	1400 - Information Technology Service	30000346 / Project Mgr I / 1 - Regular / 01 - Full Time Exempt / GRD27 / 00 / \$77,956.53
Mobility	Reclassification	11/01/2013	3500 - Sheriff	30003119 / Social Services Mgr / 1 - Regular / 01 - Full Time Exempt / GRD19 / 00 / \$56,610.35	3500 - Sheriff	30003119 / Victim Witness Services Div Dir / 1 - Regular / 01 - Full Time Exempt / GRD25 / 00 / \$75,552.65
Mobility	Reclassification	11/01/2013	3500 - Sheriff	30050211 / Office Specialist Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$38,154.00	3500 - Sheriff	30050211 / Corrections Specialist / 1 - Regular / 02 - Full Time Non-Exempt / GRD14 / 00 / \$40,824.78
Mobility	Reclassification	11/01/2013	3500 - Sheriff	30003009 / Office Specialist Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$36,995.60	3500 - Sheriff	30003009 / Corrections Specialist / 1 - Regular / 02 - Full Time Non-Exempt / GRD14 / 00 / \$39,585.29
Mobility	Reclassification	11/01/2013	3500 - Sheriff	30003006 / Office Specialist Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$36,995.60	3500 - Sheriff	30003006 / Corrections Specialist / 1 - Regular / 02 - Full Time Non-Exempt / GRD14 / 00 / \$39,585.29

WEEKLY PERSONNEL AMENDMENTS - ROUTINE

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Mobility	Reclassification	11/01/2013	3500 - Sheriff	30003023 / Office Specialist Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$38,154.00	3500 - Sheriff	30003023 / Corrections Specialist / 1 - Regular / 02 - Full Time Non-Exempt / GRD14 / 00 / \$40,824.78	
Mobility	Reclassification	11/01/2013	3500 - Sheriff	30003018 / Office Specialist Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$36,996.47	3500 - Sheriff	30003018 / Corrections Specialist / 1 - Regular / 02 - Full Time Non-Exempt / GRD14 / 00 / \$39,586.22	
Mobility	Reclassification	11/01/2013	3500 - Sheriff	30003027 / Office Specialist Sr / 1 - Regular / 04 - Part Time Non-Exempt / GRD13 / 00 / \$19,415.18	3500 - Sheriff	30003027 / Corrections Specialist / 1 - Regular / 04 - Part Time Non-Exempt / GRD14 / 00 / \$20,774.24	
Mobility	Reclassification	11/01/2013	3500 - Sheriff	30003022 / Office Specialist Srt / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$40,316.54	3500 - Sheriff	30003022 / Corrections Specialist / 1 - Regular / 02 - Full Time Non-Exempt / GRD14 / 00 / \$43,138.70	
Mobility	Reclassification	11/01/2013	3500 - Sheriff	30003014 / Office Specialist Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$38,154.00	3500 - Sheriff	30003014 / Corrections Specialist / 1 - Regular / 02 - Full Time Non-Exempt / GRD14 / 00 / \$40,824.78	
Mobility	Reclassification	11/01/2013	3500 - Sheriff	30050212 / Office Specialist Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$38,154.00	3500 - Sheriff	30050212 / Corrections Specialist / 1 - Regular / 02 - Full Time Non-Exempt / GRD14 / 00 / \$40,824.78	
Mobility	Reclassification	11/01/2013	3500 - Sheriff	30003005 / Office Specialist Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$36,995.60	3500 - Sheriff	30003005 / Corrections Specialist / 1 - Regular / 02 - Full Time Non-Exempt / GRD14 / 00 / \$39,585.29	
Mobility	Reclassification	11/01/2013	3500 - Sheriff	30003031 / Office Specialist Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$39,351.82	3500 - Sheriff	30003031 / Corrections Specialist / 1 - Regular / 02 - Full Time Non-Exempt / GRD14 / 00 / \$42,106.45	

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WEEKLY PERSONNEL AMENDMENTS - ROUTINE

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Mobility	Reclassification	11/01/2013	3500 - Sheriff	30003024 / Office Specialist Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$33,860.63	3500 - Sheriff	30003024 / Corrections Specialist / 1 - Regular / 02 - Full Time Non-Exempt / GRD14 / 00 / \$36,230.88	
Mobility	Reclassification	11/01/2013	3500 - Sheriff	30003029 / Office Specialist Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$38,830.36	3500 - Sheriff	30003029 / Corrections Specialist / 1 - Regular / 02 - Full Time Non-Exempt / GRD14 / 00 / \$41,548.49	
Mobility	Reclassification	11/01/2013	3500 - Sheriff	30003020 / Office Specialist Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$31,145.99	3500 - Sheriff	30003020 / Corrections Specialist / 1 - Regular / 02 - Full Time Non-Exempt / GRD14 / 00 / \$33,326.21	
Mobility	Reclassification	11/01/2013	3500 - Sheriff	30003028 / Office Specialist Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$38,093.38	3500 - Sheriff	30003028 / Corrections Specialist / 1 - Regular / 02 - Full Time Non-Exempt / GRD14 / 00 / \$40,759.91	
Mobility	Reclassification	11/01/2013	3500 - Sheriff	30003025 / Office Specialist Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$34,801.58	3500 - Sheriff	30003025 / Corrections Specialist / 1 - Regular / 02 - Full Time Non-Exempt / GRD14 / 00 / \$37,237.69	
Mobility	Reclassification	11/01/2013	3500 - Sheriff	30003026 / Office Specialist Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$32,093.15	3500 - Sheriff	30003026 / Corrections Specialist / 1 - Regular / 02 - Full Time Non-Exempt / GRD14 / 00 / \$34,339.67	
Mobility	Reclassification	11/01/2013	3500 - Sheriff	30003013 / Office Specialist Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$36,996.47	3500 - Sheriff	30003013 / Corrections Specialist / 1 - Regular / 02 - Full Time Non-Exempt / GRD14 / 00 / \$39,586.22	
Mobility	Reclassification	11/01/2013	3500 - Sheriff	30003010 / Office Specialist Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$38,154.00	3500 - Sheriff	30003010 / Corrections Specialist / 1 - Regular / 02 - Full Time Non-Exempt / GRD14 / 00 / \$40,824.78	



WEEKLY PERSONNEL AMENDMENTS - ROUTINE

		CURRENT			NEW	
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Mobility	Reclassification	11/01/2013	3500 - Sheriff	30003015 / Office Specialist Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$31,145.99	3500 - Sheriff	30003015 / Corrections Specialist / 1 - Regular / 02 - Full Time Non-Exempt / GRD14 / 00 / \$33,326.21
Mobility	Temporary to Regular	12/09/2013	3150 - County Clerk	30001061 / Office Asst / 2 - Temporary / 05 - Hourly - Retmt / GRD10 / 00 / \$11.87	3150 - County Clerk	30000992 / Court Clerk Asst / 1 - Regular / 02 - Full Time Non-Exempt / GRD11 / 00 / \$26,540.80
Mobility	Voluntary Reassignment	12/01/2013	3500 - Sheriff	30003021 / Corrections Officer Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD83 / 05 / \$53,099.49	3500 - Sheriff	30003017 / Corrections Specialist / 1 - Regular / 02 - Full Time Non-Exempt / GRD14 / 00 / \$39,635.71
Salary Change	Salary/Hourly Rate Change	11/20/2013	1400 - Information Technology Service	30000324 / Information Officer Chief / 1 - Regular / 01 - Full Time Exempt / GRD34 / 00 / \$132,850.22	1400 - Information Technology Service	GRD34 / 00 / \$145,000.00
Salary Change	Salary/Hourly Rate Change	12/01/2013	1400 - Information Technology Service	30000430 / Contract Compliance Specialist / 2 - Temporary / 05 - Hourly - Retmt / GRD21 / 00 / \$24.97	1400 - Information Technology Service	GRD21 / 00 / \$25.72

FY 14 BUDGET CLASSIFICATION CHANGE							
Personnel Area	Position #	Current			HRMD Recommends		
		Budgeted Title / Job Object ID	FLSA	Pay Grade	Budgeted Title / Job Object ID	FLSA	Pay Grade
TCSO	30002007	CES Mgr / 20000326	E	24	Inmate Mental Health & CES Dir / 20050453	E	27
Department submitted reclassification request in FY 14 budget in order to meet departmental needs. PBO has confirmed funding available.							

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