



## Travis County Commissioners Court Agenda Request

**Meeting Date:** 12/20/13

**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

### **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 – 7.**

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 20, 2013**

**ITEM # :**

**DATE:** December 13, 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 – 7.**

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	12/10/2013	N/A	N/A	1850 - Health and Human Sv and Vet Sv	30051778 / Interpreter Sign Language / 2 - Temporary / 05 - Hourly - Retmt / GRD25 / 00 / \$38.00
New Hire	New Hire	12/30/2013	N/A	N/A	3500 - Sheriff	30002135 / Cadet / 1 - Regular / 02 - Full Time Non-Exempt / GRD80 / 01 / \$38,919.50
Re-Hire	Re-Hire	12/09/2013	N/A	N/A	1450 - Facilities Management	30051876 / Custodian / 2 - Temporary / 06 - Hourly - No Bnf / GRD07 / 00 / \$11.00
Re-Hire	Re-Hire	12/16/2013	N/A	N/A	1700 - Transportation and Nat Rsrc	30004873 / Park Tech II / 2 - Temporary / 05 - Hourly - Retmt / GRD10 / 00 / \$12.00
Mobility	Career Ladder	12/01/2013	3300 - District Attorney	30001336 / Attorney IV / 1 - Regular / 01 - Full Time Exempt / GRD27 / 00 / \$80,295.23	3300 - District Attorney	30001336 / Attorney V / 1 - Regular / 01 - Full Time Exempt / GRD28 / 00 / \$84,309.99
Mobility	Career Ladder	12/01/2013	3300 - District Attorney	30050178 / Attorney II / 1 - Regular / 01 - Full Time Exempt / GRD23 / 00 / \$61,250.58	3300 - District Attorney	30050178 / Attorney III / 1 - Regular / 01 - Full Time Exempt / GRD25 / 00 / \$68,095.87
Mobility	Career Ladder	12/01/2013	3300 - District Attorney	30001364 / Attorney V / 1 - Regular / 01 - Full Time Exempt / GRD28 / 00 / \$85,927.16	3300 - District Attorney	30001364 / Attorney VI / 1 - Regular / 01 - Full Time Exempt / GRD29 / 00 / \$90,223.52

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 Position / Position Title / Employee Group / Employee Subgroup / Grade / Level / Salary/Rate Amt
Mobility	Career Ladder	12/01/2013	3300 - District Attorney	30001360 / Attorney IV / 1 - Regular / 01 - Full Time Exempt / GRD27 / 00 / \$80,295.23	30001360 / Attorney V / 1 - Regular / 01 - Full Time Exempt / GRD28 / 00 / \$84,309.99
Mobility	Career Ladder	12/01/2013	3300 - District Attorney	30001356 / Attorney II / 1 - Regular / 01 - Full Time Exempt / GRD23 / 00 / \$61,250.58	30001356 / Attorney III / 1 - Regular / 01 - Full Time Exempt / GRD25 / 00 / \$68,095.87
Mobility	Career Ladder	12/01/2013	3300 - District Attorney	30001322 / Attorney V / 1 - Regular / 01 - Full Time Exempt / GRD28 / 00 / \$86,618.30	30001322 / Attorney VI / 1 - Regular / 01 - Full Time Exempt / GRD29 / 00 / \$92,681.58
Mobility	Full-Time to Part-Time	12/15/2013	3050 - Tax Collector	30000191 / Tax Specialist I / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$31,146.01	30000235 / Tax Specialist I / 1 - Regular / 04 - Part Time Non-Exempt / GRD13 / 00 / \$15,573.01
Mobility	Promotion	12/02/2013	3050 - Tax Collector	30000156 / Tax Specialist II / 1 - Regular / 02 - Full Time Non-Exempt / GRD15 / 00 / \$35,646.76	30000154 / Tax Specialist III / 1 - Regular / 02 - Full Time Non-Exempt / GRD16 / 00 / \$37,024.00
Mobility	Promotion	12/02/2013	3050 - Tax Collector	30000154 / Tax Specialist III / 1 - Regular / 02 - Full Time Non-Exempt / GRD16 / 00 / \$38,134.72	30051628 / Tax Supv / 1 - Regular / 01 - Full Time Exempt / GRD20 / 00 / \$48,530.77
Mobility	Promotion	12/02/2013	3050 - Tax Collector	30000148 / Tax Specialist I / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$31,145.99	30000148 / Tax Specialist II / 1 - Regular / 02 - Full Time Non-Exempt / GRD15 / 00 / \$34,608.50

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	12/02/2013	3050 - Tax Collector	30000201 / Tax Specialist III / 1 - Regular / 02 - Full Time Non-Exempt / GRD16 / 00 / \$40,041.46	3050 - Tax Collector	30051632 / Tax Supv / 1 - Regular / 01 - Full Time Exempt / GRD20 / 00 / \$48,530.77
Mobility	Promotion	12/02/2013	3050 - Tax Collector	30000215 / Tax Specialist III / 1 - Regular / 02 - Full Time Non-Exempt / GRD16 / 00 / \$44,703.32	3050 - Tax Collector	30051630 / Tax Supv / 1 - Regular / 01 - Full Time Exempt / GRD20 / 00 / \$48,530.77
Mobility	Promotion	12/02/2013	3050 - Tax Collector	30000196 / Tax Specialist III / 1 - Regular / 02 - Full Time Non-Exempt / GRD16 / 00 / \$42,075.03	3050 - Tax Collector	30051631 / Tax Supv / 1 - Regular / 01 - Full Time Exempt / GRD20 / 00 / \$48,530.77
Mobility	Promotion	12/02/2013	3050 - Tax Collector	30000140 / Tax Specialist III / 1 - Regular / 02 - Full Time Non-Exempt / GRD16 / 00 / \$43,240.49	3050 - Tax Collector	30051629 / Tax Supv / 1 - Regular / 01 - Full Time Exempt / GRD20 / 00 / \$48,530.77
Mobility	Promotion	12/02/2013	3050 - Tax Collector	30000212 / Tax Specialist II / 1 - Regular / 02 - Full Time Non-Exempt / GRD15 / 00 / \$35,646.76	3050 - Tax Collector	30000212 / Tax Specialist III / 1 - Regular / 02 - Full Time Non-Exempt / GRD16 / 00 / \$38,147.20
Mobility	Promotion	12/02/2013	3050 - Tax Collector	30000144 / Tax Specialist I / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$31,145.99	3050 - Tax Collector	30000144 / Tax Specialist II / 1 - Regular / 02 - Full Time Non-Exempt / GRD15 / 00 / \$34,608.50
Mobility	Promotion	12/02/2013	3050 - Tax Collector	30000142 / Tax Specialist I / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$31,145.99	3050 - Tax Collector	30000142 / Tax Specialist II / 1 - Regular / 02 - Full Time Non-Exempt / GRD15 / 00 / \$34,608.50

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Mobility	Promotion	12/02/2013	3050 - Tax Collector	30000155 / Tax Specialist I / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$31,145.99 30001568 / Court Services Mgmt Adm Coord / 1 - Regular / 01 - Full Time Exempt / GRD18 / 00 / \$50,849.97	3050 - Tax Collector	30000155 / Tax Specialist II / 1 - Regular / 02 - Full Time Non-Exempt / GRD15 / 00 / \$34,608.50 30001580 / Planner Mgmt Research Specialist Sr / 1 - Regular / 01 - Full Time Exempt / GRD19 / 00 / \$53,392.47
Mobility	Promotion	12/16/2013	3325 - Criminal Courts	30004671 / Planner Sr / 1 - Regular / 01 - Full Time Exempt / GRD21 / 00 / \$68,950.79	1700 - Transportation and Nat Rsrc	30004671 / Planning Project Mgr / 1 - Regular / 01 - Full Time Exempt / GRD23 / 00 / \$75,845.86
Mobility	Reclassification	12/16/2013	1700 - Transportation and Nat Rsrc	30004829 / Park Supv I / 1 - Regular / 01 - Full Time Exempt / GRD16 / 00 / \$46,599.34	1700 - Transportation and Nat Rsrc	30004829 / Park Supv II / 1 - Regular / 01 - Full Time Exempt / GRD17 / 00 / \$48,928.95
Mobility	Reclassification	01/01/2014	1700 - Transportation and Nat Rsrc	30000240 / Planner Mgmt Research Specialist / 1 - Regular / 01 - Full Time Exempt / GRD17 / 00 / \$47,227.70	3050 - Tax Collector	30000240 / GIS Specialist / 1 - Regular / 02 - Full Time Non-Exempt / GRD17 / 00 / \$47,227.70
Mobility	Reclassification	10/01/2013	3050 - Tax Collector	30000116 / Admin Asst II / 1 - Regular / 02 - Full Time Non-Exempt / GRD15 / 00 / \$48,280.91	3050 - Tax Collector	30000116 / Executive Asst-Elected Official / 1 - Regular / 01 - Full Time Exempt / GRD19 / 00 / \$48,280.91

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Mobility	Reclassification	10/01/2013	3050 - Tax Collector	30000114 / Admin Asst II / 1 - Regular / 02 - Full Time Non-Exempt / GRD15 / 00 / \$43,754.02	3050 - Tax Collector	30000114 / Administrative Assoc / 1 - Regular / 02 - Full Time Non-Exempt / GRD16 / 00 / \$43,754.02
Mobility	Reclassification	12/02/2013	3050 - Tax Collector	30000258 / Accounting Clerk / 1 - Regular / 02 - Full Time Non-Exempt / GRD12 / 00 / \$35,931.26	3050 - Tax Collector	30000258 / Accountant Assoc / 1 - Regular / 02 - Full Time Non-Exempt / GRD14 / 00 / \$35,931.26
Mobility	Reclassification	12/02/2013	3050 - Tax Collector	30000257 / Accounting Clerk / 1 - Regular / 02 - Full Time Non-Exempt / GRD12 / 00 / \$37,857.06	3050 - Tax Collector	30000257 / Accountant Assoc / 1 - Regular / 02 - Full Time Non-Exempt / GRD14 / 00 / \$37,857.06
Mobility	Temporary to Regular	12/02/2013	3050 - Tax Collector	30005651 / Administrative Asst I / 2 - Temporary / 05 - Hourly - Reim / GRD13 / 00 / \$14.54	3050 - Tax Collector	30000156 / Tax Specialist II / 1 - Regular / 02 - Full Time Non-Exempt / GRD15 / 00 / \$34,608.50
Salary Change	Salary/Hourly Rate Change	12/16/2013	3600 - Pretrial Services	30003910 / Pretrial Officer I / 1 - Regular / 02 - Full Time Non-Exempt / GRD16 / 00 / \$39,291.62	3600 - Pretrial Services	GRD16 / 00 / \$41,256.20

6

<b>FY 14 BUDGET CLASSIFICATION CHANGE</b>							
<b>Personnel Area</b>	<b>Position #</b>	<b>Current</b>			<b>HRMD Recommends</b>		
		<b>Budgeted Title / Job Object ID</b>	<b>FLSA</b>	<b>Pay Grade</b>	<b>Budgeted Title / Job Object ID</b>	<b>FLSA</b>	<b>Pay Grade</b>
<b>Juvenile Probation</b>	30004300	Juvenile Case Work Mgr / 20000289	E	20	Social Services Program Administrator / 20000201	E	21
<b>Department submitted reclassification request in FY 14 budget in order to meet departmental needs. PBO has confirmed funding available.</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**