



HUMAN RESOURCES DEPARTMENT
FORT BEND COUNTY, TEXAS

Nicole Ledet, SHRM-CP, PHR
Director of Human Resources

MEMORANDUM

TO: Judge KP George
Commissioner Vincent Morales
Commissioner Grady Prestage
Commissioner Andy Meyers
Commissioner Ken DeMerchant

FROM: Kathy Novosad, Senior Human Resources Generalist

COPY: Nicole Ledet, Director of Human Resources
Sheriff Eric Fagan

SUBJECT: Sheriff Eric Fagan

DATE: June 9, 2022

Human Resources is submitting the below request for a reclassification of a full-time position, and eliminate a part-time position, in order to create a full-time Grant Coordinator position. The move is necessary in order to retain an incumbent part-time employee.

Assistant Chief Manual Zamora has provided the below justification for this request:

This part-time employee has received over \$30 million in competitive grants, possesses a doctorate degree and experience in education, and her successful grant proposals are predominantly in the area of public health, including mental health. She has been very successful in obtaining grant funding during the few months she's been employed with the Sheriff's Office. She is an asset to our agency and we would be wise to retain her, if possible.

If you have questions, please contact Sheriff Fagan, or Director of Human Resources, Nicole Ledet.

Take all appropriate action to reclassify Position # 5601-0107, Maintenance Supervisor, Grade 9 of the Occupational Skilled Trade policy group, to Grants Coordinator, Grade 11 of the Professional Management policy group, and eliminate part time position #5601-P002, effective June 11, 2022. (Fund Sheriff's Office Enforcement)