

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 17, 2010

Submitted By: Kent Edwards

Department: Human Resources

Court Agenda Date: February 23, 2010

Phone Number: 281-341-8631

SUMMARY OF ITEM:

Take all appropriate action on request to reclassify Position 5011-0008, Budget Office, from Administrative Assistant, Grade 8 in the Administrative Clerical Policy Group to Budget Assistant, Grade 9 in the Administrative Clerical Policy Group effective February 27, 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 5011-0008, Budget Office, from Administrative Assistant, Grade 8 in the Administrative Clerical Policy Group to Budget Assistant, Grade 9 in the Administrative Clerical Policy Group effective February 27, 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 23, 2010 Commissioners Court

Date: February 17, 2010

The following information is a summary of the HR Agenda Items for the February 23, 2010 Commissioners Court.

Agenda Item – Position 5011-0002 – Budget Office - In an effort to reduce costs in the Budget Office, the department is requesting the following reclassifications in addition to eliminating the vacant position Budget Analyst I.

Agenda Item – Position 5011-0008 – Budget Office – The department is requesting this position to be reclassified from Administrative Assistant to Budget Assistant. Changes in the duties and responsibilities of the position warrant this action.

Agenda Item – Position 5011-0009 – Budget Office – The department is requesting this position to be reclassified from Budget Analyst I to Budget Analyst II due to the addition of duties and responsibilities created by the elimination of the Budget Analyst I 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