Travis County Commissioners Court Agenda Request

Meeting Date: 4/29/14
Prepared By/Phone Number: Cynthia Lam-Roldan, 854-4822
Elected/Appointed Official/Dept. Head: Leroy Nellis, 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:

A. Proposed routine personnel amendments.

B. Non-routine request from Constable Precinct Four's Office for a variance to Travis County Code Chapter §10.0295, Peace Officer Pay Scale.

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

A. Routine Personnel Actions – Pages 2 – 5.
B. Non-Routine Personnel Action – Pages 6 - 9.
Constable Precinct 4 requests an exception to Peace Officer Pay Scale (POPS) - Travis County Code § 10.0295, Constable Sergeant, PG 64, step 1 to Constable Deputy Chief, PG 66, step 5. HRMD has reviewed supporting documentation; and concurs with the placement at step 5; 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.

REQUIRED AUTHORIZATIONS:
Todd Osburn, Human Resources Management Department, 854-2744
Debbie Maynor, Human Resources Management Department, 854-9170
Leroy Nellis, 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

April 29, 2014

ITEM # :

DATE: April 18, 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: Leroy Nellis, 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 – 5.
B. Non-Routine Personnel Action – Pages 6 - 9.
Constable Precinct 4 requests an exception to Peace Officer Pay Scale (POPS) - Travis County Code § 10.0295, Constable Sergeant, PG 64, step 1 to Constable Deputy Chief, PG 66, step 5. HRMD has reviewed supporting documentation; and concurs with the placement at step 5; PBO 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.

LN/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	04/15/2014	N/A	N/A	1450 - Facilities Management	30050192 / Building Maintenance Work / 1 - Regular / 02 - Full Time Non-Exempt / GRD11 / 00 / $27,206.40
New Hire	New Hire	04/14/2014	N/A	N/A	1450 - Facilities Management	30000607 / Building Maintenance Work / 1 - Regular / 02 - Full Time Non-Exempt / GRD11 / 00 / $29,598.40
New Hire	New Hire	04/21/2014	N/A	N/A	1700 - Transportation and Nat Rsrc	30050006 / Park Tech I / 2 - Temporary / 06 - Hourly - No Bnf / GRD08 / 00 / $11.00
New Hire	New Hire	04/14/2014	N/A	N/A	1700 - Transportation and Nat Rsrc	30004907 / Park Tech I / 2 - Temporary / 06 - Hourly - No Bnf / GRD08 / 00 / $11.00
New Hire	New Hire	04/18/2014	N/A	N/A	1700 - Transportation and Nat Rsrc	30004910 / Park Tech I / 2 - Temporary / 06 - Hourly - No Bnf / GRD08 / 00 / $11.00
New Hire	New Hire	04/21/2014	N/A	N/A	1850 - Health and Human Sv and Vet Sv	30000656 / Social Services Program Specialist / 1 - Regular / 02 - Full Time Non-Exempt / GRD17 / 00 / $40,804.00
New Hire	New Hire	04/16/2014	N/A	N/A	3250 - Civil Courts	30001249 / Judicial Aide / 1 - Regular / 02 - Full Time Non-Exempt / GRD16 / 00 / $37,024.00

WEEKLY PERSONNEL AMENDMENTS - ROUTINE

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New Hire	New Hire	04/16/2014	N/A	N/A	3465 - Constable Pct 4	30001823 / Constable Deputy / 1 - Regular / 02 - Full Time Non-Exempt / GRD61 / 01 / $49,686.62
New Hire	New Hire	04/21/2014	N/A	N/A	3500 - Sheriff	30002254 / Cadet / 1 - Regular / 02 - Full Time Non-Exempt / GRD80 / 01 / $38,919.50
New Hire	New Hire	04/21/2014	N/A	N/A	3500 - Sheriff	30002207 / Cadet / 1 - Regular / 02 - Full Time Non-Exempt / GRD80 / 01 / $38,919.50
Re-Hire	Re-Hire	04/15/2014	N/A	N/A	1450 - Facilities Management	30000529 / Building Security Guard / 8 - Retiree Temp / 05 - Hourly - Retmt / GRD09 / 00 / $11.09
Mobility	Career Ladder	04/30/2014	3500 - Sheriff	30003362 / Law Enforcement Sheriff Deputy / 1 - Regular / 02 - Full Time Non-Exempt / GRD72 / 01 / $52,301.81	3500 - Sheriff	30003362 / Law Enforcement Sheriff Deputy Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD74 / 01 / $55,962.82
Mobility	Interdpt Change	04/16/2014	1850 - Health and Human Sv and Vet Sv	30050293 / Planner / 2 - Temporary / 05 - Hourly - Retmt / GRD19 / 00 / $22.46	1750 - Criminal Justice Planning	30005147 / Legal Secretary / 1 - Regular / 02 - Full Time Non-Exempt / GRD15 / 00 / $36,716.00
Mobility	Promotion	04/16/2014	1400 - Information Technology Service	30000429 / Network Engineer I / 1 - Regular / 01 - Full Time Exempt / GRD23 / 00 / $61,493.74	1400 - Information Technology Service	30000410 / Systems Engineer II / 1 - Regular / 01 - Full Time Exempt / GRD25 / 00 / $68,095.87

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	04/01/2014	3500 - Sheriff	30002711 / Security Coord / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / $32,052.80	3500 - Sheriff	30002473 / Cadet / 1 - Regular / 02 - Full Time Non-Exempt / GRD80 / 01 / $38,919.50
Mobility	Promotion	04/16/2014	3500 - Sheriff	30002826 / Security Coord / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / $35,678.03	3500 - Sheriff	30002655 / Cadet / 1 - Regular / 02 - Full Time Non-Exempt / GRD80 / 01 / $38,919.50
Mobility	Temporary to Regular	04/14/2014	1450 - Facilities Management	30005542 / Custodian / 2 - Temporary / 06 - Hourly - No Bnf / GRD07 / 00 / $11.00	1450 - Facilities Management	30000457 / Custodian / 1 - Regular / 02 - Full Time Non-Exempt / GRD07 / 00 / $22,880.00
Mobility	Temporary to Regular	04/14/2014	1450 - Facilities Management	30051877 / Custodian / 2 - Temporary / 06 - Hourly - No Bnf / GRD07 / 00 / $11.00	1450 - Facilities Management	30000470 / Custodian / 1 - Regular / 02 - Full Time Non-Exempt / GRD07 / 00 / $22,880.00
Mobility	Temporary to Regular	04/14/2014	3150 - County Clerk	30000966 / Office Asst / 2 - Temporary / 05 - Hourly - Retmt / GRD10 / 00 / $11.87	3150 - County Clerk	30000973 / Court Clerk I / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / $30,238.83

POSITION RECLASSIFICATION CHANGES AND PERSONNEL ACTIONS				
Effective Date	Personnel Area	Position	CURRENT Job Title / Job Object ID / Employee Group / Employee Subgroup / Grade / Level / Salary	HRMD RECOMMENDS Job Title / Job Object ID / Employee Group / Employee Subgroup / Grade / Level / Salary
4/29/2014	1650 – Emergency Services	30004586	Accounting Clerk / 20000116 / Regular / Full Time Non-Exempt / GRD 12 / 00 / $34,504.21	Accountant Assoc / 20000117 / Regular / Full Time Non-Exempt / GRD 14 / 00 / $37,955.00
4/29/2014	3050 – Tax Collector	30000244	Tax Specialist I / 20000096 / Regular / Full Time Non-Exempt / GRD 13 / 00 / $31,158.40	Tax Specialist II / 20000097 / Regular / Full Time Non-Exempt / GRD 15 / 00 / $34,608.50
4/29/2014	3050 – Tax Collector	30000245	Tax Specialist I / 20000096 / Regular / Full Time Non-Exempt / GRD 13 / 00 / $32,678.88	Tax Specialist II / 20000097 / Regular / Full Time Non-Exempt / GRD 15 / 00 / $34,608.50
4/29/2014	3050 – Tax Collector	30000246	Tax Specialist II / 20000097 / Regular / Full Time Non-Exempt / GRD 15 / 00 / $36,870.49	Tax Specialist III / 20000098 / Regular / Full Time Non-Exempt / GRD 16 / 00 / $37,024.00
4/29/2014	3300 – District Attorney	30001269	Legal Secretary Sr / 20000090 / Regular / Full Time Non-Exempt / GRD 16 / 00 / $ 42,706.82	Executive Asst / 20000104 / Regular / Full Time Exempt / GRD 17 / 00 / $45,696.30
4/29/2014	3405 - Justice of the Peace Pct 2	30001632	Accounting Clerk / 20000116 / Regular / Full Time Non-Exempt / GRD 12 / 00 / $31,170.29	Accountant Assoc / 20000117 / Regular / Full Time Non-Exempt / GRD 14 / 00 / $35,256.00
Departments request in order to meet departmental needs. PBO has confirmed funding available.				

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NON-ROUTINE – Promotion				
Dept. (From)	Position / Position Title / Employee Subgroup / Grade / Level / Salary	Dept. (To)	Position / Position Title / Employee Subgroup / Grade / Level / Salary	Comments
3465 - Constable Pct 4	30001821 / Constable Sergeant / 1 - Regular / 02 - Full Time Non-Exempt / GRD64 / 01 / $71,704.46	3465 - Constable Pct 4	30001820 / Constable Deputy Chief / 1 - Regular / 01 - Full Time Exempt / GRD66 / 05 / $83,445.65	Exception to Travis County Code § 10.0295 (f). POPS Promotion. Placing at Step 5, instead of retaining same step at Step 1.

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

Human Resources Management Department

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

MEMORANDUM

DATE: April 18, 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: Leroy Nellis, County Executive, Planning & Budget Office

FROM: Debbie Maynor, Director of Human Resources

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 Constable Sergeant upon promotion to Chief Deputy Constable. The proposed salary adjustment would bring the employee from Pay Grade 64, step 1 to Pay Grade 66, step 5 and result in an increase of $11,741.19. The salary adjustment would apply to the following positions:

From:		**To:**	
Position #	30001821	Position #	30001820
Title	Constable Sergeant	Title	Chief Deputy Constable
PG	64	PG	66
Step	1	Step	5
Salary	$71,704.46	Salary	$83,445.65

Policy

Travis County Code §10.0295 does not specifically address whether employees on the Peace Officer Pay Scale (POPS) must be moved to the same step upon promotion to a higher pay grade but it has been the County's long established practice to do so.

Issues

Although not addressed specifically by policy, long-standing County practice has been that employees covered by POPS are moved "step-to-step" upon promotion to a higher pay grade. In this case, the Constable from Precinct 4 has requested that the Sergeant, currently on step 1, be promoted to Chief Deputy and placed on step 5. According to the long-standing pay practices under POPS, the employee would ordinarily move to step 1.

This case is further complicated by the fact that the Sergeant does not fully meet the job requirements for Chief Deputy. Chief Deputy Constables are required to hold an intermediate peace officer license, and in this case the Sergeant does not yet hold this license. Typically, when employees of an elected official do not meet full job requirements, they are placed at entry of the pay grade.

Whether placed at step 1 or step 5, the Planning and Budget Office (PBO) has confirmed available funding for the pay action.

Recommendation

HRMD has discussed the issue with the Constable's Office and has no objection to the promotion. Based on the conditions in this case, we concur with placement at step 5.

Rationale

HRMD routinely does not oppose promotions proposed by elected officials. The only issue involved is whether the employee will be placed at step 1 or step 5. Placement at step 1 would result in a salary of $76,967.49 (7 percent increase) while placement at step 5 would result in a salary of $83,445.65 (16 percent increase). The difference in pay is $6,478.16.

In this case, Constable #4 has selected an employee with a limited tenure at Travis County, but who has 25 years of law enforcement experience in the military. The employee does not have an Intermediate TCOLE License, but has made considerable progress toward achieving one and is likely to soon obtain it. While HRMD still supports existing practice, under these conditions HRMD does not oppose placement at step 5.

MARIA CANCHOLA

TRAVIS COUNTY CONSTABLE, PRECINCT FOUR

Dear Judge and Commissioners:

On April 15th I sent to Commissioners' Court an email requesting a Non Routine Personnel Action request. Since this is a non-standard request I am writing to you individually to explain why I need to make this request this of you. As you know, my previous Chief Deputy has accepted a position elsewhere in Travis County. I have on my staff an individual who has twenty-five years of experience with the United States Air Force retiring as a Master Sargent over law enforcement and security personnel.

If I had brought this individual from the outside as I did my previous chief, I believe his experience would have qualified him for the step five salary that my previous chief was given due to his qualifications.

Deputies in my department work civil process, class C misdemeanor warrants and building/courtroom security. This individual has worked all three divisions in an exemplary manner. While serving civil process, writs of execution included (which carries a great deal of liability) he always studied the laws to be sure he knew where he got his authority to serve these papers and how far that authority goes. He has prepared Power Point Training for our building security officers and is well versed due to his time in the Air Force. I asked him and my previous chief deputy to prepare a active shooter training video for all employees in our building which include CSCD, JP 4, and the Tax office in an effort to teach them how to help themselves stay safe in a situation if we were to have such an incident. We are now ready to present that training.

He has demonstrated a strong work ethic, is fair and equitable with the people in our community and fully supports our mission. All these qualities he possesses are essential to the success of our department. If I have to post this position and hire from outside our office, it will take a few months and finding a licensed peace officer with civil process experience will be far more difficult and time consuming because that person will have to learn civil law which is totally different from being a police officer. Having gone through the reviewing of the Neogov applications when I hired my previous chief, I realized how difficult it was to find and train an experienced individual for this very specific, challenging position of chief deputy in a department that serves civil process.

I fully understand that this request will be compared to probably our Sheriff's Office but please understand that my department is the smallest Travis County Constable's office and I would hope that you will find that we are not comparable. This person in this position will allow my department to have much needed continuity and stability after my previous chief's departure. I truly believe that this individual's experience meets the qualification for my Chief Deputy at a step five.

Maria Canchola

4011 MCKINNEY FALLS PARKWAY • STE 1100 • AUSTIN, TEXAS 78744
E-MAIL ADDRESS: [illegible] • PHONE: (512) 854-9488