




HUMAN RESOURCES DEPARTMENT  
FORT BEND COUNTY, TEXAS

Kent M. Edwards, PHR  
Director of Human Resources

MEMORANDUM

**TO:** Randy Heinecke, Fleet Manager

**FROM:** Lewis Entricht, SPHR   
Senior Human Resources Generalist

**CC:** Pamela Gubbels, Director of Finance and Investments

**DATE:** March 26, 2014

**SUBJECT:** Job Evaluation Results

Human Resources has reviewed the Job Evaluation Questionnaires (JEQ) submitted for your department. Based on the information contained in the JEQ forms, the positions were classified as follows:

Current Job Title	Current Grade	Evaluated Grade	New Job Title	Policy Group
Mechanic (1 position)	7	8	Master Mechanic	Operator/Skilled Trade

Please note that although HR evaluates requests for new positions, the approval for these positions takes place through the budget process.

Should you have any questions, please contact me at 281/341-8619.

LE/bd