

FORT BEND COUNTY FY 2010  
**DRAINAGE DISTRICT** AGENDA REQUEST FORM

Return Completed Form by E-Mail to: Agenda Coordinator, County Judge's Office

|                                  |                             |
|----------------------------------|-----------------------------|
| Date Submitted: March 31, 2010   | Submitted By: Kent Edwards  |
|                                  | Department: Human Resources |
| Court Agenda Date: April 6, 2010 | Phone Number: 281-341-8631  |

**SUMMARY OF ITEM:**

Take all appropriate action to reclassify Position 6201-0059, Drainage District, Clerk III, Grade 7 of the Administrative Clerical Policy Group to Clerk II, Grade 6 of the Administrative Policy Group, effective April 6, 2010.

RENEWAL AGREEMENT/APPOINTMENT YES  NO   
REVIEWED BY COUNTY ATTORNEY'S OFFICE: YES  NO

**FINANCIAL SUMMARY:**

BUDGETED ITEM: YES  NO

FUNDNG SOURCE: Accounting Unit: \_\_\_\_\_ Account Number: \_\_\_\_\_  
Activity (If Applicable): \_\_\_\_\_

DESCRIPTION OF LAWSON ACCOUNT: \_\_\_\_\_

**Instructions to submit Agenda Request Form:**

- Completely fill out agenda form: incomplete forms will not be processed.
- Agenda Request Forms should be submitted by e-mail, fax, or inter-office mail, and all back-up information must be provided by Wednesday at 2:00 p.m. to all those listed below.
- All original back-up must be received in the County Judge's Office by 2:00 p.m. on Wednesday.

**DISTRIBUTION:**

Original Form Submitted with back up to County Judge's Office  (✓ when completed)  
If by E-Mail to [ospindon@co.fort-bend.tx.us](mailto:ospindon@co.fort-bend.tx.us) If by Fax to (281) 341-8609

Distribute copies with back-up to all listed below. If by fax, send to numbers below:

|  |  |
|--|--|
| <input type="checkbox"/> Auditor (281-341-3774)                | <input type="checkbox"/> Comm. Pct. 1 (281-342-0587) |
| <input type="checkbox"/> Budget Officer (281-344-3954)         | <input type="checkbox"/> Comm. Pct. 2 (281-403-8009) |
| <input type="checkbox"/> Facilities/Planning (281-633-7022)    | <input type="checkbox"/> Comm. Pct. 3 (281-242-9060) |
| <input type="checkbox"/> Purchasing Agent (281-341-8642)       | <input type="checkbox"/> Comm. Pct. 4 (281-980-9077) |
| <input type="checkbox"/> Information Technology (281-341-4526) | <input type="checkbox"/> County Clerk (281-341-8697) |
| <input type="checkbox"/> Other:                                | <input type="checkbox"/> County Atty (281-341-4557)  |

**RECOMMENDATION / ACTION REQUESTED:**

Take all appropriate action to reclassify Position 6201-0059, Drainage District, Clerk III, Grade 7 of the Administrative Clerical Policy Group to Clerk II, Grade 6 of the Administrative Policy Group, effective April 6, 2010.

Special Handling Requested (specify):



HUMAN RESOURCES DEPARTMENT  
FORT BEND COUNTY, TEXAS

Kent M. Edwards, PHR  
Director of Human Resources

**MEMORANDUM**

To: Judge Robert Hebert  
Commissioner Richard Morrison  
Commissioner Grady Prestage  
Commissioner Andy Meyers  
Commissioner James Patterson  
Marc Vogler

From: Kent Edwards,  
Director of Human Resources

Subject: HR Agenda Items for April 6, 2010 Drainage District Board

Date: March 30, 2010

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The following information is a summary of the HR Agenda Items for the April 6, 2010 Drainage District Board.

Agenda Item – Position 6201-0059 – Drainage District – This vacant position is currently classified as a Clerk III. The department is requesting a downgrade to a Clerk II to provide a better opportunity to fill the position.

Human Resources approves of the proposed item.

Should you have any questions, please do not hesitate to contact me 281/ 341-8631.

KE/bd