Travis County Commissioners Court Agenda Request

Meeting Date: 7/22/14
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 salary adjustment from Health and Human Services for a variance to Travis County Code § 10.03002, salary adjustment greater than 10% above midpoint.

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

A. Routine Personnel Actions – Pages 2 – 17.

B. Non-Routine Personnel Action – Pages 8, 18 - 20.
Health and Human Services request approval for a salary adjustment that exceeds 10% above midpoint - Travis County Code § 10.03002. HRMD has reviewed the supporting documentation and recommends approval; this request is consistent with the intent of County personnel policies. The Planning and Budget Office 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.

Human Resources Management Department

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

July 22, 2014

ITEM # :

DATE: July 11, 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 – 17.**

B. **Non-Routine Personnel Action – Pages 8, 18 - 20.**
Health and Human Services request approval for a salary adjustment that exceeds 10% above midpoint - Travis County Code § 10.03002. HRMD has reviewed the supporting documentation and recommends approval; this request is consistent with the intent of County personnel policies. The Planning and Budget Office 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)

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	07/16/2014	N/A	N/A	1400 - Information Technology Service	30050190 / Business Analyst II / 1 - Regular / 01 - Full Time Exempt / GRD24 / 00 / $65,000.00
New Hire	New Hire	07/14/2014	N/A	N/A	1450 - Facilities Management	30052651 / Building Security Guard / 2 - Temporary / 05 - Hourly - Retmt / GRD09 / 00 / $11.09
New Hire	New Hire	07/14/2014	N/A	N/A	1450 - Facilities Management	30051877 / Custodian / 2 - Temporary / 06 - Hourly - No Bnf / GRD07 / 00 / $11.00
New Hire	New Hire	07/14/2014	N/A	N/A	1450 - Facilities Management	30051876 / Custodian / 2 - Temporary / 06 - Hourly - No Bnf / GRD07 / 00 / $11.00
New Hire	New Hire	07/10/2014	N/A	N/A	3200 - District Clerk	30001117 / Court Clerk Asst / 1 - Regular / 02 - Full Time Non-Exempt / GRD11 / 00 / $26,417.46
New Hire	New Hire	07/10/2014	N/A	N/A	3200 - District Clerk	30001158 / Court Clerk Asst / 4 - Special Project / 02 - Full Time Non-Exempt / GRD11 / 00 / $27,206.40
New Hire	New Hire	07/14/2014	N/A	N/A	3200 - District Clerk	30001089 / Court Clerk I / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / $30,238.83

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	07/13/2014	N/A	N/A	3500 - Sheriff	30002124 / Corrections Cadet / 1 - Regular / 02 - Full Time Non-Exempt / GRD80 / 01 / $38,919.50
New Hire	New Hire	07/13/2014	N/A	N/A	3500 - Sheriff	30002842 / Security Coord / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / $30,238.83
New Hire	New Hire	07/12/2014	N/A	N/A	3500 - Sheriff	30002869 / Corrections Cadet / 1 - Regular / 02 - Full Time Non-Exempt / GRD80 / 01 / $38,919.50
New Hire	New Hire	07/13/2014	N/A	N/A	3500 - Sheriff	30002917 / Corrections Cadet / 1 - Regular / 02 - Full Time Non-Exempt / GRD80 / 01 / $38,919.50
New Hire	New Hire	07/15/2014	N/A	N/A	3650 - Juvenile Probation	30052351 / Psychology Intern / 1 - Regular / 02 - Full Time Non-Exempt / GRD12 / 00 / $28,262.42
New Hire	New Hire	07/15/2014	N/A	N/A	3650 - Juvenile Probation	30051228 / Psychology Intern / 1 - Regular / 02 - Full Time Non-Exempt / GRD12 / 00 / $28,262.42
Re-Hire	Re-Hire	08/20/2014	N/A	N/A	3350 - Probate Court	30052627 / Law Clerk II / 2 - Temporary / 05 - Hourly - Retmt / GRD19 / 00 / $29.28

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	Career Ladder	06/06/2014	3500 - Sheriff	30002898 / Cadet / 1 - Regular / 02 - Full Time Non-Exempt / GRD80 / 01 / $38,919.50	3500 - Sheriff	30002898 / Corrections Officer / 1 - Regular / 02 - Full Time Non-Exempt / GRD81 / 01 / $44,368.27
Mobility	Career Ladder	07/01/2014	3500 - Sheriff	30002848 / Cadet / 1 - Regular / 02 - Full Time Non-Exempt / GRD80 / 01 / $38,919.50	3500 - Sheriff	30002848 / Corrections Officer / 1 - Regular / 02 - Full Time Non-Exempt / GRD81 / 01 / $44,368.27
Mobility	Career Ladder	07/15/2014	3500 - Sheriff	30002868 / Corrections Cadet / 1 - Regular / 02 - Full Time Non-Exempt / GRD80 / 01 / $38,919.50	3500 - Sheriff	30002868 / Corrections Officer / 1 - Regular / 02 - Full Time Non-Exempt / GRD81 / 01 / $44,368.27
Mobility	Career Ladder	07/08/2014	3500 - Sheriff	30003366 / Law Enforcement Sheriff Deputy / 1 - Regular / 02 - Full Time Non-Exempt / GRD72 / 03 / $54,414.67	3500 - Sheriff	30003366 / Law Enforcement Sheriff Deputy Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD74 / 01 / $55,962.82
Mobility	Career Ladder	07/15/2014	3500 - Sheriff	30006040 / Corrections Cadet / 1 - Regular / 02 - Full Time Non-Exempt / GRD80 / 01 / $38,919.50	3500 - Sheriff	30006040 / Corrections Officer / 1 - Regular / 02 - Full Time Non-Exempt / GRD81 / 01 / $44,368.27
Mobility	Career Ladder	07/29/2014	3500 - Sheriff	30002803 / Corrections Cadet / 1 - Regular / 02 - Full Time Non-Exempt / GRD80 / 01 / $38,919.50	3500 - Sheriff	30002803 / Corrections Officer / 1 - Regular / 02 - Full Time Non-Exempt / GRD81 / 01 / $44,368.27
Mobility	Career Ladder	07/16/2014	3500 - Sheriff	30005893 / Corrections Officer / 1 - Regular / 02 - Full Time Non-Exempt / GRD81 / 01 / $44,368.27	3500 - Sheriff	30005893 / Corrections Officer Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD83 / 01 / $48,226.26

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	Career Ladder	07/05/2014	3500 - Sheriff	30002176 / Corrections Officer / 1 - Regular / 02 - Full Time Non-Exempt / GRD81 / 01 / $44,368.27	3500 - Sheriff	30002176 / Corrections Officer Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD83 / 01 / $48,226.26
Mobility	Career Ladder	07/30/2014	3500 - Sheriff	30002601 / Corrections Officer / 1 - Regular / 02 - Full Time Non-Exempt / GRD81 / 01 / $44,368.27	3500 - Sheriff	30002601 / Corrections Officer Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD83 / 01 / $48,226.26
Mobility	Career Ladder	07/16/2014	3500 - Sheriff	30002196 / Corrections Officer / 1 - Regular / 02 - Full Time Non-Exempt / GRD81 / 01 / $44,368.27	3500 - Sheriff	30002196 / Corrections Officer Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD83 / 01 / $48,226.26
Mobility	Career Ladder	07/15/2014	3500 - Sheriff	30005887 / Corrections Cadet / 1 - Regular / 02 - Full Time Non-Exempt / GRD80 / 01 / $38,919.50	3500 - Sheriff	30005887 / Corrections Officer / 1 - Regular / 02 - Full Time Non-Exempt / GRD81 / 01 / $44,368.27
Mobility	Lateral Transfer	07/22/2014	1800 - Rcd Mgmt and Comm Rsrc	30005992 / Imaging Production Tech / 2 - Temporary / 06 - Hourly - No Bnf / GRD11 / 00 / $12.71	1800 - Rcd Mgmt and Comm Rsrc	30005992 / Imaging Production Tech / 2 - Temporary / 05 - Hourly - Retmt / GRD11 / 00 / $12.71
Mobility	Lateral Transfer	07/07/2014	3300 - District Attorney	30001286 / Court Clerk II / 1 - Regular / 02 - Full Time Non-Exempt / GRD15 / 00 / $34,608.50	3300 - District Attorney	30001305 / Legal Secretary / 1 - Regular / 02 - Full Time Non-Exempt / GRD15 / 00 / $34,608.50
Mobility	Promotion	07/07/2014	1850 - Health and Human Sv and Vet Sv	30050286 / Case Worker / 1 - Regular / 02 - Full Time Non-Exempt / GRD16 / 00 / $46,227.00	1850 - Health and Human Sv and Vet Sv	30005429 / Social Worker / 1 - Regular / 01 - Full Time Exempt / GRD18 / 00 / $48,828.00

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	07/16/2014	3050 - Tax Collector	30000134 / Tax Specialist I / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / $31,307.53	3050 - Tax Collector	30000130 / Tax Specialist II / 1 - Regular / 02 - Full Time Non-Exempt / GRD15 / 00 / $34,608.50
Mobility	Promotion	07/16/2014	3050 - Tax Collector	30000130 / Tax Specialist II / 1 - Regular / 02 - Full Time Non-Exempt / GRD15 / 00 / $35,646.76	3050 - Tax Collector	30000128 / Tax Specialist III / 1 - Regular / 02 - Full Time Non-Exempt / GRD16 / 00 / $37,024.00
Mobility	Promotion	07/16/2014	3100 - County Attorney	30000910 / Office Specialist / 1 - Regular / 02 - Full Time Non-Exempt / GRD12 / 00 / $31,728.94	3100 - County Attorney	30052529 / Evidence Tech / 1 - Regular / 02 - Full Time Non-Exempt / GRD18 / 00 / $42,382.08
Mobility	Promotion	07/16/2014	3100 - County Attorney	30000744 / Paralegal / 1 - Regular / 02 - Full Time Non-Exempt / GRD18 / 00 / $50,071.10	3100 - County Attorney	30052528 / Office Mgr Sr / 1 - Regular / 01 - Full Time Exempt / GRD21 / 00 / $61,276.80
Mobility	Promotion	07/01/2014	3200 - District Clerk	30001120 / Court Clerk Asst / 1 - Regular / 02 - Full Time Non-Exempt / GRD11 / 00 / $27,996.80	3200 - District Clerk	30001161 / Court Clerk I / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / $30,238.83
Mobility	Promotion	08/01/2014	3500 - Sheriff	30002281 / Security Coord / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / $32,052.80	3500 - Sheriff	30002981 / Corrections Cadet / 1 - Regular / 02 - Full Time Non-Exempt / GRD80 / 01 / $38,919.50
Mobility	Promotion	07/15/2014	3650 - Juvenile Probation	30051227 / Psychology Intern / 1 - Regular / 02 - Full Time Non-Exempt / GRD12 / 00 / $29,162.42	3650 - Juvenile Probation	30004142 / Juvenile Rsdnt Treatment Officer Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD16 / 00 / $40,352.00

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	07/01/2014	1850 - Health and Human Sv and Vet Sv	30000688 / Americorp Participants / 3 - Stipend / 08 - Fee Based / NCF01 / 00 / $13,741.44	1850 - Health and Human Sv and Vet Sv	30000665 / Education Instructional Specialist / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / $30,238.83

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REVISED JOB DESCRIPTION		
Job Title / Job #	**FLSA**	**Pay Grade**
ME Chief / 20000079	E	Non-Classified
HRMD is providing attached memo and job description, see pages 9 - 17.		

NON-ROUTINE ACTIONS – SALARY CHANGE				
Dept. (From)	**Position / Position Title / Employee Subgroup / Grade / Level / Salary**	**Dept. (To)**	**Position / Position Title / Employee Subgroup / Grade / Level / Salary**	**Comments**
1850 - Health and Human Sv and Vet Sv	30005341 / Administrative Asst II / 1 - Regular / 02 - Full Time Non-Exempt / GRD15 / 00 / $48,280.69	1850 - Health and Human Sv and Vet Sv	GRD15 / 00 / $50,694.72	Salary adjustment. Pay is greater than 10% above midpoint, Travis County Code § 10.03002.

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: July 11, 2014

TO: Members of the Commissioners Court

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

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

SUBJECT: Proposed Revised Job Classification

HRMD recommends revision of one job classification as outlined below:

Chief Medical Examiner

Due to the recent resignation of the Chief Medical Examiner, the Medical Examiner's Office and HRMD have been working collaboratively to review the existing job classification for the Chief Medical Examiner in order to prepare for posting. Upon review, several changes are recommended. Highlights of the key changes to this classification include:

Under the heading 'Duties and Responsibilities':

- Added the phrase "Investigates deaths in accordance with Article 49.25, Texas Code of Criminal Procedure" as the first duty and responsibility". Article 49.25 of the Texas Code of Criminal Procedure is the most important of the jurisdictional statutes that regulates the medical examiner, and establishes the medical examiner's duties.

- Deleted the phrase "Administers oaths and takes affidavits while conducting investigations". This is an anachronistic hold-over from the days before the development of the medical examiner system and deaths were investigated by coroners.

- Additional duties and responsibilities have been added; requiring the Chief Medical Examiner to order appropriate analytical testing, prepare a written report on the cause of death, and issue a death certificate.

- Added language to address the responsibility of the Chief Medical Examiner to inform the proper law enforcement agency of any case in which there is an indication of criminal behavior and remain responsive to requests from law enforcement.

- Added language related to a new criminal law discovery statute that makes cooperation between the Chief Medical Examiner and the District Attorney's Office critical to ensure that the district attorney obtains a complete file of every case that is prosecuted, so that appropriate material can be made available to the defendant's counsel in conformance with the law.

- Previously, the job description included language that requires the Chief Medical Examiner to take charge of a body. The phrase was modified to reflect that a designee of the Chief Medical Examiner goes to the scene and takes charge of the body. Another phrase was added to indicate that taking charge of the body by the Travis County Medical Examiner's Office should be done when the case falls under the jurisdiction of the medical examiner as conferred by the Texas Code of Criminal Procedure.

Under the Heading 'Minimum Qualifications':

- Reduced eligibility requirement of the number of years of prior service from ten years of experience as a forensic pathologist to seven years, including supervisory and management experience. The reason for shortening the number of years of required experience is the recognition that an individual who meets the other qualifications will already have spent considerable time becoming board-certified in anatomical or anatomical/clinical pathology before he or she is eligible to enter a fellowship program in forensic pathology. It is upon completion of that post-graduate fellowship program that an already board-certified pathologist may become a board-certified forensic pathologist.

This job is non-classified but the recommended pay range has not changed.

TRAVIS COUNTY JOB DESCRIPTION

JOB TITLE: ME Chief

JOB CODE:	20000079	**FLSA STATUS:**	Exempt
PAY GRADE:	NCF01		
SALARY RANGE:	Min $201,092 Mid $261,420 Max $321,748	**LAST REVISED:**	07/22/2014

JOB SUMMARY:

Directs the forensic functions of the Medical Examiner's office to provide proper investigations of deaths and determines accurate cause and manner of death including investigation and evaluation of current and anticipated future inquiries in regard to unattended, suspicious, unexpected, and violent deaths in accordance with Article 49.25, Texas Code of Criminal Procedure. Job has critical impact on department operations and public image. Medical Examiner is appointed by the Commissioners Court. Coordinates with the Medical Examiner Chief Administrative Officer to liaison with the Commissioners Court and the County Executive for Emergency Services.

DISTINGUISHING CHARACTERISTICS:

This is the fourth in a series of four medical examiner-related job classifications. This classification is distinguished by serving as the top administrator and chief medical examiner of department. Demonstrates initiative and sound judgment to achieve work goals; and analyzes conflicting or incomplete data to yield supportable decisions. Performs leadership role in disaster efforts. This classification may require a flexible work schedule in order to meet the needs of the department.

DUTIES AND RESPONSIBILITIES:

- Investigates deaths in accordance with Article 49.25, Texas Code of Criminal Procedure.
- Conducts post-mortem examinations to determine cause and manner of death.
- Responsible for the investigation or supervision of the investigation for all types of death occurring as prescribed by law. Specifies and defines forensic standards, policies, and procedures to ensure and enforce standardization within the Medical Examiner's office.
- Reviews and settles controversial issues pertaining to cause of death and physical evidence analysis.
- Uses expert judgment to direct all actions in the Medical Examiner's office operations, evaluates physical evidence and presents findings during court proceedings and uses broad discretion to complete work assignments.
- Reviews all forensic work to ensure quality and consistency of reports. Testifies in court as expert witness, to include out-of-county testimony. Serves as the final authority on all investigations, whether involving criminal or civil matters. Confers with attorneys, physicians, relatives and general public, as required. Has discretionary authority to comment to the media on matters of public interest or public safety.
- Directs, plans, and provides quality evaluation systems for medical phases of forensic operations to assure quality and consistent work methods.
- Fulfills various academic responsibilities including scientific research and publication, teaching and training, academic lectures, and other educational activities.
- Authorizes designees to take charge of a body falling under the jurisdiction conferred by Article 49.25, Texas Code of Criminal Procedure, and all property found with it in the absence of next-of-kin or a legal representative of the deceased. Provides family conferences in person and by telephone to family members of the deceased to increase level of understanding of causes of death, manner of death, and physiologic and psychological mechanisms involved.
- Orders appropriate analytical testing. Collects specimens and evidentiary materials. Performs external examination of bodies. Dictates findings immediately upon completion of post-mortem examination. Prepares written reports on opinion of cause and manner of death regarding cases investigated, autopsied or externally examined, and issues official death certificate. Promptly reviews and signs medical examiner reports.

TRAVIS COUNTY JOB DESCRIPTION

JOB TITLE: ME Chief

JOB CODE:	20000079	**FLSA STATUS:**	Exempt
PAY GRADE:	NCF01		
SALARY RANGE:	Min $201,092 Mid $261,420 Max $321,748	**LAST REVISED:**	07/22/2014

- Is responsible for the maintenance of accurate and complete investigative records, reports, and detailed findings of the postmortem examination,
- Serves as the custodian of records of all cases falling within the jurisdiction of Travis County. Maintains all records in compliance with National Association of Medical Examiner (NAME) standards.
- Promptly informs the appropriate law enforcement agency about deaths in which there is an indication of criminality. Provides such information as necessary to the appropriate law enforcement agency as an investigation proceeds.
- Ensures that complete files are provided to the district attorney upon request, to assist the district attorney to comply with applicable criminal discovery statutes.
- Furnishes certificates of autopsy or that no autopsy is necessary to owners and operators of crematories before a body is cremated.
- Supervises medical staff, the Chief Administrative Officer, the Chief Toxicologist. Evaluates job performance of each on an annual basis. Coordinates schedules, assignments, and work hours of the medical examiners.
- Supervises physicians in the training of medical and nursing students.
- Provides educational and informational opportunities through talks and lectures to law enforcement, medical and paramedical groups, and other criminal justice and related agencies.
- Works with Medical Examiner Chief Administrative Officer to provide information and statistical information to community agencies, insurance companies, news media, social agencies, and educational programs. Responds to difficult inquires and complaints.
- Represents the County at meetings, state and national forensic organizations board meetings, seminars, conferences, professional associations meetings, private organizations, and participates on related committees. Represents Medical Examiner at Commissioners Court sessions on items requiring agenda discussions.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:
Graduation from an accredited college of medicine AND postgraduate pathology training program AND at least seven (7) years of experience as a forensic pathologist, including supervisory and management experience.

Licenses, Registrations, Certifications, or Special Requirements:
Possession of a license to practice medicine in the State of Texas issued by the Texas Medical Board.
American Board Certified in anatomical or anatomical/clinical pathology.
American Board Certified in forensic pathology.
Valid Texas Driver's License.

Knowledge, Skills, and Abilities:
Knowledge of:
- Medico-legal investigation of death techniques.
- National Association of Medical Examiners (NAME) accreditation standards and other best practices for forensic centers.
- Modern forensic pathology methods and techniques.
- Standard autopsy room protocols.
- Investigative techniques.
- Rules and collection of evidence.
- Applicable Federal, state, local and county laws, rules, regulations and guidelines.

JOB TITLE: ME Chief

JOB CODE:	20000079	**FLSA STATUS:**	Exempt
PAY GRADE:	NCF01		
SALARY RANGE:	Min $201,092 Mid $261,420 Max $321,748	**LAST REVISED:**	07/22/2014

MINIMUM REQUIREMENTS: (Cont.)

- Autopsy, investigative, and toxicological safety precautions.
- Principles and procedures of record keeping.
- Departmental policies and procedures.
- Computer operations.

Skill in:

- Performing autopsies.
- Using and caring of autopsy room equipment.
- Conducting medico-legal death investigations.
- Practice of medicine, pathology, and forensic pathology.
- Documenting results of application of forensic pathology, toxicology, histology, and other medical-legal procedures.
- Supervising others, including team building.
- Explaining complicated technical problems in simple non-technical language.
- Problem-solving and decision-making.
- Developing and advancing departmental medico-legal policies and procedures.
- Working with and communicating with various community groups.
- Exercising independent judgment.
- Writing, recording and compiling material for accurate reports.
- Dealing effectively and professionally with distraught, upset, or potentially volatile family members or situations.
- Effective verbal and written communication.

Ability to:

- Plan, direct, and coordinate the work activities of professional staff.
- Lead staff in meeting NAME accreditation standards and achieving accreditation.
- Interpret, follow and enforce written rules, policies, procedures, codes, ordinances and regulations.
- Deal with death-related environment daily and unpleasant odors associated with autopsies.
- Work in morgue environment with daily contact with decedents, including those in a decomposed state.
- Work independently.
- Exercise sound judgment and make sound decisions.
- Develop and present accurate written and verbal medical opinion reports on case findings.
- Interpret, follow and enforce written policies and procedures.
- Perform in a stressful environment, while maintaining a professional manner.
- Make appropriate and effective public presentations.
- Present cognitive scientific opinion testimony.
- Use good safety practices and precautions including the use of personal protective equipment. Establish and maintain effective working relationships with departmental clientele, medical community, other County employees and officials, and the general public.

TRAVIS COUNTY JOB DESCRIPTION

JOB TITLE: ME Chief

JOB CODE:	20000079	**FLSA STATUS:**	Exempt
PAY GRADE:	NCF01		
SALARY RANGE:	Min $201,092 Mid $261,420 Max $321,748	**LAST REVISED:**	07/22/2014

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

Works in an autopsy room. Requires visual acuity, speech and hearing, hand and eye coordination, and manual dexterity necessary to operate laboratory equipment and basic office equipment and computer. Subject to standing, walking, sitting, repetitive motion, reaching, climbing stairs, bending, stooping, kneeling, crouching, crawling, pushing, pulling, balancing, squatting to perform the essential functions. At times requires driving and exposure to outdoor conditions. Subject to various biological/infectious, chemical, mechanical, electrical, explosive and radiation hazards in indoors/outdoors work, and exposure to fumes, noxious odors and toxic wastes. Exposure to computer monitors. Daily contact with bio-hazardous materials. Frequent contact with funeral directors, law enforcement officers, and friends and families of the bereaved. Exposure to high job stress. Must possess sufficient physical strength and emotional stability to work under adverse conditions.

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: ME Chief

JOB CODE:	20000079	**FLSA STATUS:**	Exempt
PAY GRADE:	NCF01	**LAST REVISED:**	04/01/12
SALARY RANGE:	Min $201,092 Mid $261,420 Max $321,748		

JOB SUMMARY:

Directs the forensic functions of the Medical Examiner's office to provide proper investigations of deaths and determines accurate cause and manner of death including investigation and evaluation of current and anticipated future inquiries in regard to unattended, suspicious, unexpected, and violent deaths in accordance with Article 49.25, Texas Code of Criminal Procedure. Job has critical impact on department operations and public image. Medical Examiner is appointed by the Commissioners Court. Coordinates with the Medical Examiner Chief Administrative Officer to liaison with the Commissioners Court and the Executive Manager.

DISTINGUISHING CHARACTERISTICS:

This is the fourth in a series of four medical examiner-related job classifications within the Medical job family. This classification is distinguished by serving as the top administrator and chief medical examiner of department. Demonstrates initiative and sound judgment to achieve work goals; and analyzes conflicting or incomplete data to yield supportable decisions. Performs leadership role in disaster efforts. This classification may require a flexible work schedule in order to meet the needs of the department.

DUTIES AND RESPONSIBILITIES:

- Conducts post-mortem examinations to determine cause and manner of death.
- Responsible for the investigation or supervision of the investigation for all types of death occurring as prescribed by law. Specifies and defines forensic standards, policies and procedures to ensure and enforce standardization within the Medical Examiner's office.
- Reviews and settles controversial issues pertaining to cause of death and physical evidence analysis.
- Uses expert judgment to direct all actions in the Medical Examiner's office operations, evaluates physical evidence and presents findings during court proceedings and uses broad discretion to complete work assignments.
- Reviews all forensic work to ensure quality and consistency of reports. Testifies in court as expert witness, to include Out-of-County testimony. Directs forensic criminal and civil actions associated with cases investigated. Confers with attorneys, physicians, media, relatives and general public, as required.
- Directs, plans, and provides quality evaluation systems for medical phases of forensic operations to assure quality and consistent work methods.
- Fulfills various academic responsibilities including scientific research, teaching and training, academic lectures, and other educational activities.
- Administers oaths and takes affidavits while conducting investigations.
- Takes charge of the body and all property found with it in the absence of next-of-kin or a legal representative of the deceased. Provides family conferences in person and by telephone to family members of the deceased to increase level of understanding of causes of death, manner of death and physiologic and psychological mechanisms involved.
- Maintains accurate and complete investigative records, reports, and detailed findings of the autopsy, if any; files reports setting forth the cause of death with the District Attorney. Furnishes certificates of autopsy or that no autopsy was necessary to owners and operators of crematories before a body is cremated.
- Supervises medical staff, evaluates job performance and coordinates schedules and assignments and work hours.
- Provides educational and informational opportunities through talks and lectures to law enforcement, medical and paramedical groups and other criminal justice and related agencies.

TRAVIS COUNTY JOB DESCRIPTION

JOB TITLE: ME Chief

JOB CODE: 20000079
PAY GRADE: NCF01
SALARY RANGE: Min $201,092
Mid $261,420
Max $321,748

FLSA STATUS: Exempt
LAST REVISED: 04/01/12

DUTIES AND RESPONSIBILITIES: (Cont.)

- Works with Medical Examiner Chief Administrative Officer to provide information and statistical information to community agencies, insurance companies, news media, social agencies, and educational programs. Responds to difficult inquires and complaints.
- Represents the County at meetings, state and national forensic organizations board meetings, seminars, conferences, professional associations meetings, private organizations, and participates on related committees. Represents Medical Examiner at Commissioners Court sessions on items requiring agenda discussions.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:
Graduation from an accredited school of medicine with a degree as a medical doctor AND ten (10) years of progressively responsible experience as a forensic pathologist medical doctor, Deputy Medical Examiner, or Medical Examiner AND completed training in pathology, toxicology, histology and other medical-legal sciences, and including four (4) years of supervisory and top management experience.

Licenses, Registrations, Certifications, or Special Requirements:
Licensed to practice as a medical doctor in the State of Texas issued by the Texas Medical Board.
American Board Certified in anatomic or anatomic/clinic pathology.
American Board Certified in forensic pathology.
Valid Texas Driver's License.

Knowledge, Skills, and Abilities:
Knowledge of:
- Medico-legal investigation of death techniques.
- NAME accreditation standards and other best practices for forensic centers.
- Modern forensic pathology methods and techniques.
- Standard autopsy room protocols.
- Investigative techniques.
- Rules and collection of evidence.
- Federal, State, Local and County applicable laws, rules, regulations and guidelines.
- Policies, practices, procedures and terminology of assigned function.
- Principle and procedures of record keeping.

Skill in:
- Performing autopsies.
- Using and caring of autopsy room equipment.
- Conducting medico-legal investigations.
- Practicing of medicine, pathology and forensic pathology.
- Documenting results of application of forensic pathology, toxicology, histology, and other medical-legal procedures.
- Supervising others, including team building.
- Explaining complicated technical problems in simple non-technical language.
- Problem-solving and decision-making.

TRAVIS COUNTY JOB DESCRIPTION

JOB TITLE: ME Chief

JOB CODE:	20000079	**FLSA STATUS:**	Exempt
PAY GRADE:	NCF01	**LAST REVISED:**	04/01/12
SALARY RANGE:	Min $201,092		
	Mid $261,420		
	Max $321,748		

MINIMUM REQUIREMENTS: (Cont.)

Skill in: (Cont.)

- Department medical legal policies and procedures.
- Working with and communicating with various community groups.
- Exercising independent judgment.
- Writing, recording and compiling material for accurate reports.
- Dealing effectively and professionally with distraught, upset, or potentially volatile family members or situations.
- Both verbal and written communication.

Ability to:

- Plan, direct, and coordinate the work activities of professional staff.
- Lead staff in meeting NAME accreditation standards and achieving accreditation.
- Interpret, follow and enforce written rules, policies, procedures, codes, ordinances and regulations.
- Deal with death-related environment daily and unpleasant odors associated with autopsies.
- Work in morgue environment with daily contact with decedents, including those in a decomposed state.
- Work independently.
- Exercise sound judgment and make sound decisions.
- Develop and present accurate written and verbal medical opinion reports on case findings.
- Interpret, follow and enforce written policies and procedures.
- Perform in a stressful environment, while maintaining a professional manner.
- Make appropriate and effective public presentations.
- Present cognitive scientific opinion testimony.
- Use good safety practices and precautions including the use of personal protective gear.
- Establish and maintain effective working relationships with departmental clientele, medical community, other County employees and officials, and the general public.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

Physical requirements include the ability to lift/carry up to 75-100 pounds and maneuvering cadavers unassisted in excess of 200 pounds. Works in an autopsy room. Requires visual acuity, speech and hearing, hand and eye coordination, and manual dexterity necessary to operate laboratory equipment and basic office equipment and computer. 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. At times requires driving and exposure to outdoor conditions. Subject to various biological/infectious, chemical, mechanical, electrical, explosive and radiation hazards in indoors/outdoors work, and exposure to fumes, noxious odors and toxic wastes. Daily contact with biohazardous materials. Some exposure to high on job demand stress. Must possess sufficient physical strength and emotional stability to work under adverse conditions.

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.

Human Resources Management Department

700 Lavaca Street, 4th Floor • P.O. Box 1748 • Austin, Texas 78767 • (512) 854-9165 / FAX(512) 854-4203

MEMORANDUM

DATE: July 11, 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, Human Resources Management Director

SUBJECT: HHS Non-Routine Salary Adjustment – Position # 30005341

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

Department Request:

The Health and Human Services Department (HHS) requests approval to increase the salary of one Administrative Assistant II by $2,414.03. This translates to 5.0 percent. The proposed salary would result in the employee being over the "midpoint plus 10 percent" threshold that requires approval from Commissioners Court. The request for approval is made for the following slot:

Position #	Pay Grade	Current Salary	Proposed Salary
30005341	15	$48,280.69	$50,694.72

Policy

Travis County Code §10.03002(b) states that existing employees may be moved along a pay range with permanent salary savings at the manager's discretion. Movement greater than 10% above midpoint requires Commissioners Court approval.

Recommendation

HRMD recommends approval of the salary action. The incumbent is already past the midpoint + 10% threshold and the increase is in response to the employee reaching a

higher level of certification. The proposed adjustment facilitates retention and is reasonable within the intent of the policy. The Planning and Budget Office (PBO) has confirmed funding.

Travis County Health & Human Services And Veterans Services

Travis County Services for the Deaf and Hard of Hearing

2201 Post Road, Room 100 Austin, Texas 78704
(512) 854 - 9210 TTY (512) 854 - 9205 Voice (512) 854 - 3007or (512) 854-9289 FAX

TO: Deborah Britton, Division Director

FROM: Stacy Landry, Program Manager
Travis County Services for the Deaf and Hard of Hearing

DATE: June 26, 2014

RE: Personnel Action-career ladder upgrade –
Position 30005341

PERSONNEL
2014 JUL -8 PM 4:02

On, March 3, 2014, achieved BEI Court Interpreter certification. According to the Career Ladder approved by HRMD and the Travis County Commissioners Court in 1996 and revised by the Department in 2001, I request that this individual receive a 5% increase effective July 1, 2014.

Approved:
Sherri E. Fleming
Sherri Fleming, Executive Manager