



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 September 23, 2014 Commissioners Court

Date: September 19, 2014

The following information is a summary of the HR Agenda Items for the September 23, 2014 Commissioners Court.

Agenda Items – Purchasing Department - The department is requesting to reclassify the following positions due to changes of duties and responsibilities.

- Position 5051-0010 from Buyer I, Grade 8 of the Administrative Clerical Policy Group, to Buyer II, Grade 9 of the Administrative Clerical Policy Group, effective October 11, 2014.
- Position 5051-0002 from Buyer II, Grade 9 of the Administrative Clerical Policy Group, to Buyer III, Grade 10 of the Administrative Clerical Policy Group, effective October 11, 2014.

Human Resources approves of the proposed items.

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

KE/bd