



HUMAN RESOURCES DEPARTMENT

FORT BEND COUNTY, TEXAS

Nicole Ledet
Director of Human Resources

MEMORANDUM

TO: Barbarah Martinez, Clinical Health Services

FROM: Kathy Novosad, PHR
Senior Human Resources Generalist

CC: Pamela Gubbels, Director of Finance and Investments

DATE: September 17, 2021

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
New Position	NA	6	TB Program Registrar	Admin Clerical

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

Any new position or reclassification evaluated by HR, must be included in your budget and submitted to the Budget office for approval.

Should you have any questions, please contact me at 281/341-8624.

KN/bd