

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: February 3, 2010

Submitted By: Kent Edwards

Department: Human Resources

Court Agenda Date: February 10, 2010

Phone Number: 281-341-8631

SUMMARY OF ITEM:

Take all appropriate action on request to reclassify Position 5751-0057, Juvenile Probation, from Juvenile Probation Officer I, Grade 9 in the Professional Management Policy Group to Specialized Juvenile Probation Officer, Grade 11 in the Professional Management Policy Group effective February 13, 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 5751-0057, Juvenile Probation, from Juvenile Probation Officer I, Grade 9 in the Professional Management Policy Group to Specialized Juvenile Probation Officer, Grade 11 in the Professional Management Policy Group effective February 13, 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 February 9, 2010 Commissioners Court

Date: February 3, 2010

The following information is a summary of the HR Agenda Items for the February 9, 2010 Commissioners Court.

Agenda Item – Position 5751-0057– Juvenile Probation – The department is requesting this position to be reclassified from Juvenile Probation Officer I to Specialized Juvenile Probation Officer. Changes in the duties and responsibilities of the position warrant this action. The reclassification was approved by the Juvenile board on January 27, 2010.

Agenda Item – New Position – Sheriff's Office – The department is requesting a new Criminal Analyst position, Grade 10 of the Professional Management Policy Group as budgeted in the 09-UASI LEAP Grant accepted by the Office Emergency Management in court on October 20, 2009.

Human Resources approves of the proposed items.

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

KE/bd