Travis County Commissioners Court Agenda Request

Meeting Date: 12/2/14
Prepared By/Phone Number: Elijio Arjona, 854-4555
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.

Human Resources Management Department

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

December 2, 2014

ITEM # :

DATE: November 21, 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	12/01/2014	N/A	N/A	3050 - Tax Collector	30000158 / Tax Specialist II / 1 - Regular / 02 - Full Time Non-Exempt / GRD15 / 00 / $34,608.50
New Hire	New Hire	12/01/2014	N/A	N/A	3050 - Tax Collector	30000149 / Tax Specialist II / 1 - Regular / 02 - Full Time Non-Exempt / GRD15 / 00 / $34,608.50
New Hire	New Hire	12/01/2014	N/A	N/A	3050 - Tax Collector	30000161 / Tax Specialist II / 1 - Regular / 02 - Full Time Non-Exempt / GRD15 / 00 / $34,608.50
New Hire	New Hire	10/15/2014	N/A	N/A	3150 - County Clerk	30006638 / Elections Early Voting De / 2 - Temporary / 06 - Hourly - No Bnf / NCF01 / 00 / $12.00
New Hire	New Hire	10/16/2014	N/A	N/A	3150 - County Clerk	30006828 / Elections Early Voting Cl / 2 - Temporary / 06 - Hourly - No Bnf / NCF01 / 00 / $10.00
New Hire	New Hire	11/05/2014	N/A	N/A	3415 - Justice of the Peace Pct 4	30001702 / Court Clerk I / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / $33,883.20
New Hire	New Hire	12/01/2014	N/A	N/A	3500 - Sheriff	30002710 / Corrections Cadet / 1 - Regular / 02 - Full Time Non-Exempt / GRD80 / 01 / $38,919.50

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New Hire	New Hire	11/17/2014	N/A	N/A	3500 - Sheriff	30002690 / Corrections Cadet / 1 - Regular / 02 - Full Time Non-Exempt / GRD80 / 01 / $38,919.50
New Hire	New Hire	11/17/2014	N/A	N/A	3500 - Sheriff	30002761 / Corrections Cadet / 1 - Regular / 02 - Full Time Non-Exempt / GRD80 / 01 / $38,919.50
New Hire	New Hire	11/24/2014	N/A	N/A	3500 - Sheriff	30002435 / Security Coord / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / $30,238.83
Re-Hire	Re-Hire	10/16/2014	N/A	N/A	3150 - County Clerk	30006207 / Elections Early Voting Cl / 2 - Temporary / 06 - Hourly - No Bnf / NCF01 / 00 / $10.00
Re-Hire	Re-Hire	10/14/2014	N/A	N/A	3150 - County Clerk	30006355 / Elections Early Voting De / 2 - Temporary / 06 - Hourly - No Bnf / NCF01 / 00 / $12.00
Re-Hire	Re-Hire	10/16/2014	N/A	N/A	3150 - County Clerk	30006169 / Elections Early Voting Cl / 2 - Temporary / 06 - Hourly - No Bnf / NCF01 / 00 / $10.00
Re-Hire	Re-Hire	10/17/2014	N/A	N/A	3150 - County Clerk	30006243 / Elections Early Voting Cl / 2 - Temporary / 06 - Hourly - No Bnf / NCF01 / 00 / $10.00

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Re-Hire	Re-Hire	10/16/2014	N/A	N/A	3150 - County Clerk	30006063 / Elections Early Voting Cl / 2 - Temporary / 06 - Hourly - No Bnf / NCF01 / 00 / $10.00
Re-Hire	Re-Hire	10/17/2014	N/A	N/A	3150 - County Clerk	30006800 / Elections Early Voting Cl / 2 - Temporary / 06 - Hourly - No Bnf / NCF01 / 00 / $10.00
Re-Hire	Re-Hire	10/16/2014	N/A	N/A	3150 - County Clerk	30006242 / Elections Early Voting Cl / 2 - Temporary / 06 - Hourly - No Bnf / NCF01 / 00 / $10.00
Re-Hire	Re-Hire	10/15/2014	N/A	N/A	3150 - County Clerk	30006717 / Elections Early Voting Cl / 2 - Temporary / 06 - Hourly - No Bnf / NCF01 / 00 / $10.00
Mobility	Career Ladder	11/07/2014	3100 - County Attorney	30000759 / Attorney IV / 1 - Regular / 01 - Full Time Exempt / GRD27 / 00 / $81,295.23	3100 - County Attorney	30000759 / Attorney V / 1 - Regular / 01 - Full Time Exempt / GRD28 / 00 / $85,359.99
Mobility	Career Ladder	11/04/2014	3100 - County Attorney	30000727 / Attorney II / 1 - Regular / 01 - Full Time Exempt / GRD23 / 00 / $62,250.58	3100 - County Attorney	30000727 / Attorney III / 1 - Regular / 01 - Full Time Exempt / GRD25 / 00 / $68,095.87
Mobility	Career Ladder	11/03/2014	3100 - County Attorney	30000716 / Attorney II / 1 - Regular / 01 - Full Time Exempt / GRD23 / 00 / $62,250.58	3100 - County Attorney	30000716 / Attorney III / 1 - Regular / 01 - Full Time Exempt / GRD25 / 00 / $68,095.87

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Mobility	Career Ladder	11/03/2014	3100 - County Attorney	30000712 / Attorney V / 1 - Regular / 01 - Full Time Exempt / GRD28 / 00 / $86,927.16	3100 - County Attorney	30000712 / Attorney VI / 1 - Regular / 01 - Full Time Exempt / GRD29 / 00 / $91,956.80
Mobility	Career Ladder	11/05/2014	3100 - County Attorney	30000802 / Attorney VI / 1 - Regular / 01 - Full Time Exempt / GRD29 / 00 / $92,943.67	3100 - County Attorney	30000802 / Attorney VII / 1 - Regular / 01 - Full Time Exempt / GRD30 / 00 / $97,591.20
Mobility	Career Ladder	11/01/2014	3300 - District Attorney	30001358 / Attorney V / 1 - Regular / 01 - Full Time Exempt / GRD28 / 00 / $86,927.16	3300 - District Attorney	30001358 / Attorney VI / 1 - Regular / 01 - Full Time Exempt / GRD29 / 00 / $91,273.52
Mobility	Career Ladder	11/16/2014	3600 - Pretrial Services	30003909 / Pretrial Officer I / 1 - Regular / 02 - Full Time Non-Exempt / GRD16 / 00 / $41,041.46	3600 - Pretrial Services	30003909 / Pretrial Officer II / 1 - Regular / 02 - Full Time Non-Exempt / GRD17 / 00 / $43,093.53
Mobility	Career Ladder	11/16/2014	3600 - Pretrial Services	30003919 / Pretrial Officer I / 1 - Regular / 02 - Full Time Non-Exempt / GRD16 / 00 / $42,256.20	3600 - Pretrial Services	30003919 / Pretrial Officer II / 1 - Regular / 02 - Full Time Non-Exempt / GRD17 / 00 / $44,369.01
Mobility	Career Ladder	11/16/2014	3600 - Pretrial Services	30003907 / Pretrial Officer I / 1 - Regular / 02 - Full Time Non-Exempt / GRD16 / 00 / $41,041.46	3600 - Pretrial Services	30003907 / Pretrial Officer II / 1 - Regular / 02 - Full Time Non-Exempt / GRD17 / 00 / $43,093.53

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Mobility	Promotion	11/17/2014	1450 - Facilities Management	30000594 / Building Maintenance Worker Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / $32,155.85	1450 - Facilities Management	30052676 / Building Maintenance Coord / 1 - Regular / 02 - Full Time Non-Exempt / GRD14 / 00 / $38,168.00
Mobility	Promotion	11/17/2014	1800 - Rcd Mgmt and Comm Rsrc	30005213 / Mailroom Services Asst / 1 - Regular / 04 - Part Time Non-Exempt / GRD09 / 00 / $11,876.80	1800 - Rcd Mgmt and Comm Rsrc	30005220 / Reprographics Production Tech / 1 - Regular / 02 - Full Time Non-Exempt / GRD11 / 00 / $26,417.46
Mobility	Promotion	12/01/2014	3050 - Tax Collector	30005849 / Business Analyst Assoc / 1 - Regular / 01 - Full Time Exempt / GRD19 / 00 / $46,346.50	3050 - Tax Collector	30052955 / Business Analyst II / 1 - Regular / 01 - Full Time Exempt / GRD24 / 00 / $63,638.43
Mobility	Promotion	11/16/2014	3200 - District Clerk	30001117 / Court Clerk Asst / 1 - Regular / 02 - Full Time Non-Exempt / GRD11 / 00 / $26,417.46	3200 - District Clerk	30001072 / Court Clerk I / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / $30,238.83
Mobility	Temporary to Regular	11/20/2014	1450 - Facilities Management	30051877 / Custodian / 2 - Temporary / 06 - Hourly - No Bnf / GRD07 / 00 / $11.00	1450 - Facilities Management	30000458 / Custodian / 1 - Regular / 02 - Full Time Non-Exempt / GRD07 / 00 / $22,880.00

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Mobility	Temporary to Regular	11/10/2014	3650 - Juvenile Probation	30004325 / Juvenile Rsdnt Treatment Officer Asst / 2 - Temporary / 05 - Hourly - Retmt / GRD12 / 00 / $13.59	3650 - Juvenile Probation	30004371 / Juvenile Rsdnt Treatment Officer I / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / $30,238.83
Mobility	Temporary to Regular	10/16/2014	3150 - County Clerk	30001016 / Office Asst / 2 - Temporary / 05 - Hourly - Retmt / GRD10 / 00 / $11.87	3150 - County Clerk	30000963 / Court Clerk I / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / $31,158.40
Salary Change	Salary/Hourly Rate Change	11/16/2014	3600 - Pretrial Services	30003917 / Pretrial Officer I / 1 - Regular / 02 - Full Time Non-Exempt / GRD16 / 00 / $38,024.00	3600 - Pretrial Services	GRD16 / 00 / $39,925.20
Salary Change	Salary/Hourly Rate Change	11/01/2014	3450 - Constable Pct 1	30001730 / Court Clerk I / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / $34,437.70	3450 - Constable Pct 1	GRD13 / 00 / $35,337.70
Salary Change	Salary/Hourly Rate Change	11/16/2014	3600 - Pretrial Services	30003911 / Pretrial Officer I / 1 - Regular / 02 - Full Time Non-Exempt / GRD16 / 00 / $38,024.00	3600 - Pretrial Services	GRD16 / 00 / $39,925.20

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Salary Change	Salary/Hourly Rate Change	11/01/2014	3450 - Constable Pct 1	30001731 / Court Clerk I / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / $34,437.70	3450 - Constable Pct 1	GRD13 / 00 / $35,337.70

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

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December 2, 2014