



Travis County Commissioners Court Agenda Request

Meeting Date: 12/16/14

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 – 6.

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

December 16, 2014

ITEM # :

DATE: December 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 – 6.

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

		CURRENT			NEW	
Action Type Description	Action Reason Description	Action Effective Date	Current Personnel Area	Position / Position Title / Employee Group / Employee Subgroup / Grade / Level / Salary/Rate	New Personnel Area	Position / Position Title / Employee Group / Employee Subgroup / Grade / Level / Salary/Rate
New Hire	New Hire	12/01/2014	N/A	N/A	1750 - Criminal Justice Planning	30052903 / Paralegal / 1 - Regular / 02 - Full Time Non-Exempt / GRD18 / 00 / \$42,382.08
New Hire	New Hire	11/20/2014	N/A	N/A	3100 - County Attorney	30000747 / Paralegal / 1 - Regular / 02 - Full Time Non-Exempt / GRD18 / 00 / \$42,382.08
New Hire	New Hire	12/01/2014	N/A	N/A	3100 - County Attorney	30000838 / Office Specialist / 1 - Regular / 02 - Full Time Non-Exempt / GRD12 / 00 / \$32,489.60
New Hire	New Hire	11/21/2014	N/A	N/A	3100 - County Attorney	30000807 / Law Clerk I / 1 - Regular / 04 - Part Time Non-Exempt / GRD15 / 00 / \$17,304.25
New Hire	New Hire	10/30/2014	N/A	N/A	3300 - District Attorney	30001482 / Office Specialist / 1 - Regular / 04 - Part Time Non-Exempt / GRD12 / 00 / \$18,187.00
New Hire	New Hire	12/08/2014	N/A	N/A	3410 - Justice of the Peace Pct 3	30001676 / Court Clerk I / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$34,777.60
New Hire	New Hire	12/08/2014	N/A	N/A	3500 - Sheriff	30002251 / Corrections Cadet / 1 - Regular / 02 - Full Time Non-Exempt / GRD80 / 01 / \$38,919.50

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WEEKLY PERSONNEL AMENDMENTS - ROUTINE

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New Hire	New Hire	12/03/2014	N/A	N/A	3500 - Sheriff	30005919 / Corrections Cadet / 1 - Regular / 02 - Full Time Non-Exempt / GRD80 / 01 / \$38,919.50	30005919 / Corrections Cadet / 1 - Regular / 02 - Full Time Non-Exempt / GRD80 / 01 / \$38,919.50
New Hire	New Hire	11/03/2014	N/A	N/A	3650 - Juvenile Probation	30051828 / Juvenile Case Work Mgr / 1 - Regular / 01 - Full Time Exempt / GRD20 / 00 / \$57,262.40	30051828 / Juvenile Case Work Mgr / 1 - Regular / 01 - Full Time Exempt / GRD20 / 00 / \$57,262.40
New Hire	New Hire	12/01/2014	N/A	N/A	3500 - Sheriff	30002034 / Counselor / 1 - Regular / 02 - Full Time Non-Exempt / GRD16 / 00 / \$37,024.00	30002034 / Counselor / 1 - Regular / 02 - Full Time Non-Exempt / GRD16 / 00 / \$37,024.00
Mobility	Career Ladder	11/21/2014	3500 - Sheriff	30002223 / Corrections Cadet / 1 - Regular / 02 - Full Time Non-Exempt / GRD80 / 01 / \$38,919.50	3500 - Sheriff	30002223 / Corrections Officer / 1 - Regular / 02 - Full Time Non-Exempt / GRD81 / 01 / \$44,368.27	30002223 / Corrections Officer / 1 - Regular / 02 - Full Time Non-Exempt / GRD81 / 01 / \$44,368.27
Mobility	Career Ladder	11/21/2014	3500 - Sheriff	30002372 / Corrections Cadet / 1 - Regular / 02 - Full Time Non-Exempt / GRD80 / 01 / \$38,919.50	3500 - Sheriff	30002372 / Corrections Officer / 1 - Regular / 02 - Full Time Non-Exempt / GRD81 / 01 / \$44,368.27	30002372 / Corrections Officer / 1 - Regular / 02 - Full Time Non-Exempt / GRD81 / 01 / \$44,368.27
Mobility	Part-Time to Full-Time	11/16/2014	3650 - Juvenile Probation	30004486 / Licensed Vocational Nurse / 1 - Regular / 04 - Part Time Non-Exempt / GRD15 / 00 / \$20,456.46	3650 - Juvenile Probation	30004491 / Licensed Vocational Nurse / 1 - Regular / 02 - Full Time Non-Exempt / GRD15 / 00 / \$40,912.92	30004491 / Licensed Vocational Nurse / 1 - Regular / 02 - Full Time Non-Exempt / GRD15 / 00 / \$40,912.92
Mobility	Promotion	11/03/2014	3150 - County Clerk	30000980 / Court Clerk I / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$35,777.60	3150 - County Clerk	30000990 / Court Clerk II Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD16 / 00 / \$43,680.00	30000990 / Court Clerk II Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD16 / 00 / \$43,680.00

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Mobility	Promotion	12/01/2014	1400 - Information Technology Service	30051647 / Application Dev Analyst II / 1 - Regular / 01 - Full Time Exempt / GRD25 / 00 / \$74,214.40	1400 - Information Technology Service	30000374 / Application Dev Analyst III / 1 - Regular / 01 - Full Time Exempt / GRD27 / 00 / \$82,000.00
Mobility	Promotion	12/01/2014	1450 - Facilities Management	30000549 / Architectural Assoc Sr / 1 - Regular / 01 - Full Time Exempt / GRD22 / 00 / \$68,126.96	1450 - Facilities Management	30000544 / Facilities Project Mgr / 1 - Regular / 01 - Full Time Exempt / GRD24 / 00 / \$71,281.60
Mobility	Promotion	11/17/2014	3100 - County Attorney	30000726 / Legal Secretary / 1 - Regular / 02 - Full Time Non-Exempt / GRD15 / 00 / \$39,845.32	3100 - County Attorney	30000722 / Victim Counselor Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD17 / 00 / \$41,837.59
Mobility	Promotion	12/01/2014	3150 - County Clerk	30001003 / Court Clerk I / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$33,093.15	3150 - County Clerk	30000975 / Court Clerk II / 1 - Regular / 02 - Full Time Non-Exempt / GRD15 / 00 / \$37,710.40
Mobility	Promotion	11/06/2014	3350 - Probate Court	30001595 / Law Clerk II / 1 - Regular / 02 - Full Time Non-Exempt / GRD19 / 00 / \$60,905.22	3350 - Probate Court	30001595 / Attorney I / 1 - Regular / 02 - Full Time Non-Exempt / GRD22 / 00 / \$60,905.22
Mobility	Promotion	12/08/2014	3500 - Sheriff	30006032 / Security Coord / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$31,238.83	3500 - Sheriff	30006038 / Corrections Cadet / 1 - Regular / 02 - Full Time Non-Exempt / GRD80 / 01 / \$38,919.50
Mobility	Promotion	12/02/2014	3500 - Sheriff	30002443 / Corrections Sergeant / 1 - Regular / 02 - Full Time Non-Exempt / GRD88 / 01 / \$72,920.02	3500 - Sheriff	30002531 / Corrections Lieutenant / 1 - Regular / 01 - Full Time Exempt / GRD89 / 04 / \$87,679.07

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Mobility	Promotion	12/02/2014	3500 - Sheriff	30002651 / Corrections Officer Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD83 / 03 / \$50,639.68	3500 - Sheriff	30002443 / Corrections Sergeant / 1 - Regular / 02 - Full Time Non-Exempt / GRD88 / 03 / \$75,746.94
Mobility	Promotion	11/16/2014	3650 - Juvenile Probation	30004137 / Administrative Assoc / 1 - Regular / 02 - Full Time Non-Exempt / GRD16 / 00 / \$41,427.09	3650 - Juvenile Probation	30004526 / Records Analyst / 1 - Regular / 02 - Full Time Non-Exempt / GRD17 / 00 / \$43,498.44
Mobility	Promotion	11/16/2014	3650 - Juvenile Probation	30004089 / Juvenile Probation Officer II / 1 - Regular / 02 - Full Time Non-Exempt / GRD16 / 00 / \$41,427.09	3650 - Juvenile Probation	30004130 / Juvenile Probation Officer III / 1 - Regular / 02 - Full Time Non-Exempt / GRD17 / 00 / \$42,483.33
Mobility	Temporary to Regular	12/01/2014	1600 - Juvenile Public Defender	30052852 / Law Clerk II / 2 - Temporary / 06 - Hourly - No Bnf / GRD19 / 00 / \$21.81	1600 - Juvenile Public Defender	30052901 / Attorney I / 1 - Regular / 01 - Full Time Exempt / GRD22 / 00 / \$55,578.85
Mobility	Regular to Temporary	01/01/2015	3050 - Tax Collector	30000226 / Office Specialist / 1 - Regular / 02 - Full Time Non-Exempt / GRD12 / 00 / \$31,238.83	3050 - Tax Collector	30005851 / Administrative Asst I / 2 - Temporary / 05 - Hourly - Reimt / GRD13 / 00 / \$14.54
Salary Change	Salary/Hourly Rate Change	10/16/2014	3650 - Juvenile Probation	30004413 / Juvenile Probation Deputy Chief / 1 - Regular / 01 - Full Time Exempt / GRD30 / 00 / \$110,840.89	3650 - Juvenile Probation	GRD30 / 00 / \$111,840.89

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WEEKLY PERSONNEL AMENDMENTS - ROUTINE

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Salary Change	Salary/Hourly Rate Change	10/16/2014	3650 - Juvenile Probation	30004136 / Juvenile Probation Deputy Chief / 1 - Regular / 01 - Full Time Exempt / GRD30 / 00 / \$120,314.30	3650 - Juvenile Probation	GRD30 / 00 / \$121,314.30

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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