



Travis County Commissioners Court Voting Session Agenda Request

Meeting Date: February 11, 2020

Agenda Language:

Consider and take appropriate action on the following items for Human Resources Management Department:

- A. Proposed Routine Amendments

Prepared By/Phone Number: Gloria Villarreal / 854-9166

Elected/Appointed Official or Department Head: Tracey Calloway, Director of HRMD

Commissioners Court Sponsor(s): Commissioner Margaret Gomez,
Commissioner Jeffrey W. Travillion Sr

Press Inquiries: Hector Nieto, PIO@traviscountytexas.gov or (512) 854-8740

Background/Summary of Request and Attachments:

Attached are Personnel Amendments for Commissioners Court approval.

A. Routine Personnel Actions – Pages 2 –15

*Reclassifications – Pages 14 -15

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

AGENDA REQUEST & BACKUP MATERIALS DEADLINE: Agenda requests and backup materials must be submitted in PDF format via email to agenda@traviscountytexas.gov by **12 noon on Tuesday** in order to be considered for inclusion in the following week's voting session.



HRMD

Human Resources Management Department

700 Lavaca Street, 4th Floor

• P.O. Box 1748

• Austin, Texas 78767

• (512) 854-9165 / FAX (512) 854-9757

February 11, 2020

ITEM # :

DATE: February 03, 2020

TO: Sarah Eckhardt, County Judge
Jeffrey W. Travillion Sr, Commissioner, Precinct 1
Brigid Shea, Commissioner, Precinct 2
Gerald Daugherty, Commissioner, Precinct 3
Margaret Gomez, Commissioner, Precinct 4

FROM: Tracey Calloway, Director of HRMD

SUBJECT: Weekly Personnel Amendments

Attached are Personnel Amendments for Commissioners Court approval.

A. Routine Personnel Actions – Pages 2 –15
***Reclassifications – Pages 14 -15**

If you have any questions or comments, please contact Todd L. Osburn at 854-2744.

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	1/21/2020	N/A	N/A	1450 - Facilities Management	30000551 / Architectural Assoc / 1 - Regular / 01 - Full Time Exempt / GRD22 / 00 / \$60,000.00
New Hire	New Hire	01/30/2020	N/A	N/A	3150 - County Clerk	30006513 / Elections Operations Clerk / 2 - Temporary / 11 - Seasonal-No Benefits / NCF01 / 00 / \$14.00
New Hire	New Hire	1/21/2020	N/A	N/A	1700 - Transportation and Nat Rsrc	30004872 / Park Tech I / 2 - Temporary / 11 - Seasonal-No Benefits / GRD08 / 00 / \$15.00
New Hire	New Hire	01/27/2020	N/A	N/A	1700 - Transportation and Nat Rsrc	30050006 / Park Tech I / 2 - Temporary / 11 - Seasonal-No Benefits / GRD08 / 00 / \$15.00
New Hire	New Hire	01/27/2020	N/A	N/A	1700 - Transportation and Nat Rsrc	30056945 / Park Maintenance Worker / 1 - Regular / 02 - Full Time Non-Exempt / GRD12 / 00 / \$34,621.60

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	01/31/2020	N/A	N/A	3150 - County Clerk	30058578 / Elections Early Voting Worker / 2 - Temporary / 11 - Seasonal-No Benefits / NCF01 / 00 / \$10.00
New Hire	New Hire	01/31/2020	N/A	N/A	3150 - County Clerk	30058581 / Elections Early Voting Worker / 2 - Temporary / 11 - Seasonal-No Benefits / NCF01 / 00 / \$10.00
New Hire	New Hire	01/31/2020	N/A	N/A	3150 - County Clerk	30058549 / Elections Early Voting Worker / 2 - Temporary / 11 - Seasonal-No Benefits / NCF01 / 00 / \$10.00
New Hire	New Hire	01/30/2020	N/A	N/A	3150 - County Clerk	30006556 / Elections Operations Clerk / 2 - Temporary / 11 - Seasonal-No Benefits / NCF01 / 00 / \$14.00
New Hire	New Hire	01/21/2020	N/A	N/A	1700 - Transportation and Nat Rsrc	30051280 / Park Tech I / 2 - Temporary / 11 - Seasonal-No Benefits / GRD08 / 0 / \$15.00

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	01/21/2020	N/A	N/A	1800-Communications & Records Svcs	30060326 / ACC Intern / 2 - Temporary / 06 - Hourly - No Bnf / NCF01 / 00 / \$13.00
New Hire	New Hire	01/27/2020	N/A	N/A	3500 - Sheriff	30001999 / Registered Nurse Charge Nurse / 1 - Regular / 02 - Full Time Non-Exempt / GRD24 / 00 / \$82,729.92
New Hire	New Hire	01/31/2020	N/A	N/A	3150 - County Clerk	30006581 / Elections Operations Clerk / 2 - Temporary / 11 - Seasonal-No Benefits / NCF01 / 00 / \$14.00
New Hire	New Hire	01/22/2020	N/A	N/A	1850 - Health and Human Services	30056103 / Planner Mgmt Research Asst / 2 - Temporary / 06 - Hourly - No Bnf / GRD14 / 00 / \$15.56
New Hire	New Hire	02/04/2020	N/A	N/A	3150 - County Clerk	30006624 / Elections Operations Clerk / 2 - Temporary / 11 - Seasonal-No Benefits / NCF01 / 00 / \$14.00

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	01/27/2020	N/A	N/A	3400 - Justice of the Peace Pct 1	30056906 / Intern / 2 - Temporary / 06 - Hourly - No Bnf / GRD12 / 00 / \$13.59
New Hire	New Hire	01/29/2020	N/A	N/A	3150 - County Clerk	30058505 / Elections Early Voting Worker / 2 - Temporary / 11 - Seasonal-No Benefits / NCF01 / 00 / \$10.00
New Hire	New Hire	01/31/2020	N/A	N/A	3150 - County Clerk	30058550 / Elections Early Voting Worker / 2 - Temporary / 11 - Seasonal-No Benefits / NCF01 / 00 / \$10.00
New Hire	New Hire	01/30/2020	N/A	N/A	3150 - County Clerk	30058548 / Elections Early Voting Worker / 2 - Temporary / 11 - Seasonal-No Benefits / NCF01 / 00 / \$10.00
New Hire	New Hire	01/27/2020	N/A	N/A	1700 - Transportation and Nat Rsrc	30050017 / Park Tech I / 2 - Temporary / 11 - Seasonal-No Benefits / GRD08 / 00 / \$15.00

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	01/27/2020	N/A	N/A	1800 - Communications & Records Svcs	30050243 / Office Specialist Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD15 / 00 / \$34,611.20
New Hire	New Hire	01/21/2020	N/A	N/A	3650 - Juvenile Probation	30004104 / Juvenile Probation Officer II / 1 - Regular / 02 - Full Time Non-Exempt / GRD17 / 00 / \$43,180.80
New Hire	New Hire	01/28/2020	N/A	N/A	3150 - County Clerk	30058547 / Elections Early Voting Worker / 2 - Temporary / 11 - Seasonal-No Benefits / NCF01 / 00 / \$10.00
New Hire	New Hire	02/03/2020	N/A	N/A	3150 - County Clerk	30058584 / Elections Early Voting Worker / 2 - Temporary / 11 - Seasonal-No Benefits / NCF01 / 00 / \$10.00
New Hire	New Hire	01/21/2020	N/A	N/A	1700 - Transportation and Nat Rsrc	3051279 / Park Tech I / 2 - Temporary / 11 - Seasonal-No Benefits / GRD08 / 00 / \$15.00

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	01/31/2020	N/A	N/A	3150 - County Clerk	30058576 / Elections Early Voting Worker / 2 - Temporary / 11 - Seasonal-No Benefits / NCF01 / 00 / \$10.00
New Hire	New Hire	02/03/2020	N/A	N/A	3150 - County Clerk	30006593 / Elections Operations Clerk / 2 - Temporary / 11 - Seasonal-No Benefits / NCF01 / 00 / \$14.00
New Hire	New Hire	01/31/2020	N/A	N/A	3150 - County Clerk	30006586 / Elections Operations Clerk / 2 - Temporary / 11 - Seasonal-No Benefits / NCF01 / 00 / \$14.00
New Hire	New Hire	02/04/2020	N/A	N/A	3150 - County Clerk	30006616 / Elections Operations Clerk / 2 - Temporary / 11 - Seasonal-No Benefits / NCF01 / 00 / \$14.00

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	02/03/2020	N/A	N/A	3500 - Sheriff	30054219 / Clinical Mental Health Professional / 1 - Regular / 02 - Full Time Non-Exempt / GRD19 / 00 / \$49,000.00
New Hire	New Hire	01/29/2020	N/A	N/A	3150 - County Clerk	30058522 / Elections Early Voting Worker / 2 - Temporary / 11 - Seasonal-No Benefits / NCF01 / 00 / \$10.00
New Hire	New Hire	01/30/2020	N/A	N/A	3150 - County Clerk	30006525 / Elections Operations Clerk / 2 - Temporary / 11 - Seasonal-No Benefits / NCF01 / 00 / \$14.00
Re-Hire	Re-Hire	01/29/2020	N/A	N/A	3150 - County Clerk	30006456 / Elections Operations Clerk / 2 - Temporary / 11 - Seasonal-No Benefits / NCF01 / 00 / \$14.00

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
Re-Hire	Re-Hire	02/03/2020	N/A	N/A	3150 - County Clerk	30058582 / Elections Early Voting Worker / 2 - Temporary / 11 - Seasonal-No Benefits / NCF01 / 00 / \$10.00
Re-Hire	Re-Hire	01/31/2020	N/A	N/A	3150 - County Clerk	30006531 / Elections Operations Clerk / 2 - Temporary / 11 - Seasonal-No Benefits / NCF01 / 00 / \$14.00
Re-Hire	Re-Hire	01/31/2020	N/A	N/A	3150 - County Clerk	30058546 / Elections Early Voting Worker / 2 - Temporary / 11 - Seasonal-No Benefits / NCF01 / 00 / \$10.00
Re-Hire	Re-Hire	02/03/2020	N/A	N/A	3150 - County Clerk	30058583 / Elections Early Voting Worker / 2 - Temporary / 11 - Seasonal-No Benefits / NCF01 / 00 / \$10.00
Re-Hire	Re-Hire	01/22/2020	N/A	N/A	3150 - County Clerk	30058519 / Elections Early Voting Worker / 2 - Temporary / 11 - Seasonal-No Benefits / NCF01 / 00 / \$10.00

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
Re-Hire	Re-Hire	01/29/2020	N/A	N/A	3415 - Justice of the Peace Pct 4	30059887 / Court Clerk I / 1 - Regular / 02 - Full Time Non-Exempt / GRD15 / 00 / \$34,608.50
Re-Hire	Re-Hire	02/04/2020	N/A	N/A	3150 - County Clerk	30058586 / Elections Early Voting Worker / 2 - Temporary / 11 - Seasonal-No Benefits / NCF01 / 00 / \$10.00
Mobility	Career Ladder	01/22/2020	3500 - Sheriff	30002824 / Corrections Officer / 1 - Regular / 02 - Full Time Non-Exempt / GRD81 / 01 / \$45,255.64	3500 - Sheriff	30002824 / Corrections Officer Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD83 / 01 / \$49,190.79
Mobility	Career Ladder	01/21/2020	3500 - Sheriff	30055405 / Corrections Officer / 1 - Regular / 02 - Full Time Non-Exempt / GRD81 / 03 / \$47,520.23	3500 - Sheriff	30055405 / Corrections Officer Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD83 / 01 / \$49,190.79
Mobility	Career Ladder	01/24/2020	3500 - Sheriff	30003311 / Law Enforcement Sheriff Deputy / 1 - Regular / 02 - Full Time Non-Exempt / GRD72 / 03 / \$55,502.96	3500 - Sheriff	30003311 / Law Enforcement Sheriff Deputy Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD74 / 03 / \$59,855.01

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	Career Ladder	02/01/2020	3100 - County Attorney	30000730 / Attorney II / 1 - Regular / 01 - Full Time Exempt / GRD25 / 00 / \$68,095.87	3100 - County Attorney	30000730 / Attorney III / 1 - Regular / 01 - Full Time Exempt / GRD27 / 00 / \$77,956.53
Mobility	Interdpt Change	01/27/2020	1400 - Information Technology Service	30050190 / Project Coordinator / 1 - Regular / 01 - Full Time Exempt / GRD24 / 00 / \$75,432.33	3650 - Juvenile Probation	30004456 / Business Consultant I / 1 - Regular / 01 - Full Time Exempt / GRD27 / 00 / \$91,998.40
Mobility	Lateral Transfer	01/13/2020	1850 - Health and Human Services	30054632 / Case Worker / 4 - Special Project / 02 - Full Time Non-Exempt / GRD18 / 00 / \$44,290.00	1850 - Health and Human Services	30057102 / Case Worker / 1 - Regular / 02 - Full Time Non-Exempt / GRD18 / 00 / \$46,659.96
Mobility	Promotion	01/16/2020	3650 - Juvenile Probation	30004293 / Juvenile Case Work Mgr / 1 - Regular / 01 - Full Time Exempt / GRD21 / 00 / \$59,571.23	3650 - Juvenile Probation	30058401 / Social Services Program Administrator / 1 - Regular / 01 - Full Time Exempt / GRD23 / 00 / \$66,601.60
Mobility	Promotion	02/05/2020	3500 - Sheriff	30002673 / Corrections Officer Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD83 / 08 / \$58,455.81	3500 - Sheriff	30002394 / Corrections Sergeant / 1 - Regular / 02 - Full Time Non-Exempt / GRD88 / 08 / \$84,670.30

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	02/10/2020	3150 - County Clerk	30001016 / Office Specialist / 4 - Special Project / 02 - Full Time Non-Exempt / GRD13 / 00 / \$34,632.00	3150 - County Clerk	30000980 / Court Clerk I / 1 - Regular / 02 - Full Time Non-Exempt / GRD15 / 00 / \$35,632.00
Mobility	Promotion	01/27/2020	3150 - County Clerk	30054233 / Court Clerk I / 1 - Regular / 02 - Full Time Non-Exempt / GRD15 / 00 / \$36,514.12	3150 - County Clerk	30001005 / Court Clerk II / 1 - Regular / 02 - Full Time Non-Exempt / GRD16 / 00 / \$41,376.00
Mobility	Promotion	01/27/2020	3150 - County Clerk	30000956 / Court Services Mgmt Adm Coord / 1 - Regular / 01 - Full Time Exempt / GRD19 / 00 / \$65,264.89	3150 - County Clerk	30000954 / County/District Clerk Div Dir / 1 - Regular / 01 - Full Time Exempt / GRD27 / 00 / \$85,000.00
Mobility	Promotion	01/27/2020	3150 - County Clerk	30001010 / Court Clerk I / 1 - Regular / 02 - Full Time Non-Exempt / GRD15 / 00 / \$37,197.12	3150 - County Clerk	30000995 / Court Clerk II / 1 - Regular / 02 - Full Time Non-Exempt / GRD16 / 00 / \$40,000.00

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	01/10/2020	3500 - Sheriff	30003161 / Telecomm 911 Specialist Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD18 / 00 / \$55,504.16	3500 - Sheriff	30003131 / Telecomm 911 Specialist Supv / 1 - Regular / 02 - Full Time Non-Exempt / GRD20 / 00 / \$60,663.62
Salary Change	Salary/Hourly Rate Change	01/02/2020	3600 - Pretrial Services	30055363 / Pretrial Officer II / 1 - Regular / 02 - Full Time Non-Exempt / GRD17 / 00 / \$41,833.51	3600 - Pretrial Services	GRD17 / 00 / \$42,285.31
Salary Change	Salary/Hourly Rate Change	02/01/2020	3400 - Justice of the Peace Pct 1	30001617 / Court Clerk I / 1 - Regular / 02 - Full Time Non-Exempt / GRD15 / 00 / \$34,608.50	3400 - Justice of the Peace Pct 1	GRD15 / 00 / \$35,608.50

POSITION RECLASSIFICATION CHANGES AND PERSONNEL ACTIONS

Effective Date	Personnel Area	Position	CURRENT Job Title / Job Object ID / Employee Group / Employee Subgroup / Grade / Level / Salary	HRMD RECOMMENDS Job Title / Job Object ID / Employee Group / Employee Subgroup / Grade / Level / Salary
2/11/2020	3650 - Juvenile Probation	30003970	Court Clerk II / 20000084 / 1 - Regular / 02 - Full Time Non-Exempt / GRD16 / 00 / \$46,828.34	Court Clerk II Sr / 20000085 / 1 - Regular / 02 - Full Time Non-Exempt / GRD18 / 00 / \$51,511.17
1/16/2020	3650 - Juvenile Probation	30004423	Office Specialist / 20000094 / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$33,464.23	Human Resources Asst I / 20000368 / 1 - Regular / 02 - Full Time Non- Exempt / GRD14 / 00 / \$34,851.10

Department requests in order to meet departmental needs. *Vacant position.

POSITION RECLASSIFICATION CHANGES AND PERSONNEL ACTIONS				
Effective Date	Personnel Area	Position	CURRENT Job Title / Job Object ID / Employee Group / Employee Subgroup / Grade / Level / Salary	HRMD RECOMMENDS Job Title / Job Object ID / Employee Group / Employee Subgroup / Grade / Level / Salary
2/11/2020	1850 - Health and Human Services	30005416	Accountant Associate / 20000117 / 1 - Regular / 02 - Full Time Non- Exempt / GRD16 / 00 / N/A	Financial Analyst Lead / 20000123 / 1 - Regular / 01- Full Time Exempt / GRD24 / 00 / N/A
Department requests in order to meet departmental needs. *Vacant position.				

BY ORDER OF THE COMMISSIONERS COURT, THE PRECEDING PERSONNEL AMENDMENTS ARE APPROVED.

Sarah Eckhardt, County Judge

Jeffrey W. Travillion Sr, Commissioner, Pct. 1

Brigid Shea, Commissioner, Pct. 2

Gerald Daugherty, Commissioner, Pct. 3

Margaret Gomez, Commissioner, Pct. 4