



# Travis County Commissioners Court Agenda Request

**Meeting Date:** 2/4/14

**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

A handwritten signature in black ink, appearing to be "Sam", located to the right of the sponsor information.

## **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 POPS Salary Adjustment request from Constable Precinct 4's Office for a variance to Travis County Code § 10.0295, Peace Officer Pay Scale (POPS).

## **BACKGROUND/SUMMARY OF REQUEST AND ATTACHMENTS:**

Attached are Personnel Amendments for Commissioners Court approval.

**A. Routine Personnel Actions – Pages 2 – 3.**

**B. Non-Routine Personnel Action – Pages 4 - 8.**

Constable Precinct 4 requests an exception to Peace Officer Pay Scale (POPS) – Travis County Code § 10.0295 to place Position 30001820 from step 5 to step 6, Constable Deputy Chief, PG 66. HRMD has reviewed supporting documentation and does not recommend approval; PBO has confirmed sufficient funds.

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.

**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.

**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

**February 4, 2014**

**ITEM # :**

**DATE:** January 27, 2014

**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.

**A. Routine Personnel Actions – Pages 2 – 3.**

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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	01/27/2014	N/A	N/A	3500 - Sheriff	30003218 / Law Enforcement Specialis / 1 - Regular / 02 - Full Time Non-Exempt / GRD14 / 00 / \$39,623.17	
New Hire	New Hire	02/03/2014	N/A	N/A	3500 - Sheriff	30002178 / Cadet / 1 - Regular / 02 - Full Time Non-Exempt / GRD80 / 01 / \$38,919.50	
New Hire	New Hire	02/03/2014	N/A	N/A	3500 - Sheriff	30002308 / Cadet / 1 - Regular / 02 - Full Time Non-Exempt / GRD80 / 01 / \$38,919.50	
New Hire	New Hire	02/18/2014	N/A	N/A	3500 - Sheriff	30002957 / Cadet / 1 - Regular / 02 - Full Time Non-Exempt / GRD80 / 01 / \$38,919.50	
Re-Hire	Re-Hire	01/21/2014	N/A	N/A	1100 - County Commissioner 2	30052001 / ACC Intern / 2 - Temporary / 06 - Hourly - No Bnf / NCF01 / 00 / \$12.00	
Mobility	Career Ladder	01/16/2014	1250 - Planning and Budget	30005577 / Budget Analyst I / 1 - Regular / 01 - Full Time Exempt / GRD17 / 00 / \$42,397.66	1250 - Planning and Budget	30005577 / Budget Analyst II / 1 - Regular / 01 - Full Time Exempt / GRD19 / 00 / \$48,333.33	
Mobility	Career Ladder	01/16/2014	3650 - Juvenile Probation	30004248 / Juvenile Detention Officer I / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$32,185.96	3650 - Juvenile Probation	30004248 / Juvenile Detention Officer II / 1 - Regular / 02 - Full Time Non-Exempt / GRD14 / 00 / \$33,795.26	

WEEKLY PERSONNEL AMENDMENTS - ROUTINE

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Mobility	Career Ladder	01/16/2014	3650 - Juvenile Probation	30004034 / Juvenile Probation Officer I / 1 - Regular / 02 - Full Time Non-Exempt / GRD15 / 00 / \$37,791.94	3650 - Juvenile Probation	30004034 / Juvenile Probation Officer II / 1 - Regular / 02 - Full Time Non-Exempt / GRD16 / 00 / \$39,681.53	
Mobility	Career Ladder	01/16/2014	3650 - Juvenile Probation	30004363 / Juvenile Detention Officer II / 1 - Regular / 02 - Full Time Non-Exempt / GRD14 / 00 / \$33,845.42	3650 - Juvenile Probation	30004363 / Juvenile Detention Officer III / 1 - Regular / 02 - Full Time Non-Exempt / GRD15 / 00 / \$35,537.70	
Mobility	Career Ladder	01/16/2014	3650 - Juvenile Probation	30004387 / Juvenile Rsdnt Treatment Officer II / 1 - Regular / 02 - Full Time Non-Exempt / GRD14 / 00 / \$35,668.82	3650 - Juvenile Probation	30004387 / Juvenile Rsdnt Treatment Officer III / 1 - Regular / 02 - Full Time Non-Exempt / GRD15 / 00 / \$37,452.27	
Mobility	Career Ladder	01/16/2014	3650 - Juvenile Probation	30004320 / Juvenile Rsdnt Treatment Officer II / 1 - Regular / 02 - Full Time Non-Exempt / GRD14 / 00 / \$33,315.82	3650 - Juvenile Probation	30004320 / Juvenile Rsdnt Treatment Officer III / 1 - Regular / 02 - Full Time Non-Exempt / GRD15 / 00 / \$34,981.61	
Mobility	Part-Time Hours Increase (from 24 hrs to 32 hrs)	01/19/2014	1850 - Health and Human Sv and Vet Sv	30005400 / Planner Sr / 1 - Regular / 03 - Part Time Exempt / GRD21 / 00 / \$37,232.00	1850 - Health and Human Sv and Vet Sv	30005400 / Planner Sr / 1 - Regular / 03 - Part Time Exempt / GRD21 / 00 / \$49,642.67	
Mobility	Promotion	01/19/2014	3500 - Sheriff	30002167 / Corrections Officer Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD83 / 01 / \$48,226.26	3500 - Sheriff	30002752 / Corrections Sergeant / 1 - Regular / 02 - Full Time Non-Exempt / GRD88 / 01 / \$72,920.02	
Mobility	Promotion	01/16/2014	3500 - Sheriff	30002532 / Corrections Sergeant / 1 - Regular / 02 - Full Time Non-Exempt / GRD88 / 18 / \$94,793.71	3500 - Sheriff	30002441 / Corrections Lieutenant / 1 - Regular / 01 - Full Time Exempt / GRD89 / 18 / \$111,438.70	

<b>NON-ROUTINE PERSONNEL ACTION – POPS Step Change</b>				
<b>Personnel Area (From)</b>	<b>CURRENT Position / Position Title / Employee Group / Employee Subgroup / Grade / Level / Salary / Rate Amt</b>	<b>Personnel Area (To)</b>	<b>NEW Position / Position Title / Employee Group / Employee Subgroup / Grade / Level / Salary / Rate Amt</b>	<b>Comments</b>
3465 - Constable Pct 4	30001820 / Constable Deputy Chief / 1 - Regular / 01 - Full Time Exempt / GRD66 / 05 / \$83,445.65	3465 - Constable Pct 4	GRD66 / 06 / \$85,148.54	HRMD does not recommend salary action.

**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**



# Human Resources Management Department

1010 Lavaca Street, 2<sup>nd</sup> Floor • P.O. Box 1748 • Austin, Texas 78767 • (512) 854-9165 / FAX(512) 854-4203

## MEMORANDUM

DATE: January 17, 2014

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 Office

FROM: Debbie Maynor, Director of Human Resources *DM*

SUBJECT: Constable, Precinct 4 - Non-Routine Salary Adjustment, Pos.30001820

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

### Constable, Precinct 4's Office Request:

Constable Precinct 4's Office requests approval to increase the current salary of one Chief Deputy Constable. The proposed salary adjustment would bring the employee from step 5 to step 6 and result in an increase of \$1,702.89. The salary adjustment would apply to the following position:

<u>Position #</u>	<u>From</u>	<u>To</u>
30001820	\$83,445.65	\$85,148.54

### Policy

Travis County Code §10.0295 does not specifically address whether employees on the Peace Officer Pay Scale (POPS) are eligible for salary adjustments other than the customary step increases that occur when funded by Commissioners Court.

## **Issues**

Although not addressed specifically by policy, the long-standing practice has been that employees covered by POPS are not eligible for salary adjustments. Traditionally, POPS employees progress on a regular step-by-step basis across the pay scale when Commissioners Court approves funding for these increases. For FY 2014, Commissioners Court did not fund step increases for POPS employees.

In this case, the Constable from Precinct 4 has requested that the Chief Deputy receive a one-step increase due to the fact that the employee is on the same step as when appointed (step 5) despite having been appointed in 2011. Additionally, the Constable sites the fact that the employee regularly works 12 hour shifts without additional compensation. The Planning and Budget Office (PBO) has confirmed available funding for the adjustment.

## **Recommendation**

HRMD recommends against this salary adjustment.

## **Rationale**

HRMD opposes the salary actions for the following reasons:

- All employees on the POPS Scale have been frozen on their current steps since 2011. The situation for this employee is not unique.
- Although the employee has been frozen on step 5 since being appointed as Chief Deputy, the employee did receive a 9.8% increase as part of the POPS Scale adjustment that was implemented for FY 2013.
- The employee is Exempt under the Fair Labor Standards Act (FLSA). Many Exempt Travis County employees work over 40 hours per week without additional compensation. It is not standard practice to increase annual salaries for Exempt employees simply because they regularly work more than 40 hours per week.

HRMD's recommendation is based on the above reasons and is not related to the incumbent's performance or any other individual factors.



# Memorandum

**To:** Members of the Commissioner's Court  
**From:** Maria Canchola, Constable – Precinct Four *MJC*  
**Date:** January 16, 2014  
**Re:** Non Routine Personnel Action – STEP Increase

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I have elected to internally fund a STEP increase for position #30001820. This individual has been in his current position for over three years and is still at the same STEP as when he was hired in 2011. This is a salaried position, and we expect the employee to attend after hours meetings and stay late when workload demands without additional compensation.

However, I believe that an increase in compensation is merited because of an extended regular work week. I ask this employee to be on duty whenever we have deputies in the field. One workday each week we have extended operating hours from 8am-8pm. While we stagger the start and end times for the deputies, this individual works the full 12 hour shift every week. The annualized value of these additional scheduled hours is \$8,024.

The manager has dutifully worked these extended hours without question or complaint. Although the value of the extra hours worked, far exceeds the proposed \$1,702.89 STEP increase, it will serve as recognition of dedicated service to the citizens of the county and partially compensate for the extra work hours required each week. This change in salary can be incorporated within our approved general fund budget due to salary savings resulting from recent retirements.

2014 JAN 16 PM 4: 33  
PERSONNEL



MARIA CANCHOLA  
TRAVIS COUNTY CONSTABLE, PRECINCT FOUR  
DON BOWNE ≈ CHIEF DEPUTY

January 27, 2014

Todd,

Constable Canchola has elected to internally fund a STEP increase for position #30001820. This individual has been in their current position for over three years.

With much respect, this individual brought to my attention they have applied elsewhere within Travis County.

In hope of retaining this individual, she would like to compensate with an increase of \$1,702.89, which results in a STEP increase. This salary increase will be funded internally due to salary savings resulting from recent retirements.

Thank you,

Bertha De La Cruz  
Office Manager Sr.

