

26C

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

DATE SUBMITTED: 09 29 2009

SUBMITTED BY: D. Haenel for M. Wright AGENDA

DEPARTMENT: 5601 #

COURT AGENDA DATE: 10 06 2009

PHONE NO. 281 344 0202

SUMMARY OF ITEM: Requesting reclassification of position 5601-0738 BONDING CLERK (Grade 5, A/C policy group) to ADMIN CLERK II position (Grade 6, A/C policy group) in order to provide needed administrative support to the DETENTION DIVISION

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

LIST SUPPORTING DOCUMENTS ATTACHED: see attached memo from Detention Division

FINANCIAL SUMMARY:

BUDGETED ITEM:	Yes	ANNUALIZED DOLLARS:	COMMENTS:
Yes (✓) No () N/A ()		One Time ()	from 100560100 (5601A)
Funding Source:		Recurring ()	
Fund : 100512100 Dept:5601D		N/A ()	

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

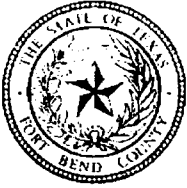
CC with back up:

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



SHERIFF'S OFFICE
Fort Bend County, Texas

MILTON WRIGHT
Sheriff

(281) 341-4700
Fax (281) 341-4701

M E M O R A N D U M

DATE: September 29, 2009

TO: Robert Hebert, County Judge
Fort Bend County

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

RE: Reclassification of Position 5601-0738
10 06 2009 Agenda Item

Judge Hebert:

This memo serves as supplemental information about our request to reclassify position 5601-0738 from Bonding Clerk to Administrative Clerk II.

The information shown below summarizes our position in this request:

- Position 5601-0738 is currently a Grade 5/Step 1 Bonding Clerk position in the Admin/Clerical policy group.
- We are requesting a reclassification of this vacant position in order to utilize it as a higher-level clerk position at Grade 6 in the Administrative-Clerical policy group for the DETENTION Administrative Office. Budget impact would be minimal. Current hourly rate for the Grade 5/Step 1 Bonding Clerk position is \$11.37; placement in the Grade 6 Administrative Clerk II position at step 5 will be 13.33.
- This position was originally a Detention Officer – Civilian position at \$14.08 hourly and was recently reclassified downward to a Bonding Clerk position (08 25 2009 Commissioners Court Agenda).

We appreciate your consideration of our request.