Travis County Commissioners Court Agenda Request

Meeting Date: 6/3/14
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:

Proposed routine personnel amendments.

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

Routine Personnel Actions – Pages 2 – 11.

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.

HRMD
Human Resources Management Department

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

June 3, 2014

ITEM # :

DATE: May 23, 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 *TLC for DM*

SUBJECT: Weekly Personnel Amendments

Attached are Personnel Amendments for Commissioners Court approval.

Routine Personnel Actions – Pages 2 – 11.

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	05/20/2014	N/A	N/A	3465 - Constable Pct 4	30050169 / Court Clerk I / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / $32,968.00
New Hire	New Hire	06/02/2014	N/A	N/A	3500 - Sheriff	30002417 / Cadet / 1 - Regular / 02 - Full Time Non-Exempt / GRD80 / 01 / $38,919.50
Re-Hire	Re-Hire	06/02/2014	N/A	N/A	1400 - Information Technology Service	30000429 / Network Engineer I / 1 - Regular / 01 - Full Time Exempt / GRD23 / 00 / $77,206.53
Mobility	Career Ladder	05/09/2014	1700 - Transportation and Nat Rsrc	30004787 / Park Ranger / 1 - Regular / 02 - Full Time Non-Exempt / GRD60 / 01 / $49,686.62	1700 - Transportation and Nat Rsrc	30004787 / Park Ranger Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD62 / 01 / $53,164.59
Mobility	Interdpt Change	06/02/2014	3650 - Juvenile Probation	30004557 / Office Specialist Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / $31,145.99	3465 - Constable Pct 4	30001830 / Court Clerk I / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / $31,158.40
Mobility	Promotion	05/16/2014	1700 - Transportation and Nat Rsrc	30004817 / Park Maintenance Worker / 1 - Regular / 02 - Full Time Non-Exempt / GRD09 / 00 / $29,584.45	1700 - Transportation and Nat Rsrc	30004822 / Park Maintenance Worker Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD11 / 00 / $31,063.67

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	05/06/2014	3500 - Sheriff	30003161 / Dispatch Spc Sr Training Coord 911 / 1 - Regular / 02 - Full Time Non-Exempt / GRD16 / 00 / $38,745.09	3500 - Sheriff	30003129 / Dispatch Spc Office Coord Supv 911 / 1 - Regular / 02 - Full Time Non-Exempt / GRD18 / 00 / $52,977.60
Mobility	Voluntary Reassignment	05/06/2014	3500 - Sheriff	30003129 / Dispatch Spc Office Coord Supv 911 / 1 - Regular / 02 - Full Time Non-Exempt / GRD18 / 00 / $54,693.76	3500 - Sheriff	30003161 / Dispatch Spc Sr Training Coord 911 / 1 - Regular / 02 - Full Time Non-Exempt / GRD16 / 00 / $46,280.00
Mobility	Voluntary Reassignment	05/16/2014	3650 - Juvenile Probation	30004409 / Juvenile Rsdnt Treatment Officer III / 1 - Regular / 02 - Full Time Non-Exempt / GRD15 / 00 / $48,075.89	3650 - Juvenile Probation	30004409 / Juvenile Rsdnt Treatment Officer I / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / $43,268.30
Mobility	Voluntary Reassignment	05/16/2014	3650 - Juvenile Probation	30003963 / Administrative Assoc / 1 - Regular / 02 - Full Time Non-Exempt / GRD16 / 00 / $40,427.09	3650 - Juvenile Probation	30004132 / Administrative Asst II / 1 - Regular / 02 - Full Time Non-Exempt / GRD15 / 00 / $40,427.09

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
6/3/2014	1350 – Human Resources Management	30000303	Benefits Asst Sr Wellness Specialist / 20000374 / Regular / Full Time Non-Exempt / GRD16 / 00 / $40,382.97	Benefits Asst Sr / 20000373 / Regular / Full Time Non-Exempt / GRD16 / 00 / $40,382.97
6/3/2014	1350 – Human Resources Management	30050167	Business Analyst III / 20000443 / Regular / Full Time Exempt / GRD26 / 00 / N/A	Human Resources Specialist Sr / 20000377 / Regular / Full Time Exempt / GRD21 / 00 / N/A*
6/3/2014	1350 – Human Resources Management	30005857	Medical Assistant / 20000050 / Regular / Part Time Non-Exempt / GRD14 / 00 / N/A	Health & Wellness Program Administrator / 200XXXXX / Regular / Full Time Exempt** / GRD23 / 00 / N/A*
6/3/2014	3650 – Juvenile Probation	30004565	Office Asst / 20000093 / Regular / Full Time Non-Exempt / GRD10 / 00 / N/A	Juvenile Case Work Mgr / 20000289 / Regular / Full Time Exempt / GRD20 / 00 / N/A*
Departments request in order to meet departmental needs. PBO has confirmed funding available. *Position is vacant. **On Budget Amendments and Transfers to increase FTE.				

AD HOC CLASSIFICATION CHANGE								
			Current			HRMD Recommends		
Effective Date	Personnel Area	Position	Budgeted Title / Job Object ID	FLSA	Pay Grade	Budgeted Title / Job Object ID	FLSA	Pay Grade
6/3/2014	1350 – Human Resources Management	30000306	Health Services Supv / 20000055	Exempt	23	Clinic Supervisor / 200XXXXX	Exempt	20
Department requests in order to meet departmental needs. PBO has confirmed funding available.								

NEW JOB CLASSIFICATIONS		
Job Title / Job Object ID	**FLSA**	**Pay Grade**
Health & Wellness Program Administrator / 200XXXXX	E	23
Clinic Supervisor / 200XXXXX	E	20
See attached memo and job descriptions, pages 6 - 11.		

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

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

MEMORANDUM

DATE: May 23, 2014

TO: Members of the Commissioners Court

VIA: Leroy Nellis, County Executive, Planning & Budget Office

FROM: Debbie Maynor, Director of Human Resources
Todd Osburn, Compensation Manager

SUBJECT: Proposed New Job Classifications

HRMD recommends creation of two new job classifications as outlined below:

Clinic Supervisor

This position is responsible for the daily oversight and supervision over administrative and operational functions of the Travis County Clinic. Incumbents will have familiarity with scheduling, administrative supervision, record keeping and other key aspects necessary within a clinic setting.

Creation of this job title was necessary to facilitate the coordination of various administrative operations within the Travis County Clinic. Many of these functions are currently being performed by the Health Services Supervisor, but these responsibilities are inhibiting the full development of the County's wellness program. Consistent with market data, the job is recommended to be put in Pay Grade 20 on the Classified Pay Scale.

Health and Wellness Program Administrator

This position is responsible for the planning, design, implementation and evaluation of the County's wellness program initiatives. Working collaboratively with the Travis County Clinic, Benefits Division, and wellness program providers, the incumbent will develop assessment plans to determine the health and wellness needs of the employee population. The incumbent will also be responsible for communicating initiatives and educating employees while implementing the programs.

Creation of this job title was necessary to clearly delineate responsibility for the County's wellness initiatives and better structure the program for evaluation of services provided. Consistent with market data, the job is recommended to be put in Pay Grade 23 on the Classified Pay Scale.

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

TRAVIS COUNTY JOB DESCRIPTION

JOB TITLE: Health and Wellness Program Administrator

JOB CODE:
PAY GRADE: 23

FLSA STATUS: Exempt
LAST REVISED: 06/03/14

JOB SUMMARY:

Plans, designs, implements and evaluates innovative Countywide health and wellness program initiatives. Develops assessment plans to determine the health and wellness needs of the employee population and communicates, educates and implements wellness strategies and programs to meet those needs. Collaborates with clinical and other health and benefits management and staff and employees to develop wellness programs which promote healthy lifestyles, improve productivity, address healthcare cost drivers and facilitate cost containment strategies.

DISTINGUISHING CHARACTERISTICS:

This job classification is within the Human Resources job family. Incumbents in this classification develop and implement Countywide wellness programs and related initiatives. This classification is predominantly administrative, but will interact regularly with the County's wellness staff. This classification may require a flexible work schedule in order to meet the needs of the department.

DUTIES AND RESPONSIBILITIES:

- Provides services and develops innovative programs and events specific to wellness strategic goals, employee health risks and health topics of interest. Collaborates with internal and external resources to provide an integrated and comprehensive wellness program with appropriately defined interventions for the organization.
- Identifies various methods of measuring and analyzing employee health and wellness needs and data to design an annual wellness work plan in support of the wellness program goals and objectives and healthcare cost containment strategies.
- Plans, implements and evaluates health and wellness programs, educational opportunities and special events. Serves as the recognized representative of the wellness program Countywide. Communicates wellness information and results to the Commissioners Court.
- Collaborates with the Benefits Committee to identify wellness issues, healthcare cost drivers and emerging health and wellness issues and develops targeted programs to address these concerns.
- Assists in developing and oversees a wellness subcommittee to assist in the identification, implementation and communication of wellness initiatives Countywide.
- Researches and analyzes Countywide risk factors using data such as health benefits usage and expenditure data. Develops programs and services to reduce healthcare costs and promote healthy lifestyles. Develops systems to evaluate the effectiveness of wellness programs and events. Tracks and evaluates results of wellness initiatives.
- Provides individual and group consultations Countywide, including serving as consultant to departments related to wellness issues, programs and needs. Provides support with wellness information, events, and program opportunities.
- Uses medical knowledge and clinical experience in providing wellness consultations and training, promoting disease management, and all aspects of wellness program design and delivery. Collaborates with management and staff. May review employee health information and data to provide wellness counseling and recommendations.
- Develops and conducts or facilitates wellness training and communicates and educates employees Countywide on wellness programs. Creates and distributes health and wellness-related educational materials. Collaborates with community resources and wellness vendors to develop and maintain year-round wellness initiatives.
- Develops or assists in developing the wellness budget and monitors expenditures.
- Stays abreast of current trends, best practices and research related to wellness programs and services. Maintains relevant licensure and continuing professional education.
- Performs other job-related duties as assigned.

TRAVIS COUNTY JOB DESCRIPTION

JOB TITLE: Health and Wellness Program Administrator

JOB CODE:
PAY GRADE: 23

FLSA STATUS: Exempt
LAST REVISED: 06/03/14

MINIMUM REQUIREMENTS:

Education and Experience:
Bachelor's degree in Public Health, Health Education, Nursing, Fitness, Nutrition, Mental Health or related field and five (5) years of increasingly responsible experience in health and wellness, clinical medical or directly related field, including two (2) years of project management or program coordination and development 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:
Valid Texas Driver's License.

Preferred:
Current license to practice as a physician, nurse, or other professional health related license in the State of Texas.
Certified Health Education Specialist (CHES) or similar certification.
Current Cardio-Pulmonary Resuscitation (CPR) Certification.

Knowledge, Skills, and Abilities:
Knowledge of:

- Policies, practices, procedures and terminology of assigned function.
- Federal, State, Local and County healthcare laws and requirements.
- Knowledge of medical terminology, practices, concepts and processes.
- Project management methodologies, practices and techniques.
- Principles and procedures of medical documentation and record keeping.
- County budget policies, procedures and practices.
- Computer equipment to include word processing, spreadsheets, databases and a variety of software packages.
- Business letter writing, grammar and punctuation, and report preparation.

Skill in:

- Planning and developing wellness programs and related events.
- Analyzing medical and other data and evaluating programs to determine wellness needs.
- Making presentations and teaching wellness classes.
- Budget development and maintenance.
- Contract administration and negotiation.
- Problem-solving and decision-making.
- Both verbal and written communication.

Ability to:

- Coordinate, plan and prioritize programs, projects and activities.
- Compile and analyze wellness data, and write clear and comprehensive reports.
- Apply the basic concepts of health coaching and lifestyle counseling to individuals in a clinical or worksite setting.
- Lead wellness program related activities.
- Communicate effectively, including making appropriate and effective public presentations.
- Evaluate contracts and recommend future status.
- Manage time well, perform multiple tasks and organize diverse activities.
- Work efficiently both independently and as part of a wellness team.
- Recognize and identify wellness issues and create program solutions to improve them.
- Establish and maintain effective working relationships with County employees and officials, and the general public.

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TRAVIS COUNTY JOB DESCRIPTION

JOB TITLE: Health and Wellness Program Administrator

JOB CODE:
PAY GRADE: 23

FLSA STATUS: Exempt
LAST REVISED: 06/03/14

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

Physical requirements include the ability to lift/carry up to 25 pounds occasionally, visual acuity, speech and hearing, hand and eye coordination and manual dexterity necessary to operate a computer and office equipment. Subject to standing, walking, sitting, repetitive motion, reaching, climbing stairs, bending, stooping, kneeling, crouching, crawling, pushing, pulling, balancing, client/customer contact, squatting to perform the essential functions. Subject to contact with communicable diseases, radiation, hazardous waste, human fecal matter and foul odors.

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: Clinic Supervisor

JOB CODE:
PAY GRADE: 20

FLSA STATUS: Exempt
LAST REVISED: 6/3/14

JOB SUMMARY:

Provides day-to-day oversight and supervision over administrative and operational functions of an outpatient healthcare clinic. Plans, supervises, schedules and monitors the work of direct health care staff to ensure quality health services are provided to patients. Assists in establishing patient-oriented and cost effective goals, objectives, policies, and procedures for all operational areas of the clinic.

DISTINGUISHING CHARACTERISTICS:

This is a specialized office supervisory job within the Management job family. This classification is distinguished from other similar jobs due to the specialized nature of healthcare-related operations. This classification functions as a first line supervisor responsible for oversight of administrative and operational activities within a healthcare clinic setting.

DUTIES AND RESPONSIBILITIES:

- Oversees and coordinates the day-to-day administrative and operational functions within a clinic. Supervises the work of direct health care staff to ensure quality health services are provided to patients. Coaches and conducts performance evaluations for health care personnel.
- Schedules and ensures adequate staff availability to provide for the health care needs of patients and efficient operations of the clinic.
- Plans, trains or coordinates training, develops, monitors and evaluates the work of assigned staff.
- Assists in developing and implements clinic-specific policies and procedures and monitors staff adherence to such policies and procedures. Makes recommendations to improve clinic operations to facilitate patient care and operational efficiency and effectiveness.
- Responds via telephone and in writing to inquiries from patients, their relatives and others as required.
- Practices, trains and monitors healthcare staff in safety, environmental and/or infection control methods.
- Assists manager with preparation of annual capital and operating clinic budgets and monitoring of expenses.
- Addresses patient care or service complaints to ensure customer satisfaction.
- Interacts with and supports staff and physicians on a daily basis. Handles issues or requests as appropriate.
- Ensures patient records are current and accurate. Maintains confidentiality of patient records and all healthcare information.
- Builds communication and teamwork by holding regularly scheduled staff meetings to communicate clinic and organizational information.
- Remains knowledgeable concerning health care delivery policies and procedures and implements them in decision making. Ensures compliance with applicable Federal, State, and Local healthcare and other laws and regulations.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:

Associate's degree in Healthcare Administration, Business Administration, or a directly related field AND five (5) years of professional experience in a healthcare related facility with broad operational duties in functions such as human resources, training, budgeting, and customer service, including two (2) years of supervisory experience;

OR,

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TRAVIS COUNTY JOB DESCRIPTION

JOB TITLE: Clinic Supervisor

JOB CODE:
PAY GRADE: 20

FLSA STATUS: Exempt
LAST REVISED: 6/3/14

MINIMUM REQUIREMENTS: (Cont.)

Education and Experience: (Cont.)

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:
Valid Texas Driver's License.

Knowledge, Skills, and Abilities:

Knowledge of:

- Supervisory practices and techniques.
- Federal, State, Local and County healthcare and other applicable laws, rules, regulations and guidelines.
- Policies, practices, procedures and terminology of assigned function.
- Accounting, purchasing and budgetary theory, principles and practices.
- Medical coding and terminology.
- Computer equipment to include word processing, spreadsheets, databases and a variety of software packages.
- Business letter writing, grammar and punctuation, and report preparation.

Skill in:

- Supervisory principles, practices and techniques.
- Problem-solving and decision-making.
- Planning, organizing and monitoring.
- Customer service delivery.
- Both verbal and written communication.

Ability to:

- Plan, assign, motivate, train and supervise the work of clinical staff.
- Compile and analyze data, and write clear and comprehensive reports.
- Assist in monitoring a budget, implement and maintain filing and accounting systems.
- Manage time well, perform multiple tasks and organize diverse activities.
- Perform in a stressful environment, while maintaining a professional manner.
- Independently prepare correspondence, memorandums and other materials.
- Establish and maintain effective working relationships with patients and their relatives, clinical staff, other County management and staff, and the general public.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

Physical requirements include the ability to lift/carry up to 5-25 pounds occasionally, visual acuity, speech and hearing, hand and eye coordination and manual dexterity necessary to operate a computer and office equipment. Subject to standing, walking, sitting, repetitive motion, reaching, climbing stairs, bending, stooping, kneeling, crouching, crawling, pushing, pulling, balancing, client/customer contact, squatting to perform the essential functions.

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.

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