

FORT BEND COUNTY FY 2010
COMMISSIONERS COURT AGENDA REQUEST FORM

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

Date Submitted: December 30, 2009

Submitted By: Kent Edwards

Department: Human Resources

Court Agenda Date: January 5, 2010

Phone Number: 281-341-8631

SUMMARY OF ITEM:

Take all appropriate action on request to reclassify Position 6451-0005, Social Services, from Social Services Coordinator, Grade 10 in the Administrative Clerical Policy Group to Grade 10 in the Professional Management Policy Group effective January 5, 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

If by Fax to (281) 341-8609

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

| | | | |
|--|----------------|--|----------------|
| <input checked="" type="checkbox"/> Auditor | (281-341-3774) | <input checked="" type="checkbox"/> Comm. Pct. 1 | (281-342-0587) |
| <input checked="" type="checkbox"/> Budget Officer | (281-344-3954) | <input checked="" type="checkbox"/> Comm. Pct. 2 | (281-403-8009) |
| <input type="checkbox"/> Facilities/Planning | (281-633-7022) | <input checked="" type="checkbox"/> Comm. Pct. 3 | (281-242-9060) |
| <input type="checkbox"/> Purchasing Agent | (281-341-8642) | <input checked="" 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 on request to reclassify Position 6451-0005, Social Services, from Social Services Coordinator, Grade 10 in the Administrative Clerical Policy Group to Grade 10 in the Professional Management Policy Group effective January 5, 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

From: Kent Edwards,
Director of Human Resources

Subject: HR Agenda Items for January 5, 2010 Commissioners Court

Date: December 30, 2009

The following information is a summary of the HR Agenda Items for the January 5, 2010 Commissioners Court.

Agenda Item – Position 5031-0016 – Information Technology – The department is requesting this vacant position be reclassified from System Support Specialist to Senior Communications Specialist due to the additional assistance needed in various telecommunications projects around the County.

Agenda Item – Position 6451-0005 – Social Services – The department is requesting this vacant position be reclassified from Social Services Coordinator Grade 10 in the Administrative Policy Group to Grade 10 in the Professional Management Policy Group due to the supervisory responsibilities assigned to the position.

Human Resources approves of the proposed items.

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

KE/bd