



Travis County Commissioners Court Agenda Request

Meeting Date: 9/23/14

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

A handwritten signature in blue ink, which appears to read "Leroy Nellis", is written over the text for the Elected/Appointed Official/Dept. Head.

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 – 10.

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 23, 2014

ITEM # :

DATE: September 12, 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.

Routine Personnel Actions – Pages 2 – 10.

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	NEW Position / Position Title / Employee Group / Employee Subgroup / Grade / Level / Salary/Rate Amt
New Hire	New Hire	09/08/2014	N/A	N/A	1700 - Transportation and Nat Rsrc	30004623 / School Crossing Guard / 2 - Temporary / 05 - Hourly - Retmt / GRD11 / 00 / \$13.00
New Hire	New Hire	09/08/2014	N/A	N/A	3050 - Tax Collector	30000179 / Tax Specialist I / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$30,238.83
New Hire	New Hire	09/08/2014	N/A	N/A	3050 - Tax Collector	30000175 / Tax Specialist I / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$30,283.83
New Hire	New Hire	09/08/2014	N/A	N/A	3050 - Tax Collector	30050183 / Tax Specialist I / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$30,238.83
New Hire	New Hire	09/02/2014	N/A	N/A	3100 - County Attorney	30000896 / Office Asst / 2 - Temporary / 06 - Hourly - No Bnf / GRD10 / 00 / \$11.87
New Hire	New Hire	08/25/2014	N/A	N/A	3100 - County Attorney	30000785 / Law Clerk I / 1 - Regular / 04 - Part Time Non-Exempt / GRD15 / 00 / \$17,304.25
New Hire	New Hire	08/25/2014	N/A	N/A	3150 - County Clerk	30006406 / Elections Operations Cler / 2 - Temporary / 06 - Hourly - No Bnf / NCF01 / 00 / \$12.00

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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	09/02/2014	N/A	N/A	3450 - Constable Pct 1	30051426 / ACC Intern / 2 - Temporary / 06 - Hourly - No Bnf / NCF01 / 00 / \$12.00
Re-Hire	Re-Hire	09/15/2014	N/A	N/A	3420 - Justice of the Peace Pct 5	30001723 / Court Clerk I / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$34,402.00
Re-Hire	Re-Hire	09/02/2014	N/A	N/A	3460 - Constable Pct 3	30001788 / Court Clerk I / 2 - Temporary / 06 - Hourly - No Bnf / GRD13 / 00 / \$19.59
Mobility	Career Ladder	09/01/2014	3100 - County Attorney	30000745 / Attorney III / 1 - Regular / 01 - Full Time Exempt / GRD25 / 00 / \$70,138.75	3100 - County Attorney	30000745 / Attorney IV / 1 - Regular / 01 - Full Time Exempt / GRD27 / 00 / \$77,956.53
Mobility	Career Ladder	09/17/2014	3500 - Sheriff	30002197 / Corrections Officer / 1 - Regular / 02 - Full Time Non-Exempt / GRD81 / 01 / \$44,368.27	3500 - Sheriff	30002197 / Corrections Officer Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD83 / 01 / \$48,226.26
Mobility	Career Ladder	09/17/2014	3500 - Sheriff	30002448 / Corrections Officer / 1 - Regular / 02 - Full Time Non-Exempt / GRD81 / 01 / \$44,368.27	3500 - Sheriff	30002448 / Corrections Officer Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD83 / 01 / \$48,226.26
Mobility	Career Ladder	09/17/2014	3500 - Sheriff	30005895 / Corrections Officer / 1 - Regular / 02 - Full Time Non-Exempt / GRD81 / 01 / \$44,368.27	3500 - Sheriff	30005895 / Corrections Officer Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD83 / 01 / \$48,226.26

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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	Interdpt Change	09/02/2014	3200 - District Clerk	30001101 / Court Clerk Asst / 1 - Regular / 02 - Full Time Non-Exempt / GRD11 / 00 / \$26,417.46	3300 - District Attorney	30001283 / Court Clerk I / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$32,052.80
Mobility	Promotion	09/16/2014	1700 - Transportation and Nat Rsrc	30004901 / Park Supv I / 1 - Regular / 01 - Full Time Exempt / GRD16 / 00 / \$43,159.08	1700 - Transportation and Nat Rsrc	30004814 / Park Supv II / 1 - Regular / 01 - Full Time Exempt / GRD17 / 00 / \$46,758.40
Mobility	Promotion	09/16/2014	3600 - Pretrial Services	30003891 / Pretrial Officer III / 1 - Regular / 02 - Full Time Non-Exempt / GRD18 / 00 / \$45,872.85	3600 - Pretrial Services	30003913 / Pretrial Officer Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD19 / 00 / \$49,420.80
Salary Change	Salary/Hourly Rate Change (Correction to Re-Hire action on Personnel Amendments 3/18/14)	03/03/2014	1700 - Transportation and Nat Rsrc	30004992 / Road Maintenance Worker / 1 - Regular / 02 - Full Time Non-Exempt / GRD10 / 00 / \$26,166.40	1700 - Transportation and Nat Rsrc	GRD10 / 00 / \$27,643.20

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REVISED JOB DESCRIPTION

Job Title / Job #	FLSA	Pay Grade
Planning Project Manager / 20000616	E	23
HRMD is providing attached memo and revised job description for approval, see pages 6 - 10.		

**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



HRMD Human Resources Management

700 Lavaca, 4th Floor

• P.O. Box 1748

• Austin, Texas 78701

• (512) 854-9165

MEMORANDUM

DATE: September 12, 2014
TO: Members of the Commissioners Court
VIA: *Leroy Nellis*
Leroy Nellis, County Executive, Planning & Budget Office
FROM: Debbie Maynor, Director of Human Resources *DM*
Todd Osburn, Compensation Manager
SUBJECT: Proposed New Job Classification

HRMD recommends creation of one new job classification as outlined below:

Planning Project Manager

Creation of this job was required by the need to incorporate project manager responsibilities within the realm of planning activities. Incumbents are expected to perform highly advanced planning and manage multiple high-level projects. Plans and manages complex projects requiring multi-disciplinary county and/or consultant-staffed teams to complete. Scopes work, defines deliverables, develops work methods and tasks, sets schedules, monitors progress, and re-scopes projects as required by changing availability of resources and customer needs. May organize and lead citizen work groups, facilitate public engagement, and serve as county spokesperson for project planning area of expertise. The job is currently in pay grade 23 on the Classified Pay Scale.

Should you have questions, contact Todd Osburn at ext. 4-2744.

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TRAVIS COUNTY JOB DESCRIPTION

JOB TITLE: Planning Project Manager

JOB CODE: 20000616
PAY GRADE: 23

FLSA STATUS: Exempt
LAST REVISED: 9/23/14

JOB SUMMARY:

Performs highly advanced planning and manages multiple high-level projects. Plans and manages complex projects requiring multi-disciplinary county and/or consultant-staffed teams to complete. Scopes work, defines deliverables, develops work methods and tasks, sets schedules, monitors progress, and re-scopes projects as required by changing availability of resources and customer needs. May organize and lead citizen work groups, facilitate public engagement, and serve as county spokesperson for project planning area of expertise.

DISTINGUISHING CHARACTERISTICS:

This classification is within the Planner/Management/Research job family and is the most senior planner with expertise in a specific planning area, representing the department in Commissioners Court proceedings and the County in public forums. This classification requires minimal supervision, exercises independent judgment and initiative, and requires managing high-level, complex projects while simultaneously completing advanced planning work. It is distinguished by the requirements to lead staff on project work; manage multi-disciplinary county and/or consultant-staffed teams; contract and manage consulting services; initiate policy and work directly with senior management for its adoption and implementation; and plan and develop large programs and facilitate their approval.

DUTIES AND RESPONSIBILITIES:

- Evaluates and coordinates projects and programs, and serves as project manager overseeing major projects. Monitors project and program issues, and reviews plans and strategies for future project and program planning requirements. Leads staff in scoping work, defining deliverables, identifying tasks, developing work methods, identifying resource needs, and monitoring progress. Plans, develops, and implements new, enhanced, improved, or revised existing projects, training, information systems or related technologies, or related short-range and/or long-range goals and objectives, strategies, strategic plans, standards, policies and procedures, continuous improvement, and budgets for highly complex advanced projects and programs. Assists in ensuring work meets management and elected officials' expectations, and ensures work is completed within specified budget and time frame.
- Formulates policies in area of expertise for investing public dollars and advises senior management and elected officials on strategic initiatives for addressing growth-related challenges. Responsible for site-specific, system-wide, and comprehensive planning and oversees development and funding of large capital improvement or other programs. Negotiates scope and fees and participates in the procurement of consultant contracts, and manages professional planning services.
- Participates in or manages highly advanced and complex projects and programs with broad scope, and implications for public health, safety, or welfare of County patrons. Maintains responsibility for administration and recommendations for the complex research, rules, directives, policies and procedures, planning issues, operations, related budget issues and efficient methods, plans and designs. Oversees the analysis, operational issues, development and integration. Completes comprehensive plans that establish policy for investing public dollars in programs such as the county's parks initiatives and associated capital improvement programs and health and human services initiatives. Assists with development of strategic plans which may include identification, development and/or achievement of County goals in concert with overarching departmental goals.
- Identifies horizon issues in the planning area of expertise and develops first-of-their-kind, prototypical plans and programs to address constituents' demands for new county services as they arise in Travis County.
- Interprets and applies planning standards, principles, policies and procedures, practices, codes, Federal, State and Local applicable laws, codes, rules and regulations.
- Performs complex project and program research and effectiveness evaluation, including statistical analysis, performance measures, goals accomplished, timetables, outcomes, and outputs to include selecting appropriate research design methods, techniques and procedures, setting up data for compiling and managing data, and data manipulation and analysis. Prepares and produces written summaries, documents, and statistical and other reports to include conclusion and recommendations. Coordinates the development of and conducts presentations of complex analysis results before the public, Elected Officials and Commissioners Court.

TRAVIS COUNTY JOB DESCRIPTION

JOB TITLE: Planning Project Manager

JOB CODE: 20000616
PAY GRADE: 23

FLSA STATUS: Exempt
LAST REVISED: 9/23/14

- Interacts by working in partnership, on a regular basis, with community representatives or groups, departments, and outside agencies to obtain information, assessments, identify needs, and determine and ensure effectiveness and consistency of planning and meeting expectations. Ensures project phases are implemented according to timelines.
- Plans and manages planning professional service contracts.
- Leads capital improvement and other planning and funding requests for various programs: presents needs assessments and project priorities to court-appointed advisory committees and the general public; facilitates advisory committee assessment and prioritization of projects; and assists with reports to the Commissioners Court for voter-approved bond packages. Serves as county spokesperson for various programs; presents to groups including, but not limited to, state, regional, and local agencies, organizations, boards, and committees.
- Facilitates development and adoption of policy and establishment of programs for administering policy with Elected and Appointed Officials and Department Heads, department management and staff, County Attorney, and Citizen Work Groups.
- May perform database management. Maintains databases and tracking and reporting systems.
- Uses complex computer applications and management information systems.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:

Bachelor's degree in Planning, Engineering, Landscape Architecture, Geography, Public Policy/Administration, Government, Criminal Justice, Business Administration or a directly related field AND five (5) years increasingly responsible Senior Planner experience. Two years demonstrated experience in project management;

OR,

Master's degree in Planning, Engineering, Landscape Architecture, Geography, Public Policy/Administration, Government, Criminal Justice, Business Administration or a directly related field AND three (3) years increasingly responsible Senior Planner experience. Two years demonstrated experience in project management.

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:

None required.

Preferred:

Certification by the American Institute of Planners.

Knowledge, Skills, and Abilities:

Knowledge of:

- Public Administration and County governmental agencies, purchasing policies and practices.
- Legislative process.
- Issues pertaining to area of assignment.
- Sources of information, current literature, and recent developments.
- Project management methodologies, practices, and techniques.
- Specialized planning methodologies and practices and funding mechanisms.
- Professional planning and job-specific methodologies, practices, and techniques.

TRAVIS COUNTY JOB DESCRIPTION

JOB TITLE: Planning Project Manager

JOB CODE: 20000616
PAY GRADE: 23

FLSA STATUS: Exempt
LAST REVISED: 9/23/14

Knowledge, Skills, and Abilities(Cont.):

- Horizon issues and economic, environmental, and demographic conditions impacting county planning.
- Applicable Federal, State, and Local and County laws, rules, regulations, and guidelines.
- Administrative and related business principles.
- Business letter writing, grammar and punctuation, and report preparation.
- Computer applications for word processing, spreadsheets, database management, statistical analysis, presentations, job-specific analysis, desktop publishing, and related software applications.

Skill in:

- Developing short-range and long-range comprehensive plans in development of innovative solutions.
- Program planning, developing and implementing.
- Statistical analysis, policy research and analyzing and evaluating data, policies and technical issues.
- Setting up systems for conducting analysis and compiling for reports.
- Conducting interviews and group meetings.
- Effective written, verbal, and visual communication of complex information for high-level decision-making and public presentations.
- Research, data collection, and insightful statistical and non-statistical analysis.
- Leadership, collaboration, and negotiation techniques.
- Identifying stakeholder interests, engaging in dialogue, and managing expectations.
- Defining scopes of work and developing schedules, work methods, and processes for completing work, monitoring progress, and controlling quality of work.
- Strategic, innovative problem solving and implementation planning.
- Effective use of finite resources.

Ability to:

- Apply knowledge to data, policy, and process analysis.
- Reach sound conclusions and make recommendations.
- Manage complex projects to successful conclusion.
- Reason, think critically, convey complex information, and rationally influence high level decision-making.
- Manage time well and perform multiple tasks, and organize diverse activities.
- Formulate broad perspectives on issues.
- Interpret planning and program objectives to groups and public.
- Bring together several viewpoints into a balanced position.
- Maintain appropriate records, compile data and write clear and comprehensive reports.
- Establish and maintain effective working relationships with departmental clientele, representatives of outside agencies, other County employees and officials, and the general public.
- Develop prototypical plans, programs, and processes to improve existing or provide new county services.
- Plan at the local, community, and regional level.
- Motivate team members and inspire enthusiasm for planning initiatives.
- Set and maintain high quality planning standards.

TRAVIS COUNTY JOB DESCRIPTION

JOB TITLE: Planning Project Manager

JOB CODE: 20000616
PAY GRADE: 23

FLSA STATUS: Exempt
LAST REVISED: 9/23/14

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

Physical requirements include the ability to lift/carry up to 5–20 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, occasional indoor/outdoor activities, 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.
