



FORT BEND COUNTY CLERK

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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 September 25, 2018

Date: September 18, 2018

The following information is a summary of the County Clerk Agenda item for the September 25, 2018 Commissioner's Court.

Agenda Item – County Clerk - Reclassify Position Number 4031-0086 from IPS, Grade 7 of the Admin/Clerical Policy Group to IPS Lead, Grade 8 of the Admin/Clerical Policy Group, effective October 6, 2018. (Funding: Records Management)

This reclassification is needed due to increased duties and responsibilities in the Vital Statistics department. The Department of State Health Services – Vitals Unit is deploying TXEver, a new system for processing birth and death registration. With this new system, workflow of vitals registration will change as well as responsibilities of the staff. The need exists to have this Lead position to oversee the daily workflow, administer new processes, train staff and keep the level of customer service equal to or above the current level.

We have received approval from Human Resources for this reclassification. 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.