



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: County Clerk Agenda Item for November 22, 2016 Commissioners Court

Date: November 15, 2016

The following information is a summary of the HR Agenda Items for the November 22, 2016 Commissioners Court.

Agenda Item – Position Numbers 6221-0032 & 6221-0006 – Engineering – The department is requesting to downgrade two Administrative Assistant positions from Grade 10 of the Administrative Clerical Policy Group to Grade 9 of the Administrative Clerical Policy Group. These positions were originally approved by HR to be classified as Grade 9. However due to some miscommunication; they were mistakenly approved at a Grade 10.

Human Resources approves of the proposed item.

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

KE/bd