



# HUMAN RESOURCES DEPARTMENT

FORT BEND COUNTY, TEXAS

Kent M. Edwards, PHR  
Director of Human Resources

## MEMORANDUM

To: Judge Robert Hebert  
Commissioner Richard Morrison  
Commissioner Grady Prestage  
Commissioner Andy Meyers  
Commissioner James Patterson

From: Kent Edwards,  
Director of Human Resources

Subject: HR Agenda Items for July 23, 2013 Commissioners Court

Date: July 15, 2013

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The following information is a summary of the HR Agenda Items for the July 23, 2013 Commissioners Court.

The Facilities Management & Planning department is requesting the following new positions to assist with the maintenance of the Detention Facility. The contract that currently supports the Detention Facility is set to expire and will not be renewed.

1. Jail Maintenance Supervisor, Grade 12 of the Professional Management Policy Group
2. Electrician, Grade 8 of the Operator Skilled Trade Policy Group
3. Facility HVAC Specialist, Grade 8 of the Operator Skilled Trade Policy Group
4. Plumber, Grade 8 of the Operator Skilled Trade Policy Group
5. Locksmith, Grade 8 of the Operator Skilled Trade Policy Group
6. Building Maintenance Worker III, Grade 7 of the Operator Skilled Trade Policy Group

Human Resources approves of the proposed items.

Should you have any questions, please do not hesitate to contact me 281/ 341-8631.

KE/bd