



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 HR Generalist

Copy: Greg Babst, Emergency Manager

Date: July 11, 2025

Subject: Reclassification Request

On behalf of the Homeland Security & Emergency Management Department, Human Resources is submitting the below noted personnel action.

Human Resources supports this action.

SUMMARY OF ITEMS:

Take all appropriate action on request to eliminate full time position number 5801-0012, Sr Office Assistant, Grade 102 of the General Salary Structure, in order to create two Part-Time Clerk positions, in the Homeland Security & Emergency Management Department, effective July 22, 2025. (Funding: Homeland Security & Emergency Management)