Travis County Commissioners Court Agenda Request

Meeting Date: 8/5/14
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 – 4.

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

August 5, 2014

ITEM # :

DATE: July 25, 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.

Routine Personnel Actions – Pages 2 – 4.

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	07/28/2014	N/A	N/A	1450 - Facilities Management	30000499 / Custodian Lead / 1 - Regular / 02 - Full Time Non-Exempt / GRD09 / 00 / $28,246.00
New Hire	New Hire	07/28/2014	N/A	N/A	3050 - Tax Collector	30000132 / Tax Specialist I / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / $30,238.83
New Hire	New Hire	08/04/2014	N/A	N/A	3050 - Tax Collector	30000134 / Tax Specialist I / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / $30,283.83
New Hire	New Hire	07/21/2014	N/A	N/A	3100 - County Attorney	30000708 / Business Analyst III / 1 - Regular / 01 - Full Time Exempt / GRD26 / 00 / $78,186.00
New Hire	New Hire	07/16/2014	N/A	N/A	3100 - County Attorney	30000761 / Victim Counselor Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD17 / 00 / $40,809.60
New Hire	New Hire	07/21/2014	N/A	N/A	3200 - District Clerk	30001088 / Court Clerk I / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / $32,052.80
New Hire	New Hire	07/15/2014	N/A	N/A	3300 - District Attorney	30001417 / Victim Counselor Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD17 / 00 / $43,180.80

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	07/21/2014	N/A	N/A	3500 - Sheriff	30001973 / Licensed Vocational Nurse / 1 - Regular / 02 - Full Time Non-Exempt / GRD15 / 00 / $38,750.40
New Hire	New Hire	07/21/2014	N/A	N/A	3650 - Juvenile Probation	30004465 / Cook / 1 - Regular / 02 - Full Time Non-Exempt / GRD08 / 00 / $23,483.20
Mobility	Career Ladder	07/02/2014	3100 - County Attorney	30000714 / Attorney I / 1 - Regular / 01 - Full Time Exempt / GRD22 / 00 / $57,246.22	3100 - County Attorney	30000714 / Attorney II / 1 - Regular / 01 - Full Time Exempt / GRD23 / 00 / $60,108.53
Mobility	Career Ladder	07/02/2014	3100 - County Attorney	30000763 / Attorney I / 1 - Regular / 01 - Full Time Exempt / GRD22 / 00 / $57,246.22	3100 - County Attorney	30000763 / Attorney II / 1 - Regular / 01 - Full Time Exempt / GRD23 / 00 / $60,108.53
Mobility	Career Ladder	07/02/2014	3100 - County Attorney	30050200 / Attorney I / 1 - Regular / 01 - Full Time Exempt / GRD22 / 00 / $57,246.22	3100 - County Attorney	30050200 / Attorney II / 1 - Regular / 01 - Full Time Exempt / GRD23 / 00 / $60,108.53
Mobility	Full-Time to Part-Time	07/20/2014	3100 - County Attorney	30000789 / Law Clerk I / 1 - Regular / 02 - Full Time Non-Exempt / GRD15 / 00 / $34,608.50	3100 - County Attorney	30000789 / Law Clerk I / 1 - Regular / 04 - Part Time Non-Exempt / GRD15 / 00 / $17,304.25

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	07/21/2014	3200 - District Clerk	30001088 / Court Clerk I / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / $30,238.83	3200 - District Clerk	30001090 / Court Clerk II / 1 - Regular / 02 - Full Time Non-Exempt / GRD15 / 00 / $34,608.50
Mobility	Promotion	06/25/2014	3300 - District Attorney	30001317 / Legal Secretary / 1 - Regular / 02 - Full Time Non-Exempt / GRD15 / 00 / $38,841.71	3300 - District Attorney	30052551 / Paralegal / 1 - Regular / 02 - Full Time Non-Exempt / GRD18 / 00 / $44,667.97
Mobility	Promotion	08/01/2014	3500 - Sheriff	30002822 / Security Coord / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / $33,064.30	3500 - Sheriff	30002018 / Paralegal / 1 - Regular / 02 - Full Time Non-Exempt / GRD18 / 00 / $42,382.08

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