

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
Phone Number: 281-341-8631

Court Agenda Date: February 23, 2010

SUMMARY OF ITEM:

Take all appropriate action on request to reclassify Position 5011-0009, Budget Office, from Budget Analyst I, Grade 11 in the Professional Management Policy Group to Budget Analyst II, Grade 12 in the Professional Management 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 5011-0009, Budget Office, from Budget Analyst I, Grade 11 in the Professional Management Policy Group to Budget Analyst II, Grade 12 in the Professional Management 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