

FORT BEND COUNTY
COMMISSIONERS COURT AGENDA REQUEST FORM
 RETURN TO: AGENDA COORD.-COUNTY JUDGE'S OFFICE

24A

DATE SUBMITTED: 04 27 2009

SUBMITTED BY: D. Haenel for M. Wright AGENDA
 DEPARTMENT: 5601 #
 PHONE NO. 281 344 0202

COURT AGENDA DATE: 05 12 2009

SUMMARY OF ITEM: Requesting TEMPORARY reclassification of position 5601-0711 (DET OFCR CIV, Grade 7, CIV-DET policy group) to BONDING CLERK (Grade 5, ADMIN-CLERICAL policy group) from May 16, 2009 – July 31, 2009; on August 1, 2009 reclassify 5601-0711 back to DET OFCR CIV

RENEWAL CONTRACT/AGREEMENT: Yes () No (X)

LIST SUPPORTING DOCUMENTS ATTACHED: None; position -0711 will be modified for usage by the DET division at the Sheriff's Office to allow for a new hire in the bonding division to be properly trained in bonding duties by the employee leaving at the end of July to assume position in another division.

FINANCIAL SUMMARY:

BUDGETED ITEM:	Yes	ANNUALIZED DOLLARS:	COMMENTS:
Yes (✓) No () N/A ()		One Time ()	from 100512100 (5601C)
Funding Source:		Recurring ()	
Fund : 100512100 Dept:5601C		N/A ()	

Original Form Submitted with back up to County Judge's Office: () (✓ when completed)

CC with back up:

(X) Auditor	(281-341-3774)	(X) Comm. Pct. 1	(281-342-0587)
(X) Budget Officer	(281-344-3954)	(X) Comm. Pct. 2	(281-403-8009)
(X) County Attorney	(281-341-4557)	(X) Comm. Pct. 3	(281-242-9060)
() Purchasing Agent	(281-341-8642)	(X) Comm. Pct. 4	(281-980-9077)
(X) County Clerk	(281-341-8697)		

Instructions for submitting an Agenda Request:

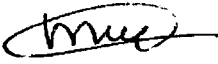
1. Completely fill out agenda form, incomplete forms will not be processed.
2. Fax or inter-office copies of agenda form with all back up information by Wednesday at 2:00 p.m. to the departments listed above.
3. All original back-up must be received in the County Judges Office by 2:00 p.m. on Wednesday.

RECOMMENDATION / ACTION REQUESTED:

MEMORANDUM

DATE: April 27, 2009

TO: Robert Hebert, County Judge
Fort Bend County

FROM: Milton Wright, Sheriff 
Craig Brady, Chief Deputy
Fort Bend County Sheriff's Office

RE: TEMPORARY Reclassification of Position 5601-0711
05 12 2009 Agenda Item

Judge Hebert:

This memo serves as supplemental information about our request to temporarily reclassify position 5601-0711 from Detention Officer Civilian to Bonding Clerk from May 16, 2009 through July 31, 2009.

The information shown below summarizes our position in this request:

- Position 5601-0711 is currently a Grade 7/Step 2 Detention Officer -- Civilian position in the Civilian-Detention policy group.
- We are requesting a TEMPORARY downgrade of this vacant position in order to utilize it as a Bonding Clerk position at Grade 6 in the Administrative-Clerical policy group. Budget impact would be minimal to non-existent. Current hourly rate for the Grade 7/Step 2 Detention Officer position is \$14.08; placement in the Grade 6 Bonding Clerk position at midpoint is \$14.29.
- This request is necessary in order to train a replacement bonding clerk due to a current Bonding Clerk transferring out of the division to another division on August 1, 2009. Major Leach foresees a smoother transition in the Bonding area if the training of the replacement employee is done without interrupting current bonding operations.

This accommodation would only be a temporary measure taken to ensure new hire training being done with only minimal discomfort to the ongoing operations of the Detention Bonding Unit. We appreciate your consideration of our request.