



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 February 4, 2014

Date: January 29, 2014

Members of Commissioners Court –

Your HR Team has been working with the Sheriff's Office to address recruiting and retention issues regarding the Telecommunication Officer positions.

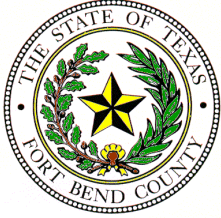
HR has crafted a plan which is supported by S.O. Administration, and unless there are any objections, we will be placing the following proposed changes on the February 4th agenda for your consideration.

The substantive points are:

- Rename Civilian Detention policy group to Civilian Services.
- Add grades 8, 9 & 10 to the Civilian Services policy group, in which TCO jobs will be placed.
- Go from the current two levels of TCOs (TCO I & TCO II) to three levels of TCOs (add TCO III).
- Reclassify the current TCO employees from the Admin/Clerical policy group to the appropriate grade and step in the Civilian Services policy group.

The three levels of TCO jobs will coincide with the three levels of licenses required by the State of Texas for these jobs (Basic, Intermediate and Advanced). An employee will only be eligible to promote to the next level after obtaining the appropriate license.

The fully loaded costs of the reclassifications for the remainder of the 2014 budget year are \$70,812.



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Human Resources approves of the proposed items.

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

KE/bd