



HUMAN RESOURCES DEPARTMENT
FORT BEND COUNTY, TEXAS

Nicole Ledet, SHRM-CP, PHR
Director of Human Resources

To: Judge KP George
Commissioner Vincent Morales
Commissioner Grady Prestage
Commissioner Andy Meyers
Commissioner Ken DeMerchant

From: Kathy Novosad
Sr. Human Resources Generalist

Copy: Brian Middleton, District Attorney

Date: February 16, 2022

Subject: New Full Time Position Request

On behalf of the District Attorney's Office, Human Resources is submitting the below noted personnel actions.

Human Resources supports this action.

SUMMARY OF ITEM:

Take all appropriate action on request to create one (1) full time position, Administrative Secretary, Grade 7 of the Administrative Clerical Policy Group and eliminate one (1) part time position, 4801-P008, in the District Attorney's Office, effective February 22, 2022 (Fund: Diversion Fee Collections)