



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 December 17th, 2013 Commissioners Court

Date: December 11, 2013

The following information is a summary of the HR Agenda Items for the December 17th, 2013 Commissioners Court.

Agenda Item – Position 6651-0007 - Texas Agrilife Extension Services – This position is currently classified as Administrative Specialist, Grade 8 of the Admin/Clerical Policy Group. The department is requesting this position to be downgraded to Administrative Assistant, Grade 6 of the Admin/Clerical Policy Group due to the change in duties and responsibilities.

Human Resources approves of the proposed item.

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

KE/bd