Travis County Commissioners Court Agenda Request

Meeting Date: 3/11/14
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:

Proposed routine personnel amendments.

BACKGROUND/SUMMARY OF REQUEST AND ATTACHMENTS:
Attached are Personnel Amendments for Commissioners Court approval.

Routine Personnel Actions – Pages 2 – 6.

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.

Human Resources Management Department

700 Lavaca Street, 4th Floor • P.O. Box 1748 • Austin, Texas 78767 • (512) 854-9165 / FAX (512) 854-9757

March 11, 2014

ITEM # :

DATE: February 28, 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.

Routine Personnel Actions – Pages 2 – 6.

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	02/24/2014	N/A	N/A	1350 - Human Resources Management	30005579 / ACC Intern / 2 - Temporary / 06 - Hourly - No Bnf / NCF01 / 00 / $12.00
New Hire	New Hire	02/18/2014	N/A	N/A	3100 - County Attorney	30000904 / Office Specialist / 1 - Regular / 02 - Full Time Non-Exempt / GRD12 / 00 / $33,342.40
New Hire	New Hire	02/12/2014	N/A	N/A	3150 - County Clerk	30006644 / Elections Early Voting Cl / 2 - Temporary / 06 - Hourly - No Bnf / NCF01 / 00 / $10.00
New Hire	New Hire	01/13/2014	N/A	N/A	3150 - County Clerk	30006762 / Elections Operations Cler / 2 - Temporary / 06 - Hourly - No Bnf / NCF01 / 00 / $14.00
New Hire	New Hire	02/10/2014	N/A	N/A	3150 - County Clerk	30006263 / Elections Early Voting Cl / 2 - Temporary / 06 - Hourly - No Bnf / NCF01 / 00 / $10.00
New Hire	New Hire	02/12/2014	N/A	N/A	3150 - County Clerk	30006417 / Elections Early Voting Cl / 2 - Temporary / 06 - Hourly - No Bnf / NCF01 / 00 / $10.00

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	02/12/2014	N/A	N/A	3150 - County Clerk	30006501 / Elections Early Voting Cl / 2 - Temporary / 06 - Hourly - No Bnf / NCF01 / 00 / $10.00
New Hire	New Hire	02/14/2014	N/A	N/A	3150 - County Clerk	30006496 / Elections Early Voting Cl / 2 - Temporary / 06 - Hourly - No Bnf / NCF01 / 00 / $10.00
New Hire	New Hire	02/18/2014	N/A	N/A	3150 - County Clerk	30006469 / Elections Operations Cler / 2 - Temporary / 06 - Hourly - No Bnf / NCF01 / 00 / $14.00
New Hire	New Hire	01/14/2014	N/A	N/A	3150 - County Clerk	30006203 / Elections Operations Cler / 2 - Temporary / 06 - Hourly - No Bnf / NCF01 / 00 / $12.00
New Hire	New Hire	02/18/2014	N/A	N/A	3150 - County Clerk	30006378 / Elections Operations Cler / 2 - Temporary / 06 - Hourly - No Bnf / NCF01 / 00 / $12.00
New Hire	New Hire	01/13/2014	N/A	N/A	3150 - County Clerk	30006370 / Elections Operations Cler / 2 - Temporary / 06 - Hourly - No Bnf / NCF01 / 00 / $14.00

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	02/12/2014	N/A	N/A	3150 - County Clerk	30006329 / Elections Early Voting Cl / 2 - Temporary / 06 - Hourly - No Bnf / NCF01 / 00 / $10.00
New Hire	New Hire	02/18/2014	N/A	N/A	3200 - District Clerk	30001158 / Court Clerk Asst / 4 - Special Project / 02 - Full Time Non-Exempt / GRD11 / 00 / $26,417.46
New Hire	New Hire	02/27/2014	N/A	N/A	3500 - Sheriff	30002236 / Security Coord / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / $30,238.83
Re-Hire	Re-Hire	02/10/2014	N/A	N/A	3150 - County Clerk	30006267 / Elections Early Voting Cl / 2 - Temporary / 06 - Hourly - No Bnf / NCF01 / 00 / $10.00
Re-Hire	Re-Hire	02/12/2014	N/A	N/A	3150 - County Clerk	30006499 / Elections Early Voting Cl / 2 - Temporary / 06 - Hourly - No Bnf / NCF01 / 00 / $10.00
Re-Hire	Re-Hire	02/13/2014	N/A	N/A	3150 - County Clerk	30006657 / Elections Early Voting Cl / 2 - Temporary / 06 - Hourly - No Bnf / NCF01 / 00 / $10.00

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	02/10/2014	N/A	N/A	3150 - County Clerk	30006655 / Elections Early Voting Cl / 2 - Temporary / 06 - Hourly - No Bnf / NCF01 / 00 / $10.00
Mobility	Career Ladder	03/01/2014	3650 - Juvenile Probation	30004235 / Juvenile Detention Officer II / 1 - Regular / 02 - Full Time Non-Exempt / GRD14 / 00 / $33,331.24	3650 - Juvenile Probation	30004235 / Juvenile Detention Officer III / 1 - Regular / 02 - Full Time Non-Exempt / GRD15 / 00 / $34,997.80
Mobility	Career Ladder	03/01/2014	3650 - Juvenile Probation	30004237 / Juvenile Detention Officer I / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / $33,957.04	3650 - Juvenile Probation	30004237 / Juvenile Detention Officer II / 1 - Regular / 02 - Full Time Non-Exempt / GRD14 / 00 / $35,654.89
Mobility	Part-Time to Full-Time	03/03/2014	3600 - Pretrial Services	30003895 / Office Specialist / 1 - Regular / 04 - Part Time Non-Exempt / GRD12 / 00 / $15,616.49	3600 - Pretrial Services	30003903 / Office Specialist / 1 - Regular / 02 - Full Time Non-Exempt / GRD12 / 00 / $31,232.98
Mobility	Promotion	02/03/2014	3050 - Tax Collector	30000251 / Accountant Clerk / 1 - Regular / 02 - Full Time Non-Exempt / GRD12 / 00 / $31,241.76	3050 - Tax Collector	30000203 / Tax Specialist I / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / $31,241.76
Mobility	Promotion	02/16/2014	3300 - District Attorney	30001480 / Legal Secretary / 1 - Regular / 02 - Full Time Non-Exempt / GRD15 / 00 / $38,841.71	3300 - District Attorney	30001457 / Paralegal / 1 - Regular / 02 - Full Time Non-Exempt / GRD18 / 00 / $44,667.97

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	Temporary to Regular	03/03/2014	3150 - County Clerk	30001016 / Office Asst / 2 - Temporary / 05 - Hourly - Retmt / GRD10 / 00 / $11.87	3150 - County Clerk	30000991 / Court Clerk Asst / 1 - Regular / 02 - Full Time Non-Exempt / GRD11 / 00 / $30,388.80
Salary Change	Salary/Hourly Rate Change	03/01/2014	3600 - Pretrial Services	30050172 / Pretrial Officer I / 1 - Regular / 02 - Full Time Non-Exempt / GRD16 / 00 / $39,291.62	3600 - Pretrial Services	GRD16 / 00 / $41,256.20
Salary Change	Salary/Hourly Rate Change	03/01/2014	3650 - Juvenile Probation	30004487 / Registered Nurse II / 1 - Regular / 02 - Full Time Non-Exempt / GRD21 / 00 / $56,110.74	3650 - Juvenile Probation	GRD21 / 00 / $58,156.80

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