



FORT BEND COUNTY CLERK

LAURA RICHARD
COUNTY CLERK

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TO: Judge Robert Hebert
Commissioner Vincent Morales
Commissioner Grady Prestage
Commissioner Andy Meyers
Commissioner James Patterson

From: Laura Richard
Fort Bend County Clerk

Subject: County Clerk Agenda Item for February 13, 2018

Date: January 19, 2018

A handwritten signature in black ink, appearing to be "LR" or a stylized "Laura Richard", is written over the subject line.

The following information is a summary of the County Clerk Agenda Item for the February 13, 2018 Commissioners Court.

Agenda Item - County Clerk – Addition of two new full-time Information Process Specialist positions, Grade 7 of the Administrative Clerical Policy Group. These are additions to an existing position.

In past years, Information Process Specialist positions were reclassified to other positions and not replaced. Due to growth in the County and workload these two new IPS positions are needed.

We are proposing funding from the County Clerk's Records Management fund and intend to sustain the funding of this position indefinitely. However, should there be an opportunity to carry the funding from our general budget in the future, we may request to include the position's funding through future budget cycles.

We have received approval from Human Resources for these two new positions. The Auditor has confirmed the use of the County Clerk Records Management funds for this purpose.

If you have any questions, please contact me at 832-471-1616.