



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 November 5th, 2013 Commissioners Court

Date: October 29, 2013

The following information is a summary of the HR Agenda Items for the November 5th, 2013 Commissioners Court.

Position 5031-0013 – Information Technology – This vacant position is currently classified as Customer Service Representative, Grade 9 of the Administrative Clerical Policy Group. The department is requesting the position be reclassified to Telecom Billing Analyst, Grade 9 of the Administrative Clerical Policy Group due to the transfer of Telecom ordering and billing from Facilities to the Information Technology 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