



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 September 27, 2011 Commissioners Court

Date: September 21, 2011

The following information is a summary of the HR Agenda Items for the September 27, 2011 Commissioners Court.

Consent Agenda Items – County Treasurer – The department is requesting the following positions be reclassified due to the deletion of Assistant County Treasurer (Salary Grade 14) position. The duties previously held by the Assistant County Treasurer will be distributed among the positions below to warrant these placements.

PROPOSED RECLASSIFICATIONS						
Position No.	Title	Policy Group	Grade	Position Description	Policy Group	Grade
4971-0002	Accounting Clerk III	Admin/Clerical	G09	Banking Specialist III/System Specialist	Admin/Clerical	G10
4971-0003	Administrative Assistant	Admin/Clerical	G09	Assistant County Treasurer/Administration	Prof/Mgmt	G11
4971-0005	Senior Accounting Clerk	Admin/Clerical	G10	Assistant County Treasurer/Banking	Prof/Mgmt	G11
4971-0010	Accounting Clerk I	Admin/Clerical	G07	Banking Specialist II	Admin/Clerical	G08

Human Resources approves of the proposed item.

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

KE/bd