



## Travis County Commissioners Court Voting Session Agenda Request

**Meeting Date:** February 18, 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 –17**

\*Reclassifications – Pages 16 -17

**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](mailto: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, 4<sup>th</sup> Floor

• P.O. Box 1748

• Austin, Texas 78767

• (512) 854-9165 / FAX (512) 854-9757

**February 18, 2020**

**ITEM # :**

**DATE:** February 06, 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 –17**  
**\*Reclassifications – Pages 16 -17**

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**

<b>Action Type Description</b>	<b>Action Reason Description</b>	<b>Action Effective Date</b>	<b>Current Personnel Area</b>	<b>CURRENT Position / Position Title / Employee Group / Employee Subgroup / Grade / Level / Salary/Rate Amt</b>	<b>New Personnel Area</b>	<b>NEW Position / Position Title / Employee Group / Employee Subgroup / Grade / Level / Salary/Rate Amt</b>
New Hire	New Hire	02/10/2020	N/A	N/A	3150 - County Clerk	30058635 / 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	1350 - Human Resources Management	30000295 / Human Resources Analyst I / 1 - Regular / 01 - Full Time Exempt / GRD19 / 00 / \$48,000.00
New Hire	New Hire	02/03/2020	N/A	N/A	3650 - Juvenile Probation	30004186 / Juvenile Detention Officer Asst / 2 - Temporary / 05 - Hourly - Retmt / GRD12 / 00 / \$15.62
New Hire	New Hire	02/03/2020	N/A	N/A	3650 - Juvenile Probation	30004249 / Juvenile Detention Officer I / 1 - Regular / 02 - Full Time Non-Exempt / GRD14 / 00 / \$34,278.40

**WEEKLY PERSONNEL AMENDMENTS - ROUTINE**

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New Hire	New Hire	02/03/2020	N/A	N/A	3150 - County Clerk	30054426 / Administrative Assoc / 1 - Regular / 02 - Full Time Non-Exempt / GRD18 / 00 / \$48,734.40
New Hire	New Hire	02/06/2020	N/A	N/A	3150 - County Clerk	30058604 / Elections Early Voting Worker / 2 - Temporary / 11 - Seasonal-No Benefits / NCF01 / 00 / \$10.00
New Hire	New Hire	01/29/2020	N/A	N/A	3150 - County Clerk	30006487 / Elections Operations Clerk / 2 - Temporary / 11 - Seasonal-No Benefits / NCF01 / 00 / \$14.00
New Hire	New Hire	02/18/2020	N/A	N/A	3500 - Sheriff	30002015 / Social Services Program Coord / 1 - Regular / 01 - Full Time Exempt / GRD20 / 00 / \$60,663.62
New Hire	New Hire	02/07/2020	N/A	N/A	3150 - County Clerk	30058628 / Elections Early Voting Worker / 2 - Temporary / 11 - Seasonal-No Benefits / NCF01 / 00 / \$10.00

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New Hire	New Hire	02/07/2020	N/A	N/A	3150 - County Clerk	30058606 / Elections Early Voting Worker / 2 - Temporary / 11 - Seasonal-No Benefits / NCF01 / 00 / \$10.00
New Hire	New Hire	02/06/2020	N/A	N/A	3150 - County Clerk	30058605 / Elections Early Voting Worker / 2 - Temporary / 11 - Seasonal-No Benefits / NCF01 / 00 / \$10.00
New Hire	New Hire	02/06/2020	N/A	N/A	3150 - County Clerk	30058611 / Elections Early Voting Worker / 2 - Temporary / 11 - Seasonal-No Benefits / NCF01 / 00 / \$10.00
New Hire	New Hire	02/10/2020	N/A	N/A	3150 - County Clerk	30058644 / 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	3650 - Juvenile Probation	30004205 / Juvenile Detention Officer Asst / 2 - Temporary / 10 - Hourly-Retmt and Bnf / GRD12 / 00 / \$15.62

**WEEKLY PERSONNEL AMENDMENTS - ROUTINE**

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New Hire	New Hire	02/06/2020	N/A	N/A	3150 - County Clerk	30058615 / 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	30006609 / Elections Operations Clerk / 2 - Temporary / 11 - Seasonal-No Benefits / NCF01 / 00 / \$14.00
New Hire	New Hire	02/05/2020	N/A	N/A	3150 - County Clerk	30058587 / Elections Early Voting Worker / 2 - Temporary / 11 - Seasonal-No Benefits / NCF01 / 00 / \$10.00
New Hire	New Hire	02/05/2020	N/A	N/A	3150 - County Clerk	30006627 / Elections Operations Clerk / 2 - Temporary / 11 - Seasonal-No Benefits / NCF01 / 00 / \$14.00
New Hire	New Hire	02/03/2020	N/A	N/A	3500 - Sheriff	30050221 / Social Services Program Coord / 1 - Regular / 01 - Full Time Exempt / GRD20 / 00 / \$55,806.40

**WEEKLY PERSONNEL AMENDMENTS - ROUTINE**

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New Hire	New Hire	02/03/2020	N/A	N/A	3100 - County Attorney	30000825 / Paralegal / 1 - Regular / 02 - Full Time Non-Exempt / GRD19 / 00 / \$49,265.11
New Hire	New Hire	02/10/2020	N/A	N/A	3150 - County Clerk	30058643 / 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	1700 - Transportation and Nat Rsrc	30004713 / Engineer / 1 - Regular / 01 - Full Time Exempt / GRD26 / 00 / \$92,490.02
New Hire	New Hire	02/05/2020	N/A	N/A	3150 - County Clerk	30058602 / 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	3650 - Juvenile Probation	30004061 / Social Services Program Coord / 1 - Regular / 01 - Full Time Exempt / GRD20 / 00 / \$52,894.40

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New Hire	New Hire	02/24/2020	N/A	N/A	3500 - Sheriff	30002132 / Corrections Cadet / 1 - Regular / 02 - Full Time Non-Exempt / GRD80 / 01 / \$40,000.00
New Hire	New Hire	02/10/2020	N/A	N/A	3150 - County Clerk	30058642 / Elections Early Voting Worker / 2 - Temporary / 11 - Seasonal-No Benefits / NCF01 / 00 / \$10.00
New Hire	New Hire	02/06/2020	N/A	N/A	3150 - County Clerk	30058590 / 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	3650 - Juvenile Probation	30057431 / Registered Nurse II / 2 - Temporary / 05 - Hourly - Retmt / GRD23 / 00 / \$30.31
New Hire	New Hire	01/29/2020	N/A	N/A	1700 - Transportation and Nat Rsrc	30004623 / School Crossing Guard / 2 - Temporary / 05 - Hourly - Retmt / GRD11 / 00 / \$15.00



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New Hire	New Hire	02/07/2020	N/A	N/A	3150 - County Clerk	30006629 / Elections Operations Clerk / 2 - Temporary / 11 - Seasonal-No Benefits / NCF01 / 00 / \$14.00
New Hire	New Hire	02/07/2020	N/A	N/A	3150 - County Clerk	30058626 / 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	1450 - Facilities Management	30000562 / Custodian / 2 - Temporary / 05 - Hourly - Retmt / GRD10 / 00 / \$15.00
New Hire	New Hire	02/07/2020	N/A	N/A	3150 - County Clerk	30058629 / 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	3250 - Civil Courts	30001257 / Court Bailiff / 2 - Temporary / 05 - Hourly - Retmt / GRD13 / 00 / \$15.00

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New Hire	New Hire	02/03/2020	N/A	N/A	1900 - STAR Flight	30059301 / Helicopter Pilot / 1 - Regular / 02 - Full Time Non-Exempt / GRD28 / 00 / \$88,441.60
New Hire	New Hire	02/03/2020	N/A	N/A	3650 - Juvenile Probation	30004171 / Juvenile Detention Officer I / 1 - Regular / 02 - Full Time Non-Exempt / GRD14 / 00 / \$37,211.20
New Hire	New Hire	02/05/2020	N/A	N/A	3150 - County Clerk	30058601 / 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	3650 - Juvenile Probation	30004164 / Juvenile Detention Officer I / 1 - Regular / 02 - Full Time Non-Exempt / GRD14 / 00 / \$35,256.00
New Hire	New Hire	02/03/2020	N/A	N/A	3650 - Juvenile Probation	30057430 / Licensed Vocational Nurse / 2 - Temporary / 05 - Hourly - Retmt / GRD17 / 00 / \$20.19

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New Hire	New Hire	02/10/2020	N/A	N/A	3150 - County Clerk	30058641 / Elections Early Voting Worker / 2 - Temporary / 11 - Seasonal-No Benefits / NCF01 / 00 / \$10.00
Re-Hire	Re-Hire	02/05/2020	N/A	N/A	3150 - County Clerk	30006628 / Elections Operations Clerk / 2 - Temporary / 11 - Seasonal-No Benefits / NCF01 / 00 / \$10.00
Re-Hire	Re-Hire	02/06/2020	N/A	N/A	3150 - County Clerk	30058608 / Elections Early Voting Worker / 2 - Temporary / 11 - Seasonal-No Benefits / NCF01 / 00 / \$10.00
Re-Hire	Re-Hire	02/07/2020	N/A	N/A	3150 - County Clerk	30058607 / Elections Early Voting Worker / 2 - Temporary / 11 - Seasonal-No Benefits / NCF01 / 00 / \$10.00
Re-Hire	Re-Hire	02/06/2020	N/A	N/A	3150 - County Clerk	30058612 / Elections Early Voting Worker / 2 - Temporary / 11 - Seasonal-No Benefits / NCF01 / 00 / \$10.00

**WEEKLY PERSONNEL AMENDMENTS - ROUTINE**

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Re-Hire	Re-Hire	02/07/2020	N/A	N/A	3150 - County Clerk	30058630 / Elections Early Voting Worker / 2 - Temporary / 11 - Seasonal-No Benefits / NCF01 / 00 / \$10.00
Re-Hire	Re-Hire	02/07/2020	N/A	N/A	3150 - County Clerk	30058627 / Elections Early Voting Worker / 2 - Temporary / 11 - Seasonal-No Benefits / NCF01 / 00 / \$10.00
Re-Hire	Re-Hire	02/05/2020	N/A	N/A	3150 - County Clerk	30058603 / Elections Early Voting Worker / 2 - Temporary / 11 - Seasonal-No Benefits / NCF01 / 00 / \$10.00
Re-Hire	Re-Hire	02/05/2020	N/A	N/A	3150 - County Clerk	30058585 / Elections Early Voting Worker / 2 - Temporary / 11 - Seasonal-No Benefits / NCF01 / 00 / \$10.00
Re-Hire	Re-Hire	02/05/2020	N/A	N/A	3150 - County Clerk	30006626 / Elections Operations Clerk / 2 - Temporary / 11 - Seasonal-No Benefits / NCF01 / 00 / \$14.00

**WEEKLY PERSONNEL AMENDMENTS - ROUTINE**

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Re-Hire	Re-Hire	02/05/2020	N/A	N/A	3150 - County Clerk	30058588 / Elections Early Voting Worker / 2 - Temporary / 11 - Seasonal-No Benefits / NCF01 / 00 / \$10.00
Re-Hire	Re-Hire	02/11/2020	N/A	N/A	3150 - County Clerk	30058634 / Elections Early Voting Worker / 2 - Temporary / 11 - Seasonal-No Benefits / NCF01 / 00 / \$10.00
Re-Hire	Re-Hire	02/11/2020	N/A	N/A	3150 - County Clerk	30058637 / Elections Early Voting Worker / 2 - Temporary / 11 - Seasonal-No Benefits / NCF01 / 00 / \$10.00
Re-Hire	Re-Hire	02/06/2020	N/A	N/A	3150 - County Clerk	30058616 / 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	1850 - Health and Human Services	30005389 / Case Worker / 1 - Regular / 02 - Full Time Non-Exempt / GRD18 / 00 / \$48,000.00

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Re-Hire	Re-Hire	02/05/2020	N/A	N/A	3150 - County Clerk	30058580 / 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	1700 - Transportation and Nat Rsrc	30059987 / Engineering Assoc / 1 - Regular / 01 - Full Time Exempt / GRD24 / 00 / \$71,281.60
Re-Hire	Re-Hire	02/06/2020	N/A	N/A	3150 - County Clerk	30058613 / Elections Early Voting Worker / 2 - Temporary / 11 - Seasonal-No Benefits / NCF01 / 00 / \$10.00
Mobility	End Temp Assignment	02/11/2020	1300 – General Administration	30000277 / Intergovernmental Relations Specialist / 1 - Regular / 01 - Full Time Exempt / GRD22 / 00 / \$74,656.90	1300 – General Administration	The increase resulting in an annualized amount of \$20,867.31 is removed.  The Interim Assignment Travis County Code §114.097(b).

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Mobility	Career Ladder	01/22/2020	1700 - Transportation and Nat Rsrc	30051758 / Park Ranger / 1 - Regular / 02 - Full Time Non-Exempt / GRD60 / 02 / \$51,694.06	1700 - Transportation and Nat Rsrc	30051758 / Park Ranger Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD62 / 02 / \$55,529.48
Mobility	Career Ladder	01/29/2020	1700 - Transportation and Nat Rsrc	30004791 / Park Ranger / 1 - Regular / 02 - Full Time Non-Exempt / GRD60 / 02 / \$51,694.06	1700 - Transportation and Nat Rsrc	30004791 / Park Ranger Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD62 / 02 / \$55,529.48
Mobility	Career Ladder	10/16/2019	3650 - Juvenile Probation	30004256 / Juvenile Detention Officer I / 1 - Regular / 02 - Full Time Non-Exempt / GRD14 / 00 / \$37,403.09	3650 - Juvenile Probation	30004256 / Juvenile Detention Officer II / 1 - Regular / 02 - Full Time Non-Exempt / GRD15 / 00 / \$39,273.25
Mobility	Career Ladder	02/03/2020	1750 - Justice Planning	30005558 / Attorney II / 1 - Regular / 01 - Full Time Exempt / GRD25 / 00 / \$76,485.47	1750 - Justice Planning	30005558 / Attorney III / 1 - Regular / 01 - Full Time Exempt / GRD27 / 00 / \$81,286.10
Mobility	Interdpt Change	01/30/2020	3050 - Tax Collector	30059958 / Business Analyst Assoc / 4 - Special Project / 01 - Full Time Exempt / GRD19 / 00 / \$45,346.50	3150 - County Clerk	30000952 / Elections Coord Sr / 4 - Special Project / 02 - Full Time Non-Exempt / GRD19 / 00 / \$45,500.00

**WEEKLY PERSONNEL AMENDMENTS - ROUTINE**

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Mobility	Interdpt Change	02/03/2020	1350 - Human Resources Management	30000289 / Human Resources Asst I / 1 - Regular / 02 - Full Time Non-Exempt / GRD14 / 00 / \$45,268.22	2500 - Purchasing Office	30000632 / Pur Support Specialis II / 1 - Regular / 02 - Full Time Non-Exempt / GRD15 / 00 / \$46,750.00
Mobility	Promotion	02/01/2020	3650 - Juvenile Probation	30004298 / Juvenile Probation Officer III / 1 - Regular / 02 - Full Time Non-Exempt / GRD18 / 00 / \$47,541.43	3650 - Juvenile Probation	30003986 / Victim Counselor Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD19 / 00 / \$47,541.43
Mobility	Promotion	03/01/2020	3150 - County Clerk	30000965 / Court Clerk I / 1 - Regular / 02 - Full Time Non-Exempt / GRD15 / 00 / \$34,835.72	3150 - County Clerk	30000972 / Court Clerk II / 1 - Regular / 02 - Full Time Non-Exempt / GRD16 / 00 / \$39,249.60
Mobility	Promotion	02/03/2020	3100 - County Attorney	30000901 / Office Specialist / 1 - Regular / 02 - Full Time Non-Exempt / GRD13 / 00 / \$35,829.68	3100 - County Attorney	30000883 / Office Specialist Sr / 1 - Regular / 02 - Full Time Non-Exempt / GRD15 / 00 / \$39,412.65
Mobility	Promotion	02/01/2020	3150 - County Clerk	30000959 / Court Clerk I / 1 - Regular / 02 - Full Time Non-Exempt / GRD15 / 00 / \$37,059.58	3150 - County Clerk	30000955 / Court Clerk II / 1 - Regular / 02 - Full Time Non-Exempt / GRD16 / 00 / \$39,249.60



**WEEKLY PERSONNEL AMENDMENTS - ROUTINE**

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Mobility	Promotion	02/12/2020	1300 – General Administration	30000277 / Intergovernmental Relations Specialist / 1 - Regular / 01 - Full Time Exempt / GRD22 / 00 / \$74,656.90	1300 – General Administration	30000276 / Intergovernmental Relations Officer / 1 - Regular / 01 - Full Time Exempt / GRD30 / 00 / \$110,000.00

**POSITION RECLASSIFICATION CHANGES AND PERSONNEL ACTIONS**

<b>Effective Date</b>	<b>Personnel Area</b>	<b>Position</b>	<b>CURRENT Job Title / Job Object ID / Employee Group / Employee Subgroup / Grade / Level / Salary</b>	<b>HRMD RECOMMENDS Job Title / Job Object ID / Employee Group / Employee Subgroup / Grade / Level / Salary</b>
2/01/2020	3050 - Tax Collector	30000242	Business Analyst Assoc / 20000442 / 1 - Regular / 01 - Full Time Exempt / GRD19 / 00 / \$55,059.29	Business Analyst I / 20000445 / 1 - Regular / 01 - Full Time Exempt / GRD22 / 00 / \$57,812.25

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

<b>POSITION RECLASSIFICATION CHANGES AND PERSONNEL ACTIONS</b>				
<b>Effective Date</b>	<b>Personnel Area</b>	<b>Position</b>	<b>CURRENT Job Title / Job Object ID / Employee Group / Employee Subgroup / Grade / Level / Salary</b>	<b>HRMD RECOMMENDS Job Title / Job Object ID / Employee Group / Employee Subgroup / Grade / Level / Salary</b>
2/01/2020	3050 - Tax Collector	30005849	Business Analyst Assoc / 20000442 / 1 - Regular / 01 - Full Time Exempt / GRD19 / 00 / \$47,476.00	Business Analyst I / 20000445 / 1 - Regular / 01 - Full Time Exempt / GRD22 / 00 / \$55,578.85
<b>Department requests in order to meet departmental needs. *Vacant position.</b>				

**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**