



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 September 24, 2013 Commissioners Court

Date: September 18th, 2013

The following information is a summary of the HR Agenda Items for the September 24, 2013 Commissioners Court.

Agenda Item – Position 4111-0002– Elections Department – This position is currently classified as Training & Spanish Language Coordinator Grade 7 of the Administrative Clerical Policy Group. The department is requesting this position be reclassified to Elections & Spanish Language Program Coordinator, Grade 9 of the Administrative Clerical Policy Group due to the realigning of duties & responsibilities.

Agenda Item – Position 4111-0003 – Elections Department – This vacant position is currently classified as Elections Coordinator, Grade 9 of the Administrative Clerical Policy Group. The department is requesting this position be downgraded to Early Voting Coordinator, Grade 8 of the Administrative Clerical Policy Group due to the realigning of duties & responsibilities.

Human Resources approves of the proposed items.

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

KE/bd