



HUMAN RESOURCES DEPARTMENT

FORT BEND COUNTY, TEXAS

Kent M. Edwards, PHR
Director of Human Resources

MEMORANDUM

To: Judge Robert Hebert
Commissioner Vincent Morales
Commissioner Grady Prestage
Commissioner Andy Meyers
Commissioner James Patterson

From: Kent Edwards,
Director of Human Resources

Subject: HR Agenda Items for August 1, 2017 Commissioner's Court

Date: July 25, 2017

The following information is a summary of the HR Agenda Items for the August 1, 2017 Commissioners Court.

Agenda Item – Position 6101-0016 – Public Transportation – The department is requesting to reclassify this vacant position from Administrative Secretary, Grade 6 of the Administrative Clerical Policy Group, to Administrative Assistant-AP/AR, Grade 9 of the Administrative Clerical Policy Group in order to meet the needs of the department.

Human Resources approves of the proposed item.

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

KE/bd