



## Travis County Commissioners Court Agenda Request

**Meeting Date:** 03/25/2014

**Prepared By/Phone Number:** Todd L. Osburn, 854-2744

**Elected/Appointed Official/Dept. Head:** Leslie Browder, 854-9106 *LB*

**Commissioners Court Sponsor:** Judge Samuel T. Biscoe

AGENDA LANGUAGE: CONSIDER AND TAKE APPROPRIATE ACTION  
REGARDING ADDITION OF CONSTABLE LIEUTENANT TITLE TO POPS SCALE:

- A. APPROVE LIEUTENANT CONSTABLE JOB DESCRIPTION;
- B. APPROVE PAY GRADE FOR LIEUTENANT CONSTABLE; AND
- C. APPROVE REVISED POPS SCALE.

### BACKGROUND/SUMMARY OF REQUEST AND ATTACHMENTS:

Please see attached back-up memo.

### STAFF RECOMMENDATIONS:

HRMD recommends approval of items A-C.

### ISSUES AND OPPORTUNITIES:

Please see attached back-up memo.

### FISCAL IMPACT AND SOURCE OF FUNDING:

No impact, department will fund internally.

### REQUIRED AUTHORIZATIONS:

Debbie Maynor, Human Resources Management Department, 854-9170 *DM*

Leslie Browder, Planning & Budget Office, 854-9106.

County Attorney's Office, 854-9415

County Auditor's Office, 854-9125

AGENDA REQUEST DEADLINE: All agenda requests and supporting materials must be submitted as a pdf to Cheryl Aker in the County Judge's office, [Cheryl.Aker@co.travis.tx.us](mailto:Cheryl.Aker@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) 854-4203

### BACK-UP MEMORANDUM

DATE: March 14, 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

FROM: Debbie Maynor, Human Resources Management Director 

VIA: Leslie Browder, County Executive, Planning & Budget 

SUBJECT: Constable Lieutenant and POPS Scale

### Proposed Motion

AGENDA LANGUAGE: CONSIDER AND TAKE APPROPRIATE ACTION REGARDING  
ADDITION OF CONSTABLE LIEUTENANT TITLE TO POPS SCALE:

- A. APPROVE LIEUTENANT CONSTABLE JOB DESCRIPTION;
- B. APPROVE PAY GRADE FOR LIEUTENANT CONSTABLE; AND
- C. APPROVE REVISED POPS SCALE.

## **A. Introduction**

On August 12, 2008, Commissioners Court, as part of an examination of internal equity relationships between TCSO and non-TCSO POPS titles, unanimously approved a recommendation from Evergreen Solutions to establish the title of Constable Lieutenant when any Constable's Office reached 30 sworn officers. At that time, no Office had yet attained that threshold. Today, the Constable's Office in Precinct #5 has reached the 30 sworn officer threshold and is requesting that the title of Constable Lieutenant be added to the non-TCSO POPS Scale.

## **B. Issues and Opportunities**

Currently, the non-TCSO POPS scale has a very clearly defined hierarchy for Constable titles. Sergeants act as front-line supervisors for Deputies and are in turn commanded by the Chief Deputy. If adopted, the title of Lieutenant would be located between the Chief Deputy and Sergeant titles.

The establishment of the Lieutenant title would allow Sergeants to spend more time in the field and free them of certain administrative duties. The Lieutenant position, in addition to performing key administrative duties would serve as the Division Commander for field operations.

Given the implied hierarchy, the placement of the Lieutenant Constable on the non-TCSO POPS scale is somewhat implicit. The proposed placement is 3.5 percent above the salary level of the Sergeant position, which is approximately half way between the Sergeant and Chief Deputy titles. Ideally, there would be greater separation between the Sergeant and Lieutenant titles, but the current structure does not allow for it. This issue may need to be revisited at a later time.

At this time, Precinct #5 is the only Constable's Office to have obtained the prescribed threshold for use of the Lieutenant title. Per prior Commissioners Court action, the title would be available for use by other Constable's Offices when they attain the same threshold.

## **C. Cost**

Constable #5 plans to convert an existing position, therefore no new positions would be required. The Planning and Budget Office has verified that Precinct #5 can convert an existing position within its current budget, therefore no new resources would be required.



**CARLOS B. LOPEZ**

TRAVIS COUNTY CONSTABLE, PRECINCT FIVE

March 3, 2014

Debbie Maynor, Director  
Travis County Human Resources  
And Management Department

Re: Lieutenant Position

Dear Ms. Maynor:

After evaluating and assessing our operation we have determined that we could improve efficiencies by restructuring our office somewhat. One of the proposals is to reassign some administrative duties from our current sergeant staffing to a Lieutenant position. This would allow our sergeants to spend more time in the field and less time in the office. A request for additional funding to convert a Lieutenant slot would not be necessary and will be covered internally within the Precinct Five budget.

I also respectfully request that the title of Constable Lieutenant be set up on POPS to facilitate the proposed restructuring. Commissioners Court approved the use of the title unanimously on 8/12/08 for Constable Offices that have 30 sworn officers, and our office meets that threshold.

Thank you for your consideration in this matter.

Sincerely,

A handwritten signature in black ink that reads "Carlos B. Lopez". The signature is fluid and cursive.

Carlos B. Lopez, Constable  
Precinct Five

Cc: Todd Osburn, Compensation Manager  
Aerin Toussaint, PBO Analyst



TRAVIS COUNTY COURTHOUSE COMPLEX ♦ 1003 GUADALUPE ST. ♦ AUSTIN, TEXAS 78701

PHONE (512) 854-9100 ♦ FAX (512) 854-4228 ♦ WWW.CONSTABLE5.COM

# TRAVIS COUNTY JOB DESCRIPTION

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**JOB TITLE: Constable Lieutenant****JOB CODE:** XXXXX**PAY GRADE:** 70**FLSA STATUS:** Exempt**LAST REVISED:** 03/01/14

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**JOB SUMMARY:**

Serves as the Field Operations Division Commander. This includes the leadership, management and supervision of the law enforcement section of civil process services, criminal enforcement services and all policy related activities.

**DISTINGUISHING CHARACTERISTICS:**

This is a job classification within the POPS job family and is considered a mid-level management position. This job is the fourth level within the Constable series, residing between Constable Sergeant and Chief Deputy Constable. Duties require substantial degree of initiative and independent judgment necessary to take control of dynamic situations. This classification requires a flexible work schedule in order to meet the needs of the department.

**DUTIES AND RESPONSIBILITIES:**

- Supervises and evaluates the work of Sergeants and civilian clerical support staff. Interviews, coaches, counsels and makes recommendations on personnel actions for sergeants, deputy constables and support staff under their chain of command.
- Coordinates activities with other departmental divisions, other law enforcement agencies, and other county and court offices for providing effective services.
- Oversees fleet, radio and other equipment inventory and maintenance activities.
- Oversees deputy constable hiring process and background investigation activities.
- Department representative and coordinator for TCIC/NCIC and TCOLE related matters.
- Manages continuing education requirements and training needs for subordinate staff.
- Compiles and prepares monthly performance statistical analysis.
- Participates and manages special projects, groups and task forces.
- Represents the department by interacting and attending meetings, participates and serves on related committees and makes public presentations.
- Performs other job related duties as assigned.

**MINIMUM REQUIREMENTS:****Education and Experience:**

- Must be at least 21 years old.
- High school Diploma or GED
- Five (5) years of law enforcement including at least two (2) year's supervisory experience.
- Must be a US Citizen
- May be required to complete a minimum of 40 hours of classroom training every two (2) years.

**Licenses, Registrations, Certifications, or Special Requirements:**

- Must possess Advanced or higher certification from Texas Commission on Law Enforcement as a licensed peace officer in good standing.
- Possess a valid Texas Drivers' License.

**Preferred:**

- Civil Process Proficiency Certificate from Texas Commission on Law Enforcement.
- Two (2) years of college course work in criminal justice.

# TRAVIS COUNTY JOB DESCRIPTION

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**JOB TITLE: Constable Lieutenant****JOB CODE: XXXXX****PAY GRADE: 70****FLSA STATUS: Exempt****LAST REVISED: 03/01/14**

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**Knowledge, Skills, and Abilities:****Knowledge of:**

- Criminal and civil laws.
- Department policies and procedures.
- Principles of law enforcement administration.
- Business letter writing, grammar, punctuation and report preparation.
- Supervisory principles, practices and techniques.

**Skill in:**

- Use of office computer equipment and programs.
- Writing reports, analysis, proposals and correspondence.
- Problem solving and decision making.
- Use of firearms.
- Both verbal and written communication.
- Maintaining a professional demeanor, to include good interpersonal and public relations skills.

**Ability to:**

- Supervise work of professional and support staff members.
- Plan and coordinate the work of subordinate staff.
- Manage records.
- Read and understand basic legal documents.
- Maintain effective working relationships with the public and other County employees and officials.
- Control emotions and focus on the professional duties and obligations in all circumstances regardless of provocations or stresses encountered.
- Listen effectively by using good listening techniques.
- Communicate necessary information to others in a calm clear dispassionate and purposeful speaking voice in all circumstances.
- Work with employees and citizens from diverse population groups in order to comply with the department mission and best serve the public interest.
- Focus personal and team efforts toward continuous performance improvement.
- Actively seek opportunities to increase and improve knowledge skill and abilities needed to improve personal performance.
- Take appropriate action to accomplish assigned duties and accept responsibility for outcomes.
- Use appropriate physical force, including deadly force, when necessary to prevent the imminent threat of death or serious bodily injury to others or self.
- Maintain physical endurance and agility.

**PHYSICAL/ENVIRONMENTAL FACTORS:**

Constant standing, handling, use of vision, depth perception. Frequent reaching, forceful gripping, use of fine dexterity. Occasional sitting, walking, climbing, kneeling/crouching, bending/squatting, lifting, carrying, pushing/pulling, talking. Exposure to excessive heat and cold (outdoor conditions); job may involve danger due to contact with criminals and suspects.

**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.**

### Non-TCSO Positions Only

PG	STEP	1	2	3	4	5	6	7	8	9	10	11	
60	Park Ranger	hr	23,887.8	24,365.6	24,852.9	25,349.9	25,856.9	26,374.1	26,901.5	27,439.6	27,988.3	28,548.2	29,119.1
		mo	4,140.55	4,223.37	4,307.84	4,393.98	4,481.86	4,571.51	4,662.93	4,756.20	4,851.31	4,948.35	5,047.31
		yr	49,686.62	50,680.45	51,694.03	52,727.79	53,782.35	54,858.13	55,955.12	57,074.37	58,215.66	59,380.26	60,567.73
61	Deputy Constable	hr	23,887.8	24,365.6	24,852.9	25,349.9	25,856.9	26,374.1	26,901.5	27,439.6	27,988.3	28,548.2	29,119.1
		mo	4,140.55	4,223.37	4,307.84	4,393.98	4,481.86	4,571.51	4,662.93	4,756.20	4,851.31	4,948.35	5,047.31
		yr	49,686.62	50,680.45	51,694.03	52,727.79	53,782.35	54,858.13	55,955.12	57,074.37	58,215.66	59,380.26	60,567.73
62	Deputy Constable Sr Park Ranger Sr	hr	25,559.9	26,173.4	26,801.6	27,444.7	28,103.5	28,778.0	29,462.9	30,331.8	31,058.8	31,805.1	32,536.6
		mo	4,430.38	4,538.72	4,645.61	4,757.08	4,871.27	4,988.19	5,134.29	5,257.51	5,383.70	5,512.88	5,639.68
		yr	53,164.59	54,440.67	55,747.33	57,084.98	58,455.28	59,858.24	61,611.47	63,090.14	64,604.38	66,154.61	67,676.13
63	Park Ranger Supervisor	hr	29,302.3	29,900.3	30,510.5	31,133.1	31,768.6	32,340.5	32,922.6	33,512.8	34,118.5	34,945.5	35,295.0
		mo	5,079.07	5,182.72	5,288.49	5,396.40	5,506.58	5,605.69	5,706.58	5,809.30	5,913.87	6,027.22	6,117.80
		yr	60,948.78	62,192.62	63,481.84	64,756.85	66,078.69	67,268.24	68,479.01	69,711.62	70,966.48	72,686.64	73,413.60
64	Constable Sergeant	hr	34,473.3	35,176.8	35,894.7	36,627.2	37,374.8	38,047.6	38,732.5	39,429.7	40,139.4	41,123.3	41,523.5
		mo	5,975.37	6,097.31	6,221.75	6,348.71	6,478.30	6,594.92	6,713.63	6,834.48	6,957.50	7,126.13	7,197.41
		yr	71,704.46	73,167.74	74,860.98	76,184.58	77,739.58	79,139.01	80,563.60	82,013.78	83,469.95	85,513.58	86,368.88
65	Chief Park Ranger	hr	34,473.3	35,176.8	35,894.7	36,627.2	37,374.8	38,047.6	38,732.5	39,429.7	40,139.4	41,123.3	41,523.5
		mo	5,975.37	6,097.31	6,221.75	6,348.71	6,478.30	6,594.92	6,713.63	6,834.48	6,957.50	7,126.13	7,197.41
		yr	71,704.46	73,167.74	74,860.98	76,184.58	77,739.58	79,139.01	80,563.60	82,013.78	83,469.95	85,513.58	86,368.88
66	Chief Dep Constable	hr	37,003.6	37,758.8	38,529.4	39,315.7	40,118.1	40,936.8	41,772.2	42,607.7	43,458.8	44,329.1	45,215.6
		mo	6,413.96	6,544.86	6,678.43	6,814.72	6,953.80	7,095.71	7,240.51	7,385.33	7,533.03	7,683.71	7,837.37
		yr	76,967.49	78,538.30	80,141.15	81,776.66	83,445.65	85,148.54	86,886.18	88,624.02	90,396.38	92,204.53	94,048.45
67	Investigator	hr	34,028.6	34,723.1	35,431.7	35,998.6	36,574.5	37,159.6	37,754.3	38,379.0	39,598.6	40,232.2	40,875.5
		mo	5,898.29	6,018.67	6,141.49	6,239.76	6,339.58	6,441.00	6,544.08	6,654.87	6,833.76	6,973.58	7,085.09
		yr	70,779.49	72,224.05	73,697.94	74,877.09	76,074.96	77,291.97	78,528.94	81,068.00	82,365.09	83,682.98	85,021.04
68	Chief Dep Const., Pct 5	hr	40,704.0	41,534.7	42,382.3	43,247.3	44,129.9	45,030.5	45,949.4	46,885.5	47,805.8	48,782.0	49,737.2
		mo	7,055.36	7,199.35	7,348.27	7,496.20	7,649.18	7,805.29	7,964.56	8,123.87	8,286.34	8,452.08	8,621.11
		yr	84,664.32	86,392.18	88,155.18	89,954.38	91,790.19	93,663.44	95,574.75	97,486.48	99,436.06	101,424.96	103,453.38
69	Investigations Lieutenant	hr	37,003.6	37,758.8	38,529.4	39,315.7	40,118.1	40,936.8	41,772.2	42,607.7	43,458.8	44,329.1	45,215.6
		mo	6,413.96	6,544.86	6,678.43	6,814.72	6,953.80	7,095.71	7,240.51	7,385.33	7,533.03	7,683.71	7,837.37
		yr	76,967.49	78,538.30	80,141.15	81,776.66	83,445.65	85,148.54	86,886.18	88,624.02	90,396.38	92,204.53	94,048.45
70	Constable Lieutenant	hr	35,679.9	36,408.0	37,151.0	37,909.2	38,682.9	39,379.3	40,088.1	40,809.7	41,544.3	42,551.2	42,976.8
		mo	6,184.51	6,310.72	6,439.51	6,570.92	6,705.04	6,825.74	6,948.61	7,073.69	7,201.01	7,375.55	7,449.32
		yr	74,214.12	75,728.62	77,274.11	78,851.04	80,460.47	81,908.87	83,383.33	84,884.26	86,412.10	88,506.56	89,391.79

PG	STEP	12	13	14	15	16	17	18	19	20	21	
60	Park Ranger	hr	29,701.5	30,295.5	30,901.4	30,901.4	30,901.4	30,901.4	30,901.4	30,901.4	30,901.4	30,901.4
		mo	5,148.26	5,251.22	5,356.24	5,356.24	5,356.24	5,356.24	5,356.24	5,356.24	5,356.24	5,356.24
		yr	61,779.12	63,014.64	64,274.91	64,274.91	64,274.91	64,274.91	64,274.91	64,274.91	64,274.91	64,274.91
61	Deputy Constable	hr	29,701.5	30,295.5	30,901.4	30,901.4	30,901.4	30,901.4	30,901.4	30,901.4	30,901.4	30,901.4
		mo	5,148.26	5,251.22	5,356.24	5,356.24	5,356.24	5,356.24	5,356.24	5,356.24	5,356.24	5,356.24
		yr	61,779.12	63,014.64	64,274.91	64,274.91	64,274.91	64,274.91	64,274.91	64,274.91	64,274.91	64,274.91
62	Deputy Constable Sr Park Ranger Sr	hr	33,285.1	34,050.6	35,354.0	35,354.0	35,354.0	35,354.0	35,354.0	35,354.0	35,354.0	35,354.0
		mo	5,769.42	5,902.10	6,128.03	6,128.03	6,128.03	6,128.03	6,128.03	6,128.03	6,128.03	6,128.03
		yr	69,233.01	70,825.25	73,536.32	73,536.32	73,536.32	73,536.32	73,536.32	73,536.32	73,536.32	73,536.32
63	Park Ranger Supervisor	hr	35,930.3	36,577.0	37,235.4	37,905.6	38,122.3	38,122.3	38,641.0	38,641.0	38,641.0	38,641.0
		mo	6,227.82	6,340.01	6,454.14	6,570.30	6,607.87	6,607.87	6,897.77	6,897.77	6,897.77	6,897.77
		yr	74,735.02	76,080.16	77,449.63	78,843.65	79,294.38	79,294.38	80,373.28	80,373.28	80,373.28	80,373.28
64	Constable Sergeant	hr	42,270.9	43,031.8	43,806.3	44,594.8	44,849.8	44,849.8	45,460.0	45,460.0	45,460.0	45,460.0
		mo	7,326.96	7,458.85	7,593.09	7,729.77	7,773.97	7,773.97	7,879.73	7,879.73	7,879.73	7,879.73
		yr	87,923.47	89,506.14	91,117.10	92,757.18	93,287.58	93,287.58	94,556.80	94,556.80	94,556.80	94,556.80
65	Chief Park Ranger	hr	42,270.9	43,031.8	43,806.3	44,594.8	44,849.8	44,849.8	45,460.0	45,460.0	45,460.0	45,460.0
		mo	7,326.96	7,458.85	7,593.09	7,729.77	7,773.97	7,773.97	7,879.73	7,879.73	7,879.73	7,879.73
		yr	87,923.47	89,506.14	91,117.10	92,757.18	93,287.58	93,287.58	94,556.80	94,556.80	94,556.80	94,556.80
66	Chief Dep Constable	hr	45,949.4	46,868.4	47,805.8	48,761.9	49,737.2	50,126.7	50,126.7	50,126.7	50,126.7	50,126.7
		mo	7,964.56	8,123.86	8,286.34	8,452.06	8,621.11	8,688.63	8,688.63	8,688.63	8,688.63	8,688.63
		yr	95,574.75	97,486.27	99,436.06	101,424.75	103,453.38	104,263.54	104,263.54	104,263.54	104,263.54	104,263.54
67	Investigator	hr	41,529.8	42,194.2	42,869.2	43,555.3	43,555.3	43,555.3	43,555.3	43,555.3	43,555.3	43,555.3
		mo	7,198.50	7,313.66	7,430.66	7,549.59	7,549.59	7,549.59	7,549.59	7,549.59	7,549.59	7,549.59
		yr	86,381.98	87,763.94	89,167.94	90,595.02	90,595.02	90,595.02	90,595.02	90,595.02	90,595.02	90,595.02
68	Chief Dep Const., Pct 5	hr	50,544.3	51,555.2	52,586.4	53,638.1	54,710.9	55,139.3	55,139.3	55,139.3	55,139.3	55,139.3
		mo	8,761.01	8,936.23	9,114.98	9,297.27	9,483.22	9,557.48	9,557.48	9,557.48	9,557.48	9,557.48
		yr	105,132.14	107,234.82	109,379.71	111,567.25	113,798.67	114,689.74	114,689.74	114,689.74	114,689.74	114,689.74
69	Investigations Lieutenant	hr	45,949.4	46,868.4	47,805.8	48,761.9	49,737.2	50,126.7	50,126.7	50,126.7	50,126.7	50,126.7
		mo	7,964.56	8,123.86	8,286.34	8,452.06	8,621.11	8,688.63	8,688.63	8,688.63	8,688.63	8,688.63
		yr	95,574.75	97,486.27	99,436.06	101,424.75	103,453.38	104,263.54	104,263.54	104,263.54	104,263.54	104,263.54
70	Constable Lieutenant	hr	43,750.4	44,537.9	45,339.5	46,155.6	46,419.5	46,419.5	47,051.1	47,051.1	47,051.1	47,051.1
		mo	7,583.40	7,719.90	7,858.85	8,000.31	8,046.05	8,046.05	8,155.52	8,155.52	8,155.52	8,155.52
		yr	91,000.79	92,638.86	94,306.20	96,003.69	96,552.65	96,552.65	97,866.29	97,866.29	97,866.29	97,866.29

<b>EMPLOYEES WHO ARE IN POSITIONS SUBJECT TO NON-TCSO POS THE FOLLOWING APPLIES MONTHLY:</b>			
<b>CERTIFIED FTO:</b>	<b>\$125</b>	<b>BI-LINGUAL SKILLS TEST:</b>	<b>\$125</b>
<b>CONSTABLES CPP:</b>	<b>\$125</b>	<b>SPANISH</b>	<b>INTERMEDIATE</b>
<b>PARK RANGERS EMT B:</b>	<b>\$125</b>	<b>AMERICAN SIGN LANGUAGE</b>	<b>ADVANCED</b>
		<b>VIETNAMESE</b>	<b>MASTERS</b>
			<b>\$150</b>