



Internal memo

HR Operations
Human Resources Division
Eval 09\

To

Sender

Chair Classification Committee
Human Resources Division

Date

14 December 2009

Re

Reclassification - Position Title

I refer to the above mentioned position description submitted to Human Resources Division for evaluation.

The position has been evaluated in accordance with the Professional Staff Classification Descriptors. The classification committee noted the changes to the position, however resolved that the position is still consistent with the requirements of HEW .

The incumbent is currently classified at HEW . As a result, there is no change in their classification or salary rate.

Please note it is important that the outcome of the evaluation is communicated to the staff member concerned.

If you wish to discuss this matter further, please do not hesitate to contact me on extension .

Yours sincerely

Position Title