



HUMAN RESOURCES DEPARTMENT

FORT BEND COUNTY, TEXAS

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

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

From: Kathy Novosad
Sr. Human Resources Generalist

Date: July 14th, 2022

Subject: New Position Request

On behalf of the Commissioner Pct 4's Office, Human Resources is submitting the below noted personnel action.

Human Resources supports this action.

SUMMARY OF ITEM:

Take all appropriate action on request to reclassify position, 4014-0003, from Project Manager, Grade 13 of the Professional Management Policy Group to Administrative Assistant, Grade 9 of the Administrative Clerical Policy Group, in the Commissioner Pct 4's Office, effective July 26, 2022. (fund: Commissioner Pct 4)