



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 9, 2014 Commissioners Court

Date: December 2, 2014

The following information is a summary of the HR Agenda Items for the December 9, 2014 Commissioners Court.

Agenda Items – Positions 5601-0295 – Sheriff's Office – The department is requesting to downgrade this vacant position from Clerk III-Bonding, Grade 7 of the Administrative Clerical Policy Group to Bonding Clerk, Grade 5 of the Administrative Clerical Policy Group in order to provide an entry level position to attract qualified applicants.

Human Resources approves of the proposed items.

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

KE/bd