Travis County Commissioners Court Agenda Request

Meeting Date: 9/16/14
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 – 8.

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

September 16, 2014

ITEM # :

DATE: September 5, 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 – 8.

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	09/02/2014	N/A	N/A	1300 - General Administration	30052826 / ACC Intern / 2 - Temporary / 06 - Hourly - No Bnf / NCF01 / 00 / $12.00
New Hire	New Hire	09/03/2014	N/A	N/A	1350 - Human Resources Management	30005579 / ACC Intern / 2 - Temporary / 06 - Hourly - No Bnf / NCF01 / 00 / $12.00
New Hire	New Hire	08/27/2014	N/A	N/A	1450 - Facilities Management	30000532 / Building Security Guard / 2 - Temporary / 05 - Hourly - Retmt / GRD09 / 00 / $11.09
New Hire	New Hire	09/03/2014	N/A	N/A	1450 - Facilities Management	30052801 / Building Security Guard / 2 - Temporary / 05 - Hourly - Retmt / GRD09 / 00 / $11.09
New Hire	New Hire	09/02/2014	N/A	N/A	1500 - Medical Examiner	30003446 / ME Investigator I / 1 - Regular / 02 - Full Time Non-Exempt / GRD18 / 00 / $48,734.40
New Hire	New Hire	08/27/2014	N/A	N/A	1800 - Rcd Mgmt and Comm Rsrc	30005628 / ACC Intern / 2 - Temporary / 06 - Hourly - No Bnf / NCF01 / 00 / $12.00
New Hire	New Hire	09/02/2014	N/A	N/A	3100 - County Attorney	30000897 / Office Asst / 2 - Temporary / 06 - Hourly - No Bnf / GRD10 / 00 / $11.87

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New Hire	New Hire	09/02/2014	N/A	N/A	3100 - County Attorney	30000898 / Office Asst / 2 - Temporary / 06 - Hourly - No Bnf / GRD10 / 00 / $11.87
New Hire	New Hire	09/02/2014	N/A	N/A	3100 - County Attorney	30000893 / Office Asst / 2 - Temporary / 06 - Hourly - No Bnf / GRD10 / 00 / $11.87
New Hire	New Hire	09/02/2014	N/A	N/A	3100 - County Attorney	30000843 / Law Clerk I / 1 - Regular / 04 - Part Time Non-Exempt / GRD15 / 00 / $17,304.25
New Hire	New Hire	08/18/2014	N/A	N/A	3150 - County Clerk	30000966 / Office Asst / 2 - Temporary / 05 - Hourly - Retmt / GRD10 / 00 / $11.87
New Hire	New Hire	09/01/2014	N/A	N/A	3470 - Constable Pct 5	30001878 / Constable Deputy / 1 - Regular / 02 - Full Time Non-Exempt / GRD61 / 01 / $49,686.62
New Hire	New Hire	09/02/2014	N/A	N/A	3500 - Sheriff	30002099 / Office Specialist Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / $37,042.72
New Hire	New Hire	09/04/2014	N/A	N/A	3500 - Sheriff	30002401 / Corrections Cadet / 1 - Regular / 02 - Full Time Non-Exempt / GRD80 / 01 / $38,919.50
New Hire	New Hire	09/04/2014	N/A	N/A	3500 - Sheriff	30052702 / Corrections Cadet / 1 - Regular / 02 - Full Time Non-Exempt / GRD80 / 01 / $38,919.50

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Re-Hire	Re-Hire	09/02/2014	N/A	N/A	3500 - Sheriff	30003254 / Law Enforcement Sheriff D / 1 - Regular / 02 - Full Time Non-Exempt / GRD72 / 01 / $52,301.81
Mobility	Career Ladder	09/03/2014	3500 - Sheriff	30002737 / Corrections Cadet / 1 - Regular / 02 - Full Time Non-Exempt / GRD80 / 01 / $38,919.50	3500 - Sheriff	30002737 / Corrections Officer / 1 - Regular / 02 - Full Time Non-Exempt / GRD81 / 01 / $44,368.27
Mobility	Career Ladder	09/30/2014	3500 - Sheriff	30002730 / Corrections Cadet / 1 - Regular / 02 - Full Time Non-Exempt / GRD80 / 01 / $38,919.50	3500 - Sheriff	30002730 / Corrections Officer / 1 - Regular / 02 - Full Time Non-Exempt / GRD81 / 01 / $44,368.27
Mobility	Career Ladder	08/01/2014	3500 - Sheriff	30002779 / Corrections Cadet / 1 - Regular / 02 - Full Time Non-Exempt / GRD80 / 01 / $38,919.50	3500 - Sheriff	30002779 / Corrections Officer / 1 - Regular / 02 - Full Time Non-Exempt / GRD81 / 01 / $44,368.27
Mobility	Career Ladder	09/16/2014	3500 - Sheriff	30002491 / Corrections Cadet / 1 - Regular / 02 - Full Time Non-Exempt / GRD80 / 01 / $38,919.50	3500 - Sheriff	30002491 / Corrections Officer / 1 - Regular / 02 - Full Time Non-Exempt / GRD81 / 01 / $44,368.27
Mobility	Career Ladder	09/16/2014	3500 - Sheriff	30002760 / Corrections Cadet / 1 - Regular / 02 - Full Time Non-Exempt / GRD80 / 01 / $38,919.50	3500 - Sheriff	30002760 / Corrections Officer / 1 - Regular / 02 - Full Time Non-Exempt / GRD81 / 01 / $44,368.27
Mobility	Career Ladder	09/03/2014	3500 - Sheriff	30002595 / Corrections Cadet / 1 - Regular / 02 - Full Time Non-Exempt / GRD80 / 01 / $38,919.50	3500 - Sheriff	30002595 / Corrections Officer / 1 - Regular / 02 - Full Time Non-Exempt / GRD81 / 01 / $44,368.27

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Mobility	Career Ladder	08/19/2014	3500 - Sheriff	30006021 / Law Enforcement Sheriff Deputy / 1 - Regular / 02 - Full Time Non-Exempt / GRD72 / 01 / $52,301.81	3500 - Sheriff	30006021 / Law Enforcement Sheriff Deputy Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD74 / 01 / $55,962.82
Mobility	Career Ladder	08/20/2014	3500 - Sheriff	30003381 / Law Enforcement Sheriff Deputy / 1 - Regular / 02 - Full Time Non-Exempt / GRD72 / 01 / $52,301.81	3500 - Sheriff	30003381 / Law Enforcement Sheriff Deputy Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD74 / 01 / $55,962.82
Mobility	Career Ladder	08/16/2014	3600 - Pretrial Services	30003912 / Pretrial Officer II / 1 - Regular / 02 - Full Time Non-Exempt / GRD17 / 00 / $42,231.82	3600 - Pretrial Services	30003912 / Pretrial Officer III / 1 - Regular / 02 - Full Time Non-Exempt / GRD18 / 00 / $45,188.05
Mobility	Interdpt Change	09/02/2014	3415 - Justice of the Peace Pct 4	30001697 / Court Clerk I / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / $35,692.80	3100 - County Attorney	30052526 / Paralegal / 1 - Regular / 02 - Full Time Non-Exempt / GRD18 / 00 / $42,382.08
Mobility	Interdpt Change	09/08/2014	1600 - Juvenile Public Defender	30003950 / Legal Secretary / 1 - Regular / 02 - Full Time Non-Exempt / GRD15 / 00 / $40,523.00	3250 - Civil Courts	30001203 / Court Operations Officer / 1 - Regular / 02 - Full Time Non-Exempt / GRD17 / 00 / $43,516.72
Mobility	Interdpt Change	08/25/2014	3100 - County Attorney	30000748 / Attorney IV / 1 - Regular / 01 - Full Time Exempt / GRD27 / 00 / $77,956.53	3300 - District Attorney	30001326 / Attorney IV / 1 - Regular / 01 - Full Time Exempt / GRD27 / 00 / $77,956.53
Mobility	Interdpt Change	09/15/2014	3500 - Sheriff	30003082 / Corrections Officer Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD83 / 06 / $54,373.90	3470 - Constable Pct 5	30001886 / Constable Deputy / 1 - Regular / 02 - Full Time Non-Exempt / GRD61 / 01 / $49,686.62

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Mobility	Interdpt Change	09/02/2014	3300 - District Attorney	30001313 / Legal Secretary / 1 - Regular / 02 - Full Time Non-Exempt / GRD15 / 00 / $35,646.76	3500 - Sheriff	30005878 / Law Enforcement Sheriff Deputy / 1 - Regular / 02 - Full Time Non-Exempt / GRD72 / 01 / $52,301.81
Mobility	Promotion	09/02/2014	3150 - County Clerk	30006754 / Elections Operations Clerk III 10 / 2 - Temporary / 06 - Hourly - No Bnf / NCF01 / 00 / $14.00	3150 - County Clerk	30000942 / Elections Coord Spc Project Temp 13 / 4 - Special Project / 02 - Full Time Non-Exempt / GRD16 / 00 / $38,134.72
Mobility	Promotion	08/25/2014	3300 - District Attorney	30001283 / Court Clerk I / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / $30,554.16	3300 - District Attorney	30001390 / Legal Secretary / 1 - Regular / 02 - Full Time Non-Exempt / GRD15 / 00 / $34,608.50
Mobility	Promotion	08/18/2014	3300 - District Attorney	30001362 / Attorney VI / 1 - Regular / 01 - Full Time Exempt / GRD29 / 00 / $91,943.67	3300 - District Attorney	30001329 / Attorney VII / 1 - Regular / 01 - Full Time Exempt / GRD30 / 00 / $96,540.85
Mobility	Promotion	09/14/2014	3500 - Sheriff	30002528 / Security Coord / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / $31,145.99	3500 - Sheriff	30002674 / Corrections Cadet / 1 - Regular / 02 - Full Time Non-Exempt / GRD80 / 01 / $38,919.50
Mobility	Promotion	09/16/2014	3500 - Sheriff	30002731 / Security Coord / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / $31,145.99	3500 - Sheriff	30002745 / Corrections Cadet / 1 - Regular / 02 - Full Time Non-Exempt / GRD80 / 01 / $38,919.50
Mobility	Promotion	09/01/2014	3500 - Sheriff	30002539 / Corrections Officer Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD83 / 01 / $48,226.26	3500 - Sheriff	30003107 / Law Enforcement Sheriff Deputy / 1 - Regular / 02 - Full Time Non-Exempt / GRD72 / 01 / $52,301.81

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Mobility	Promotion	08/24/2014	3500 - Sheriff	30003067 / Sr CPO / 1 - Regular / 02 - Full Time Non-Exempt / GRD84 / 07 / $59,665.84	3500 - Sheriff	30003288 / Law Enforcement Sheriff Deputy / 1 - Regular / 02 - Full Time Non-Exempt / GRD72 / 07 / $58,900.19
Mobility	Promotion	09/01/2014	3500 - Sheriff	30002694 / Corrections Officer Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD83 / 01 / $48,226.26	3500 - Sheriff	30002117 / Corrections Sergeant / 1 - Regular / 02 - Full Time Non-Exempt / GRD88 / 01 / $72,920.02
Mobility	Promotion	09/01/2014	3500 - Sheriff	30003107 / Law Enforcement Sheriff Deputy Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD74 / 13 / $74,552.82	3500 - Sheriff	30003327 / Law Enforcement Detective / 1 - Regular / 02 - Full Time Non-Exempt / GRD75 / 13 / $87,763.94
Mobility	Promotion	09/01/2014	3500 - Sheriff	30003327 / Law Enforcement Detective / 1 - Regular / 02 - Full Time Non-Exempt / GRD75 / 20 / $90,595.02	3500 - Sheriff	30003182 / Law Enforcement Sergeant / 1 - Regular / 02 - Full Time Non-Exempt / GRD76 / 20 / $99,533.41
Mobility	Promotion	09/01/2014	3500 - Sheriff	30002117 / Corrections Sergeant / 1 - Regular / 02 - Full Time Non-Exempt / GRD88 / 11 / $87,417.62	3500 - Sheriff	30002304 / Corrections Lieutenant / 1 - Regular / 01 - Full Time Exempt / GRD89 / 11 / $100,479.18
Mobility	Temporary to Regular	08/25/2014	3300 - District Attorney	30050025 / Office Specialist / 2 - Temporary / 06 - Hourly - No Bnf / GRD12 / 00 / $13.59	3300 - District Attorney	30001280 / Court Clerk I / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / $30,238.83
Mobility	Temporary to Regular	08/29/2014	3350 - Probate Court	30052627 / Law Clerk II / 2 - Temporary / 05 - Hourly - Retmt / GRD19 / 00 / $29.28	3350 - Probate Court	30001595 / Law Clerk II / 1 - Regular / 02 - Full Time Non-Exempt / GRD19 / 00 / $60,905.22

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Mobility	Voluntary Reassignment	09/01/2014	1700 - Transportation and Nat Rsrc	30005026 / Road Maintenance Worker / 1 - Regular / 02 - Full Time Non-Exempt / GRD10 / 00 / $27,815.20	1700 - Transportation and Nat Rsrc	30004817 / Park Maintenance Worker / 1 - Regular / 02 - Full Time Non-Exempt / GRD09 / 00 / $28,245.57
Salary Change	Salary/Hourly Rate Change	08/22/2014	3200 - District Clerk	30001165 / Court Clerk II Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD16 / 00 / $41,562.56	3200 - District Clerk	GRD16 / 00 / $44,679.75
Salary Change	Salary/Hourly Rate Change	08/22/2014	3200 - District Clerk	30001110 / Court Services Mgmt Adm Coord / 1 - Regular / 01 - Full Time Exempt / GRD18 / 00 / $45,088.25	3200 - District Clerk	GRD18 / 00 / $48,469.87

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