



# 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 22, 2013 Commissioners Court

Date: October 26, 2013

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The following information is a summary of the HR Agenda Items for the October 8, 2013 Commissioners Court.

Facilities Management & Planning department is requesting the following agenda items due to the transferring of Interdepartmental Construction moving from Road & Bridge to their department:

Position 4181-0048 – This position is currently classified as Carpenter Supervisor, Grade 11 of the Professional Management Policy Group. The department is requesting the position be reclassified to IDC Manager, Grade 12 of the Professional Management Policy Group, effective October 26, 2013.

Position 4181-0060 – This position is currently classified as Carpenter. The department is requesting the position be reclassified to IDC Supervisor, Grade 8 of the Operator Skilled Trade Policy Group, effective October 26, 2013.

New Position – The department is requesting a new position, Facilities Maintenance Service Specialist, grade 8 of the Administrative Clerical Policy Group, effective October 22, 2013.

Human Resources approves of the proposed item.

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

KE/bd