



**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 24, 2015 Commissioners Court

Date: February 18, 2015

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The following information is a summary of the HR Agenda Items for the February 24, 2015 Commissioners Court.

Agenda Items – Position 5601-0251– Sheriff's Office – This vacant position is currently classified as Administrative Clerk, Grade 5 of the Administrative Clerical Policy Group. The department is requesting this position be reclassified to Administrative Assistant, Grade 8 of the Administrative Clerical Policy Group due to the additional duties and responsibilities added to the position.

Human Resources approves of the proposed items.

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

KE/bd