



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 Dexter McCoy

From: Barbara Dees
Sr. Human Resources Generalist

Copy: Darren McCarthy, Parks Director

Date: February 9, 2024

Subject: New Position & Reclassification Request

On behalf of the Parks & Recreation Office, Human Resources is submitting the below noted personnel actions.

Human Resources supports these actions.

SUMMARY OF ITEMS:

Take all appropriate action on request to create a new position, Assistant Parks Director-Maintenance and Operations, Grade 112, of the General Salary Structure, in the Parks & Recreation Department, effective February 27, 2024. (Funding: Tipping Fees)

Take all appropriate action on request to reclassify position 6601-0024, from Special Projects Manager, Grade 109 of the General Salary Structure, to Assistant Parks Director - Administration and Projects, Grade 112 of the General Salary Structure, in the Parks & Recreation Department, effective February 27, 2024. (Fund: Parks Department and Tipping Fees)

Take all appropriate action on request to reclassify position 6601-0032, from Sr. Office Assistant, Grade 102 of the General Salary Structure to Administrative Assistant, Grade 103 of the General Salary Structure, in the Parks & Recreation Department, effective February 27, 2024. (Fund: Parks Department and Tipping Fees)