



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 October 1st, 2013 Commissioners Court

Date: September 25th, 2013

The following information is a summary of the HR Agenda Items for the October 1st, 2013 Commissioners Court.

Agenda Item – Position 6111-00020 – Road & Bridge Department – This vacant position is currently classified Administrative Assistant Grade 8 of the Administrative Clerical Policy Group. The department is requesting this position be downgraded to Clerk II, Grade 6 of the Administrative Clerical Policy Group due to the redistribution of work duties within the department.

Human Resources approves of the proposed item.

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

KE/bd