



Travis County Commissioners Court Agenda Request

Meeting Date: 12/30/13

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:

- A. Proposed routine personnel amendments; and
- B. Non-routine request from the Sheriff's Office for a variance to Travis County Code Chapter §10.03008, Promotion.

BACKGROUND/SUMMARY OF REQUEST AND ATTACHMENTS:

Consider and take appropriate action on the following items for Human Resources Management Department:

A. Routine Personnel Actions – Pages 2 – 14.

Succession Position Extension – Pages 6 - 7

County Clerk requests approval to extend Elections Division Director succession position to May 1, 2014. HRMD has reviewed appropriate documentation; PBO has confirmed funding.

B. Non-Routine Personnel Action – Pages 6, 15 - 17.

Sheriff's Office requests approval for a promotion with a salary change that is above midpoint and greater than a 5% increase. Travis County Code § 10.03008. HRMD has reviewed the supporting documentation and recommends approval. The Planning and Budget Office has confirmed sufficient funds.

If you have any questions or comments, please contact Todd L. Osburn at 854-2744.

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.

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



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 30, 2013

ITEM # :

DATE: December 20, 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.

A. Routine Personnel Actions – Pages 2 – 14.

Succession Position Extension – Pages 6 - 7

County Clerk requests approval to extend Elections Division Director succession position to May 1, 2014. HRMD has reviewed appropriate documentation; PBO has confirmed funding.

B. Non-Routine Personnel Action – Pages 6, 15 - 17.

Sheriff's Office requests approval for a promotion with a salary change that is above midpoint and greater than a 5% increase. Travis County Code § 10.03008. HRMD has reviewed the supporting documentation and recommends approval. The Planning and Budget Office has confirmed sufficient funds.

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	12/18/2013	N/A	N/A	1450 - Facilities Management	30051428 / Office Asst / 1 - Regular / 02 - Full Time Non-Exempt / GRD10 / 00 / \$29,120.00
New Hire	New Hire	01/06/2014	N/A	N/A	1750 - Criminal Justice Planning	30051676 / Attorney II / 1 - Regular / 01 - Full Time Exempt / GRD23 / 00 / \$59,466.58
New Hire	New Hire	12/16/2013	N/A	N/A	1800 - Rcd Mgmt and Comm Rsrc	30050326 / Office Asst / 2 - Temporary / 06 - Hourly - No Bnf / GRD10 / 00 / \$13.70
New Hire	New Hire	12/16/2013	N/A	N/A	3050 - Tax Collector	30000244 / Tax Specialist I / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$31,158.40
New Hire	New Hire	01/06/2014	N/A	N/A	3500 - Sheriff	30002175 / Cadet / 1 - Regular / 02 - Full Time Non-Exempt / GRD80 / 01 / \$38,919.50
Re-Hire	Re-Hire	12/29/2013	N/A	N/A	1700 - Transportation and Nat Rsrc	30004624 / School Crossing Guard / 8 - Retiree Temp / 05 - Hourly - Retmt / GRD11 / 00 / \$13.00
Re-Hire	Re-Hire	12/17/2013	N/A	N/A	1850 - Health and Human Sv	30051878 / Case Worker / 8 - Retiree Temp / 06 - No Bnf / GRD16 / 00 / \$22.25

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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
Re-Hire	Re-Hire	12/06/2013	N/A	N/A	30004316 / Juvenile Rsdnt Treatment / 2 - Temporary / 05 - Hourly - Retmt / GRD12 / 00 / \$13.59	3650 - Juvenile Probation	30004316 / Juvenile Rsdnt Treatment / 2 - Temporary / 05 - Hourly - Retmt / GRD12 / 00 / \$13.59
Mobility	Career Ladder	12/05/2013	3500 - Sheriff	30002873 / Corrections Officer / 1 - Regular / 02 - Full Time Non-Exempt / GRD81 / 01 / \$44,368.27	3500 - Sheriff	30002873 / Corrections Officer Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD83 / 01 / \$48,226.26	
Mobility	Career Ladder	12/03/2013	3500 - Sheriff	30002908 / Corrections Officer / 1 - Regular / 02 - Full Time Non-Exempt / GRD81 / 01 / \$44,368.27	3500 - Sheriff	30002908 / Corrections Officer Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD83 / 01 / \$48,226.26	
Mobility	Career Ladder	12/03/2013	3500 - Sheriff	30002525 / Cadet / 1 - Regular / 02 - Full Time Non- Exempt / GRD80 / 01 / \$38,919.50	3500 - Sheriff	30002525 / Corrections Officer / 1 - Regular / 02 - Full Time Non-Exempt / GRD81 / 01 / \$44,368.27	
Mobility	Career Ladder	12/16/2013	3650 - Juvenile Probation	30004255 / Juvenile Detention Officer II / 1 - Regular / 02 - Full Time Non- Exempt / GRD14 / 00 / \$33,315.82	3650 - Juvenile Probation	30004255 / Juvenile Detention Officer III / 1 - Regular / 02 - Full Time Non- Exempt / GRD15 / 00 / \$34,981.61	
Mobility	Career Ladder	12/16/2013	3650 - Juvenile Probation	30004366 / Juvenile Rsdnt Treatment Officer I / 1 - Regular / 02 - Full Time Non- Exempt / GRD13 / 00 / \$33,014.38	3650 - Juvenile Probation	30004366 / Juvenile Rsdnt Treatment Officer II / 1 - Regular / 02 - Full Time Non- Exempt / GRD14 / 00 / \$33,655.44	
Mobility	Interdpt Change	12/16/2013	3650 - Juvenile Probation	30004432 / Office Asst / 2 - Temporary / 05 - Hourly - Retmt / GRD10 / 00 / \$12.22	1450 - Facilities Management	30051681 / Building Security Guard Supv / 1 - Regular / 02 - Full Time Non-Exempt / GRD11 / 00 / \$32,361.00	

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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	Interdpt Change	01/02/2014	1400 - Information Technology Service	30000355 / Information Technology Dir / 1 - Regular / 01 - Full Time Exempt / GRD33 / 00 / \$135,548.36	3100 - County Attorney	30051701 / Application Dev Mgr / 1 - Regular / 01 - Full Time Exempt / GRD31 / 00 / \$132,888.70
Mobility	Lateral Transfer	12/13/2013	1000 - County Judge	30051381 / ACC Intern / 2 - Temporary / 06 - Hourly - No Bnf / NCF01 / 00 / \$12.00	1000 - County Judge	30051151 / Office Asst / 2 - Temporary / 06 - Hourly - No Bnf / GRD10 / 00 / \$12.00
Mobility	Promotion	12/16/2013	1650 - Emergency Services	30004591 / Fire Marshal Deputy Asst II / 1 - Regular / 02 - Full Time Non-Exempt / GRD20 / 00 / \$57,161.37	1650 - Emergency Services	30004591 / Fire Marshal Deputy Asst III / 1 - Regular / 02 - Full Time Non-Exempt / GRD22 / 00 / \$58,876.21
Mobility	Promotion	12/04/2013	3300 - District Attorney	30001283 / Court Clerk I / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$31,145.99	3300 - District Attorney	30001281 / Court Clerk II / 1 - Regular / 02 - Full Time Non-Exempt / GRD15 / 00 / \$34,608.50
Mobility	Promotion	12/16/2013	3465 - Constable Pct 4	30001830 / Court Clerk I / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$31,145.99	3465 - Constable Pct 4	30051651 / Administrative Assoc / 1 - Regular / 02 - Full Time Non-Exempt / GRD16 / 00 / \$37,024.00
Mobility	Promotion	12/08/2013	3500 - Sheriff	30005899 / Security Coord / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$31,145.99	3500 - Sheriff	30002819 / Cadet / 1 - Regular / 02 - Full Time Non-Exempt / GRD80 / 01 / \$38,919.50
Mobility	Promotion	12/08/2013	3500 - Sheriff	30002236 / Security Coord / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$36,996.47	3500 - Sheriff	30002784 / Cadet / 1 - Regular / 02 - Full Time Non-Exempt / GRD80 / 01 / \$38,919.50

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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	Reclassification	12/11/2013	3050 - Tax Collector	30000255 / Accounting Clerk / 1 - Regular / 02 - Full Time Non-Exempt / GRD12 / 00 / \$37,542.03	3050 - Tax Collector	30000255 / Accountant Assoc / 1 - Regular / 02 - Full Time Non-Exempt / GRD14 / 00 / \$37,542.03
Mobility	Reclassification	11/01/2013	3500 - Sheriff	30003012 / Office Specialist Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$31,145.99	3500 - Sheriff	30003012 / Corrections Specialist / 1 - Regular / 02 - Full Time Non-Exempt / GRD14 / 00 / \$33,326.21
Mobility	Temporary to Regular	01/06/2014	1700 - Transportation and Nat Rsrc	30004877 / Park Tech I / 2 - Temporary / 05 - Hourly - Retmt / GRD08 / 00 / \$11.00	1700 - Transportation and Nat Rsrc	30004916 / Park Maintenance Worker / 1 - Regular / 02 - Full Time Non-Exempt / GRD09 / 00 / \$25,126.40
Salary Change	Salary/Hourly Rate Change	12/09/2013	3150 - County Clerk	30000992 / Court Clerk Asst / 1 - Regular / 02 - Full Time Non-Exempt / GRD11 / 00 / \$26,540.80	3150 - County Clerk	GRD11 / 00 / \$27,996.80

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SUCCESSION POSITION EXTENSION		
Personnel Area	Position	Position Title
County Clerk	30050005	Elections Div Dir Succession
Department requests to extend the position from 1/1/14 to 5/1/14 in order to meet departmental needs. PBO has confirmed funding available. See page 7.		

NEW JOB CLASSIFICATION		
Job Title / Job Object ID	FLSA	Pay Grade
Park Forester / 200XXXXX	E	22
See attached memo and job description, pages 8 - 11.		

REVISED JOB DESCRIPTION		
Job Title / Job Object ID	FLSA	Pay Grade
Hydrogeologist / 20050001	E	22
See attached memo and revised job description, pages 8, 12 - 14.		

NON-ROUTINE PERSONNEL ACTION -- Reclassification				
Personnel Area (From)	CURRENT Position / Position Title / Employee Group / Employee Subgroup / Grade / Level / Salary / Rate Amt	Personnel Area (To)	NEW Position / Position Title / Employee Group / Employee Subgroup / Grade / Level / Salary / Rate Amt	Comments
3500 - Sheriff	30002949 / Marketable Skills Program Supv / 1 - Regular / 01 - Full Time Exempt / GRD19 / 00 / \$67,523.73	3500 - Sheriff	30002949 / Marketable Skills Program Mgr / 1 - Regular / 01 - Full Time Exempt / GRD21 / 00 / \$76,421.00	Promotion. Pay is above midpoint and greater than a 5% increase in salary. Travis County Code § 10.03008.

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

December 30, 2013

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Travis County Clerk Dana DeBeauvoir

(512) 854-9188
P.O. Box 149325, Austin, TX 78714-9325
www.traviscountyclerk.org

2013 DEC 13 AM 8:12

PERSONNEL

December 12, 2013

TO: Alan Miller, Planning and Budget Analyst
Cynthia Lam-Roldan, HRMD

FROM: Dana DeBeauvoir

RE: Continuation of ; Succession Position 30050005

We are requesting that the Elections Division succession position held by be extended from January 1, 2014 to May 1, 2014. is continuing work coordinating the writing of an RFP for a new election system and working on the development of a new election results web site.

Please let us know if you need additional information.

Thank you.

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Human Resources Management

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

MEMORANDUM

DATE: December 20, 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 and Revised Job Classification

HRMD recommends creation of one new classification description as outlined below:

Park Forester

Manages park forestry activities and operations within Travis County Parks lands; collaborates assigned activities with other Transportation and Natural Resources divisions, outside agencies and the general public; and provides technical assistance to senior management. Responsible for developing, implementing, and managing forestry management plans, including fire management, for all lands under the control of Travis County Parks. Duties will include developing and managing Interlocal Agreements with public agencies within Travis County that are responsible for managing parks and open spaces including identifying and mitigating forest fire risks, invasive species, and risks to the safety of the general public in Travis County.

Creation of this job title was necessary to accommodate the growth of the urban forestry responsibilities within Travis County. Consistent with market data, the job is recommended to be put in Pay Grade 22 on the Classified Pay Scale. This position was approved in the FY 2014 budget.

HRMD recommends revising the job description of one classification description as outlined below:

Hydrogeologist

Based on input from TNR, HRMD recommends adding ARCSA Accredited Professional Certification to the Hydrogeologist classification description. The proposed change would not effect the job's pay grade.

Should you have questions, contact Debbie Maynor at ext. 4-9170 or Todd Osburn at ext. 4-2744.

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TRAVIS COUNTY JOB DESCRIPTION

JOB TITLE: Park Forester

JOB CODE: xxxxxxxx
PAY GRADE: 22

FLSA STATUS: Exempt
LAST REVISED: 12/30/2013

JOB SUMMARY: Manage park forestry activities and operations within Travis County Parks lands; Collaborate assigned activities with other Transportation and Natural Resources divisions, outside agencies and the general public; and provides technical assistance to senior management . Responsible for developing, implementing, and managing forestry management plans, including fire management, for all lands under the control of Travis County Parks. Duties will include developing and managing Interlocal Agreements with public agencies within Travis County that are responsible for managing parks and open spaces including identifying and mitigating forest fire risks, invasive species, and risks to the safety of the general public in Travis County.

DISTINGUISHING CHARACTERISTICS:

This classification is responsible for managing forestry activities and operations on parks and open space lands and supervising temporary or permanent staff supporting the forestry program. This classification may require a flexible work schedule in order to meet the needs of the department. May be required to wear a uniform in certain public settings.

DUTIES AND RESPONSIBILITIES:

- Establishes the organizational structure and oversees the operational activities of the forestry program for the Travis County Parks including, but not limited to the following: forest health, invasive species, public safety, and wildfire risk assessments, mitigation and prevention, budget/policy development administration and reporting; internal and external program collaboration; and, public education and outreach programming.
- Provides information to citizens concerning urban forestry in both oral and written formats. Represents Travis County Parks at meetings, public events and with the media. Educates and conducts presentations to the public.
- Networks Travis County park forestry activities with other departments, outside agencies and organizations having similar responsibilities.
- Participates in the development and administration of approved program budget. Forecasts funds needed for staffing, equipment, materials and supplies. Monitors and approves expenditures. Recommends adjustments as necessary. Prepares policies and guidelines relating to arboricultural and urban forestry practices. Researches information and observes and develops best practices and operating procedures. Evaluates programs for effectiveness, quality assurance and accomplishment of goals.
- Assesses wildfire risks, plans, and implements mechanical or prescribed fire mitigation and control methods on Travis County parks and open space lands in collaboration with appropriate local jurisdictions and emergency service providers.
- Prepares and disseminates information about forestry management on park and open space lands to elected officials, County officials, other governmental officials, and the general public.
- Position may supervise support staff to include recruiting, hiring, counseling, disciplining, recommending termination, evaluation of staff performance, work scheduling, assigning work hours, orienting, training, ensuring compliance with Americans with Disabilities Act (ADA).
- Prepares short and medium range project plans. Provides input into the development of the Parks Master Plan for individual parks and the park system.
- Establishes and manages a training program that is consistent with National Wildfire Coordinating Group (NWCG), as a prescribed Fire Burn Boss or higher requirements in order to assure park staff are qualified to serve in fire operations on Travis County parks and open space lands.
- Compiles and calculates data and information for reports and cost estimates. Performs inventory and condition assessments of Travis County forests and provides recommendations for removing, treating, protecting, replacing, and planting appropriate vegetation.
- Performs other job-related duties as assigned.

TRAVIS COUNTY JOB DESCRIPTION

JOB TITLE: Park Forester

JOB CODE: xxxxxxxx
PAY GRADE: 22

FLSA STATUS: Exempt
LAST REVISED: 12/30/2013

MINIMUM REQUIREMENTS:

Education and Experience:

Bachelor's degree from an accredited college or university with major coursework in Forestry and/or a directly related field AND five (5) years of increasingly responsible experience supervising and coordinating park forestry activities and operations or equivalent.

Preferred: Master's degree from an accredited college or university with major coursework in forest management, arboriculture, or a related field of study.

Licenses, Registrations, Certifications, or Special Requirements:

Certified Arborist with International Society of Arboriculture (ISA); Texas Department of Agriculture (TDA) Non-Commercial Pesticide Applicator License; National Wildfire Coordinating Group (NWCG) 130/190 Certification; Valid Texas Class C Driver's License.

Preferred:

Certified Forester by the Society of American Foresters;
Certified through the National Wildfire Coordinating Group (NWCG), as a prescribed Fire Burn Boss 2 or higher;
Certified Prescribed Burn Manager through the Texas Prescribed Burning Board or within one (1) year after being hired; Texas Class B Driver's License with Tanker Certification.

Knowledge, Skills, and Abilities:

Knowledge of:

- Extensive knowledge in the management of an urban forest and land management principals, practices and concepts sufficient to perform all duties associated with managing resource programs within a park and urban setting.
- Supervisory principals, practices and techniques.
- Arboricultural principles and practices, especially as applied to the planting, care and maintenance of indigenous trees, shrubs, and herbaceous vegetation of central Texas.
- Federal, State, Local and County applicable laws, rules, regulations and guidelines.
- Working knowledge of fire management practices and procedures in accordance with Federal, State and Local guidelines.
- Familiar with safe use and maintenance of common forestry / landscape management tools and equipment.
- Strong leadership, organizational, and interpersonal communication skills.
- Knowledge of emergency procedures, including emergency medical/first aid, evacuation, and other associated procedures.
- Occupational hazards and safety precautions necessary in forestry and/or arboriculture.
- Proficient with computer applications to include: word processing, spreadsheets, databases and a variety of software packages, including software applications used in urban forest inventory and management.
- Business letter writing, grammar and punctuation, and report preparation.

Skill in:

- Project supervision and training of staff, volunteers and contractors.
- Tree inspection and treatment for diseases, parasites, etc.
- Reviewing construction plans, specifications and contracts for compliance with codes and county policy related to trees.
- Application and design of research techniques and the methods of compiling, organizing and reporting data.
- Computer and related software.
- Both verbal and written communication, including conveying and following instructions and providing information to the public.
- Handling multiple tasks and prioritizing.

TRAVIS COUNTY JOB DESCRIPTION

JOB TITLE: Park Forester

JOB CODE: xxxxxxxx
PAY GRADE: 22

FLSA STATUS: Exempt
LAST REVISED: 12//30/2013

Ability to:

- Safely operate a wide range of vehicles and heavy equipment.
- Read and interpret documents, such as safety rules, operating and maintenance instructions, and procedure manuals.
- Plan and implement prescribed fires on parks and open space lands.
- Analyze emergency situations quickly and accurately and respond with an appropriate course of action.
- Plan, schedule and oversee functions.
- Manage time well and meet timelines.
- Prepare and present written reports.
- Research and provide information, guidance and technical support as needed or requested.
- Establish and maintain effective working relationships with contractors, County employees, officials, representatives of outside agencies, and the general public.

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. Subject to standing, sitting, walking, climbing stairs, carrying, bending, stooping, crouching, crawling, kneeling, pushing, pulling, reaching, lifting, twisting, balancing, repetitive motion, driving, client/customer contact, viewing monitors and squatting to perform the essential functions. Subject to extreme temperatures, outside elements, dangerous machinery, noise, fumes, vibration, infectious disease, hazardous chemicals, potential physical harm, contact with dust and insects.

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: Hydrogeologist

JOB CODE: 20050001
PAY GRADE: 22

FLSA STATUS: Exempt
LAST REVISED: 12/30/13

JOB SUMMARY:

Reviews hydrogeological and environmental data related to the demonstration of groundwater availability for development projects. Supervises and monitors the collection, analysis and interpretation of field test data for the purposes of groundwater characterization, impact analysis and management. Develops and uses hydrogeologic models for application. Reviews medium scale to highly complex water quality protection structural controls, drainage infrastructure and public works proposals in support of initiatives.

DISTINGUISHING CHARACTERISTICS:

This job is in the Engineering and Architectural job family. This classification is distinguished by the specialization in hydrogeological work. This classification may require a flexible work schedule in order to meet the needs of the department.

DUTIES AND RESPONSIBILITIES:

- Oversees inspections and the evaluation of data for compliance with laws, regulations and specifications. Oversees and monitors studies on quantities, distribution, disposition, and development of underground and surface water. Develops or uses hydrogeologic models for application.
- Prepares and presents technical evaluations, plans and reports on programs and complex issues. Prepares engineering research and administrative materials associated with groundwater availability, and develops correspondence, records, memorandums and reports, technical criteria, regulations, and guidance documents, attends meetings and training sessions, responds to inquiries and concerns from private and public entities, County officials, and County departments.
- Provides technical review of plans, specifications, and estimates for various infrastructure with an emphasis on ensuring the adequacy of structural best management practices (BMPs) to reduce erosion and sedimentation associated with construction activities. The scope of technical reviews includes development proposals by permit applicants for plats and County development permits, CIP facility, CIP and maintenance roadway projects, and County facility construction projects.
- Analyzes and interprets environmental data to determine existing conditions, long-term trends, compliance with quality assurance requirements and permitting standards, and environmental impact. Provides technical review and oversight over proposed plans and specifications for permanent BMPs that treat and store urban stormwater from roads, drainage, subdivision, and commercial development, to ensure projects sufficiently provide water quality protection in compliance with federal, state, and local (including Travis County Code, Highland Lakes Watershed Ordinance, and municipal) requirements.
- Provides technical review and evaluation of groundwater availability information during the subdivision and permitting review and approval process. Evaluates technical data, analyzes findings, and develops recommendations for programs and projects. Responsible for management of groundwater and geo-scientific data, including organizing data sets into databases, ensuring proper storage and retrieval of data, development of reports, and making data readily accessible to internal and external parties.
- Evaluates and analyzes water samples as part of field investigations and/or to validate data from automatic monitors.
- Researches and evaluates public water supply issues including flood and drought risks, water quality, wastewater, and impacts on wetland habitats. Interprets and researches laws and policies and delivers responses to the public and governmental agencies.
- Oversees project work and provides technical guidance, training, and consultation to staff.
- Performs other job-related duties as assigned.

TRAVIS COUNTY JOB DESCRIPTION

JOB TITLE: Hydrogeologist

JOB CODE: 20050001
PAY GRADE: 22

FLSA STATUS: Exempt
LAST REVISED: 12/30/13

MINIMUM REQUIREMENTS:

Education and Experience:

Bachelor's degree in Hydrogeology, Geology, Hydrology, Environmental Science or closely related field AND three to five (3-5) years directly related, increasingly responsible professional hydrogeological experience, including one (1) year of lead or supervisory 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.

Licenses, Registrations, Certifications, or Special Requirements:

Licensed to practice as a Professional Geoscientist in the State of Texas. If licensed in another state, must acquire license reciprocity in the State of Texas within six (6) months of date of hire.

Valid Texas Driver's License.

Prefer ARCSA Accredited Professional.

Knowledge, Skills, and Abilities:

Knowledge of:

- Principles, procedures, practices, programs, systems, methods and techniques of hydrogeology.
- Federal, State, Local and County applicable laws, rules, regulations, permits, licenses, practices, standards, policies and procedures.
- Advanced mathematical and statistical methods as used in hydrogeology and planning.
- Practical application of hydrology, water quality and water management techniques.
- Project management methodologies, practices and techniques.
- Supervisory principles, practices and techniques.
- Recent developments and current research regarding hydrogeology.
- Methods, practices, and techniques of inspections, compliance and enforcement.
- Computer equipment to include word processing, presentations, spreadsheets, databases, maps, records, graphics, project scheduling and management, and other related hydrogeological data applications.
- Business letter writing, grammar and punctuation, and report preparation.

Skill in:

- Scientific data management, collection and assessment of hydrogeological data and report generation.
- Applying modeling and statistical procedures in the development of conceptual and numerical groundwater and other models.
- Applying principles and practices as used in hydrogeology.
- Use of computers and related software and other standard tools of the profession.
- Drill supervision and well installation, preparation of lithological logs, aquifer testing, environmental sampling,
- Problem-solving and technical decision-making for developing effective solutions.
- Both verbal and written communication, including presentations and communicating technical issues in non-technical language.

Ability to:

- Plan, prioritize, coordinate, and oversee projects.
- Conduct inspections.
- Apply hydrogeological concepts.
- Plan, assign, and/or supervise the work of others.
- Exercise sound judgment and make decisions.
- Manage time well, perform multiple tasks and organize diverse activities.
- Perform technical research, calculations, and computations, and prepare plans and reports.
- Establish and maintain effective working relationships with County employees and officials, developers, engineers,

TRAVIS COUNTY JOB DESCRIPTION

JOB TITLE: Hydrogeologist

JOB CODE: 20050001
PAY GRADE: 22

FLSA STATUS: Exempt
LAST REVISED: 12/30/13

contractors, representatives of outside agencies, and the general public.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

Physical requirements include the ability to lift/carry up to 10-60 pounds occasionally, visual acuity, mental effort, speech and hearing, hand and eye coordination and manual dexterity necessary to operate a computer, and viewing screens for long periods. Subject to standing, sitting, walking, climbing stairs, bending, stooping, squatting, crouching, kneeling, pushing, pulling, reaching, twisting, balancing, driving, repetitive motion, and client/customer contact to perform the essential functions. Subject to contact with noise, vibration, fumes, foul odor, dirt, dust, mist, gases, and poor ventilation. Requires use of protective devices such as masks, goggles, and gloves. Requires fieldwork, and exposure to traffic, public work development sites, construction site hazards, climbing and walking and traveling over rough, uneven, mud, rocky, high grass terrain, water hazards and other groundwater conditions, and indoors/outdoors in all types of weather (excessive heat and cold).

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.



Human Resources Management Department

700 Lavaca Street, 4th Floor • P.O. Box 1748 • Austin, Texas 78767 • (512) 854-9165 / FAX(512) 854-4203

MEMORANDUM

DATE: December 20, 2013

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

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

FROM: Debbie Maynor, Director of HRMD *DM*

SUBJECT: TCSO - Non-Routine Salary Action, Position 30002949

HRMD requests Commissioners Court to discuss and consider the following action.

TCSO's Request:

TCSO requests approval to increase the pay of one Marketable Skills Program Supervisor (PG 19) by \$8,897.27 upon promotion to Marketable Skills Program Manager (PG 21). The resulting pay differential is approximately 13.18 percent. The pay action would apply to the following position:

<u>From</u>	<u>To</u>
Position 30002949	Position 30002949
Marketable Skills Program Supervisor	Marketable Skills Program Manager
PG 19	PG 21
\$67,523.73	\$76,421.00

Policy:

Travis County Code §10.03008(b)(3) states that Elected Officials do have flexibility in determining the amount of pay in the event of a promotion but that if the increase is greater than 5% and above midpoint the action is non-routine.

Issues:

The increase associated with this increase is greater than 5% and the resultant salary is greater than 10% above midpoint. By policy the action is non-routine.

Recommendation:

HRMD recommends approval of this salary action. The salary is appropriate considering the incumbent's experience and the degree to which the position has taken on extra duties and the overall growth in responsibilities for this position. Sufficient funding is available. The salary change will be effective December 15, 2013.



Greg Hamilton, Travis County Sheriff

MEMORANDUM

Date: December 19, 2013

TO: Todd Osburn

FROM: Greg Hamilton, Sheriff

SUBJECT: Salary Adjustment – # 30002949, Marketable Skills Program Manager

I have authorized a salary adjustment of 13.18% @ \$76,421.00, effective December 15, 2013 for position # 30002949, Marketable Skill Program Manager. This salary adjustment is based upon the expanded role of this position.

Over the years the program and the role of the supervisor have expanded; however during county market studies it has been difficult to compare this position to other positions within the county and the community due to the uniqueness of the position. Currently the Manager supervises 4 Carpenters, 1 Painter, 5 Corrections Officers and 2 Security Coordinators as well as providing over site of the SWAP program which had over 1,500 program completions for FY2013 saving jail bed days. This position also oversees millions of dollars in maintenance projects within the Sheriff's Office Corrections Bureau's budget. Due to the level of the responsibilities of the position and the fact that this position had not received any significant pay grade changes since it was developed the Sheriff requested that the position be reevaluated. The Sheriff's Office believed that the responsibilities equated to at least that of a Corrections Sergeant and in working with HRMD came to an agreement that a range 21 would be appropriate.

Since FY 1998 the number of work orders processed by the Marketable Skills Section have gone from 360 to over 2,000, the number of hours spent on work orders have increased from 6,200 to more than 60,000, and the cost of projects undertaken have risen from \$140,000 to more than \$1 million.

If there are any questions, please do not hesitate to contact my office.

