



Travis County Commissioners Court Agenda Request

Meeting Date: 7/15/14

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; and
- B. Non-routine POPS Salary Adjustment request from Constable Precinct 2'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 – 4.

B. Non-Routine Personnel Action – Pages 5 - 8.

Constable Precinct 2 requests an exception to Peace Officer Pay Scale (POPS) – Travis County Code § 10.0295 to place Position 30001773 from step 6 to step 9, 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 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

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

July 15, 2014

ITEM # :

DATE: July 3, 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 *DM*

SUBJECT: Weekly Personnel Amendments

Attached are Personnel Amendments for Commissioners Court approval.

A. Routine Personnel Actions – Pages 2 – 4.

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Constable Precinct 2 requests an exception to Peace Officer Pay Scale (POPS) – Travis County Code § 10.0295 to place Position 30001773 from step 6 to step 9, 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 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	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	07/02/2014	N/A	N/A	1450 - Facilities Management	30000519 / Building Security Guard / 2 - Temporary / 05 - Hourly - Retmt / GRD09 / 00 / \$11.09
New Hire	New Hire	07/21/2014	N/A	N/A	1550 - Counseling and Education Sv	30003837 / Chemical Dependency Couns / 1 - Regular / 02 - Full Time Non-Exempt / GRD16 / 00 / \$41,475.20
New Hire	New Hire	06/26/2014	N/A	N/A	3300 - District Attorney	30052251 / Office Specialist / 2 - Temporary / 06 - Hourly - No Bnf / GRD12 / 00 / \$13.59
New Hire	New Hire	07/01/2014	N/A	N/A	3650 - Juvenile Probation	30004469 / Housekeeper / 1 - Regular / 02 - Full Time Non-Exempt / GRD07 / 00 / \$24,307.92
Re-Hire	Re-Hire	05/15/2014	N/A	N/A	3150 - County Clerk	30006726 / Elections Early Voting Cl / 2 - Temporary / 06 - Hourly - No Bnf / NCF01 / 00 / \$10.00
Re-Hire	Re-Hire	06/25/2014	N/A	N/A	3300 - District Attorney	30052553 / Paralegal / 1 - Regular / 02 - Full Time Non-Exempt / GRD18 / 00 / \$52,977.60
Mobility	Career Ladder	07/16/2014	3600 - Pretrial Services	30003887 / Pretrial Officer II / 1 - Regular / 02 - Full Time Non-Exempt / GRD17 / 00 / \$44,926.34	3600 - Pretrial Services	30003887 / Pretrial Officer III / 1 - Regular / 02 - Full Time Non-Exempt / GRD18 / 00 / \$48,071.18

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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	Lateral Transfer	07/16/2014	3100 - County Attorney	30000892 / Office Asst / 2 - Temporary / 06 - Hourly - No Bnf / GRD10 / 00 / \$11.87	3100 - County Attorney	30000892 / Office Asst / 2 - Temporary / 05 - Hourly - Reimt / GRD10 / 00 / \$11.87
Mobility	Lateral Transfer	10/01/2013	3400 - Justice of the Peace Pct 1	30001624 / Court Clerk I / 4 - Special Project / 02 - Full Time Non-Exempt / GRD13 / 00 / \$31,145.99	3400 - Justice of the Peace Pct 1	30001624 / Court Clerk I / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$31,145.99
Mobility	Part-Time Hours Increase (from 20 to 30 hrs/wk)	07/01/2014	1250 - Planning and Budget	30052276 / County Executive Succession / 1 - Regular / 03 - Part-Time Exempt / GRD34 / 00 / \$80,357.36	1250 - Planning and Budget	30052276 / County Executive Succession / 1 - Regular / 03 - Part-Time Exempt / GRD34 / 00 / \$120,536.04
Mobility	Part-Time to Full-Time	07/01/2014	1700 - Transportation and Nat Rsrc	30005622 / Planner / 1 - Regular / 03 - Part Time Exempt / GRD19 / 00 / \$27,293.94	1700 - Transportation and Nat Rsrc	30004716 / Planner / 1 - Regular / 01 - Full Time Exempt / GRD19 / 00 / \$54,587.88
Mobility	Promotion	07/01/2014	1400 - Information Technology Service	30000345 / Project Mgr I / 1 - Regular / 01 - Full Time Exempt / GRD27 / 00 / \$86,295.23	1400 - Information Technology Service	30000343 / Project Mgr II / 1 - Regular / 01 - Full Time Exempt / GRD28 / 00 / \$90,100.00
Mobility	Promotion	07/01/2014	1700 - Transportation and Nat Rsrc	30004761 / Environmental Specialist / 1 - Regular / 02 - Full Time Non-Exempt / GRD18 / 00 / \$43,940.62	1700 - Transportation and Nat Rsrc	30004756 / Environmental Specialist Sr / 1 - Regular / 01 - Full Time Exempt / GRD19 / 00 / \$48,200.75
Mobility	Promotion	07/01/2014	3050 - Tax Collector	30000138 / Tax Supv / 1 - Regular / 01 - Full Time Exempt / GRD20 / 00 / \$63,386.12	3050 - Tax Collector	30000137 / Tax Assessor-Collector Deputy Assoc / 1 - Regular / 01 - Full Time Exempt / GRD29 / 00 / \$89,265.71

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WEEKLY PERSONNEL AMENDMENTS - ROUTINE

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Mobility	Promotion	07/01/2014	3050 - Tax Collector	3000140 / Tax Specialist II / 1 - Regular / 02 - Full Time Non-Exempt / GRD15 / 00 / \$35,646.76	3050 - Tax Collector	3000138 / Tax Supv / 1 - Regular / 01 - Full Time Exempt / GRD20 / 00 / \$48,530.77
Mobility	Promotion	06/25/2014	3300 - District Attorney	30001305 / Legal Secretary / 1 - Regular / 02 - Full Time Non-Exempt / GRD15 / 00 / \$39,912.91	3300 - District Attorney	30052552 / Paralegal / 1 - Regular / 02 - Full Time Non-Exempt / GRD18 / 00 / \$45,899.85
Mobility	Promotion	06/26/2014	3410 - Justice of the Peace Pct 3	30001682 / Court Clerk I / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$36,888.41	3410 - Justice of the Peace Pct 3	30001681 / Court Clerk II / 1 - Regular / 02 - Full Time Non-Exempt / GRD15 / 00 / \$38,732.83
Mobility	Promotion	07/01/2014	3500 - Sheriff	30002529 / Security Coord / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$37,042.72	3500 - Sheriff	30002501 / Cadet / 1 - Regular / 02 - Full Time Non-Exempt / GRD80 / 01 / \$38,919.50
Salary Change	Salary/Hourly Rate Change	07/01/2014	3465 - Constable Pct 4	30001824 / Accountant Assoc / 1 - Regular / 02 - Full Time Non-Exempt / GRD14 / 00 / \$35,971.72	3465 - Constable Pct 4	GRD14 / 00 / \$36,511.29

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NON-ROUTINE PERSONNEL ACTION – POPS Step Change				
Personnel Area (From)	CURRENT Position / Position Title / Employee Group / Employee Subgroup / Grade / Level / Salary / Rate Amt	Personnel Area (To)	NEW Position / Position Title / Employee Group / Employee Subgroup / Grade / Level / Salary / Rate Amt	Comments
3455 - Constable Pct 2	30001773 / Constable Deputy Chief / 1 - Regular / 01 - Full Time Exempt / GRD66 / 06 / \$85,148.54	3455 - Constable Pct 2	GRD66 / 09 / \$90,396.38	HRMD does not recommend salary action.

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: July 3, 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 *DM*

SUBJECT: Constable, Precinct 2 - Non-Routine Salary Adjustment, Pos.30001773

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

Constable, Precinct 2's Office Request:

Constable Precinct 2's Office requests approval to increase the current salary of one Chief Deputy Constable. The proposed salary adjustment would bring the employee from step 6 to step 9 and result in an increase of \$5,247.84. The salary adjustment would apply to the following position:

<u>Position #</u>	<u>From</u>	<u>To</u>
30001773	\$85,148.54	\$90,396.38

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.

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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 2 has requested that the Chief Deputy receive a three-step increase. The memo from the Constable's Office cites the fact that funding is available and the Chief Deputy did not receive an increase when the Office was put back on the POPS Scale due to insufficient funds. The Planning and Budget Office (PBO) has confirmed available funding for the adjustment for the balance of FY 2014 and FY 2015.

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 FY 2009. The situation for this employee is not unique.
- Although the employee has been frozen on step 6 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.
- When Constable 2 went back on the POPS Scale in 2009, all officers were placed on the POPS scale in accordance with the placement policy. The Chief Deputy was eligible for placement at that time on Step 5 and received a step increase in FY 2009 consistent with Court action. This placed the Chief Deputy on Step 6. Court has not approved a step increase since, so Step 6 is the proper placement for this employee. Funding was not an issue in 2009.
- Increasing the pay for this employee only creates an equity issue for other officers within this Office.

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ADAN BALLESTEROS
TRAVIS COUNTY CONSTABLE PRECINCT 2
 Chief Deputy George Morales



Date: June 26, 2014

To: Cynthia Lam -Roldan
 From: Adan Ballesteros
 Ref: Step Increase Step 6 to Step 9

I am respectfully requesting a step increase for Chief Deputy Constable Pct.2. This request is based on the fact that the funds are currently available within our budget. The Chief Deputy is currently at step six (6) on the Travis County Pop Scale. This request would move the Chief to a step nine (9). The Chief Deputy is a Master Peace Officer with Civil Process Proficiency certifications. In 2009 Constable Pct.2 was at classified pay, during this time there was no funding available to make the step increase. When CN2 went to Travis County Pop Scale, again there was no additional funding. PBO confirms that the Constable's Office FY 2015 Budget Submission includes sufficient funds to increase the Chief Deputy Constable's Salary. PBO also confirms that there is sufficient funding for this salary increase from one-time salary savings in FY 2014. CN2 is not requesting any additional funds, this increase is being funded internally within our CN2 budget, No additional funds are needed from Travis County.

Respectfully Submitted,

Adan Ballesteros
 Travis County Constable Pct.2

Cc: Travis County Commissioners Court
 Sam Biscoe (County Judge)
 Ron Davis (Pct.1 Commissioner)
 Bruce Todd (Pct.2 Commissioner)
 Gerald Daugherty (Pct.3 Commissioner)
 Margaret Gomez (Pct.4 Commissioner)