



HUMAN RESOURCES DEPARTMENT
FORT BEND COUNTY, TEXAS

Kent M. Edwards, PHR
Director of Human Resources

To: Judge Robert Hebert
Commissioner Richard Morrison
Commissioner Grady Prestage
Commissioner Andy Meyers
Commissioner James Patterson

From: Kathy Novosad, PHR
Sr. Human Resources Generalist

Date: May 11, 2016

Subject: Revisions to Safety Impact Positions Random Testing Pool

Human Resources is submitting the attached revisions to the Safety Impact Positions (SIP) drug and alcohol random testing pool. Elected Officials and Department Heads were prompted to review the list and indicate any changes they felt were appropriate. In accordance with Section 301.22 of the Employee Information Manual, Commissioner's Court approval of changes to the SIP list is required.

Section 301.22 Random Testing: Safety Impact Positions

Elected officials and department heads who believe that a position has an impact upon the safety of that individual or others or for appropriate reasons should be subject to random testing, shall identify each such position and submit it to the Human Resources Director. Commissioners Court shall approve all County Safety Impact Positions for the random selection pool. Employees in such positions shall be informed that they are in a safety impact position and are subject to random drug testing. A minimum of 100 such employees shall be tested annually for controlled substances.

The attached shows the recommended changes to the SIP pool. Please contact me if you have any questions.



HUMAN RESOURCES DEPARTMENT
FORT BEND COUNTY, TEXAS

Kent M. Edwards, PHR
Director of Human Resources

May 11, 2016

The changes indicated on this page will be made to the Safety Impact Position random drug testing pool. The complete list of employees/positions included in the SIP pool is on file in Human Resources.

The changes will be effective upon Commissioners Court approval May 24, 2016.

ADD THE BELOW LISTED EMPLOYEES/POSITIONS TO THE SAFETY IMPACT RANDOM TESTING GROUP

DEPT	DEPARTMENT.NAME	EMPLOYEE	RANDOM GROUP	STATUS	POSITION	
6551A	Fairgrounds	1011692	SAFETY	AF	6551-0016	ADD
6101A	Public Transportation	1000314	SAFETY	AF	6101-0004	ADD
6551A	Fairgrounds	1000598	SAFETY	AF	6551-0001	ADD
6551A	Fairgrounds	1000675	SAFETY	AF	6551-0002	ADD
6571A	Jones Creek Ranch Park	1011915	SAFETY	AF	6571-0007	ADD
6551A	Fairgrounds	1011676	SAFETY	AF	6551-0004	ADD
6551A	Fairgrounds	1012061	SAFETY	AF	6551-0003	ADD
6571A	Jones Creek Ranch Park	1010860	SAFETY	AF	6571-0005	ADD
6221A	Engineering - Recycle	1010870	SAFETY	AP	6221-0000A	ADD
6221A	Engineering - Recycle	1000408	SAFETY	PR	6221-0000A	ADD
6221A	Engineering - Recycle	1002695	SAFETY	PR	6221-0000A	ADD
6221A	Engineering - Recycle	1001391	SAFETY	PR	6221-0000A	ADD
6221A	Engineering - Recycle	1012153	SAFETY	AP	6221-0000A	ADD
6221A	Engineering - Recycle	1011918	SAFETY	AP	6221-0000A	ADD

REMOVE THE BELOW LISTED EMPLOYEES/POSITIONS FROM THE SAFETY IMPACT RANDOM TESTING GROUP

DEPT	DEPARTMENT.NAME	EMPLOYEE	RANDOM GROUP	STATUS	POSITION	
4011	Commissioner Pct. 1	1002748	SAFETY	AF	4011-0003	REMOVE
4012A	Commissioner Pct. 2	1000755	SAFETY	AF	4012-0004	REMOVE
4181F	Facilities Interdepartmental Construction	1005679	SAFETY	AF	4181-0048	REMOVE
4012A	Commissioner Pct. 2	1001166	SAFETY	AF	4012-0005	REMOVE
4012A	Commissioner Pct. 2	1011876	SAFETY	AF	4012-0002	REMOVE
6351A	Health & Human Services	1009726	SAFETY	AF	6351-0010	REMOVE
4012A	Commissioner Pct. 2	1007594	SAFETY	AF	4012-0003	REMOVE
6601A	Parks & Recreation	1007196	SAFETY	AF	6601-0005	REMOVE
4181B	Facilities Maintenance	1009477	SAFETY	AF	4181-0028	REMOVE