

**Brazos County, TX
Project Work Plan and Timeline
As of 08/19/2025**

Task		Completion Date	Notes
Project Initiation			
1.1	Contract Approval	Friday, August 29, 2025	Estimated
1.2	Segal sends data request to County and sets up Secure File Transfer (SFT) site	Friday, August 22, 2025	Per meeting on 8/18, it's permissible to send prior to contract approval.
1.3	County provides requested information to Segal via Secure File Transfer (SFT)	Friday, September 12, 2025	
1.4	Kick-off meeting and stakeholder interviews	TBD	Per meeting on 8/18, County is targeting mid-October for kick-off meetings.
Classification Analysis			
2.1	Segal sends draft employee presentation and JDQ to County	Friday, September 12, 2025	
2.2	County provides comments and edits to the employee presentation and JDQ	Friday, September 19, 2025	
2.3	Segal builds online JDQ	Friday, September 19, 2025	
2.4	Segal and County finalize and test online JDQ process	Friday, October 10, 2025	Can do this more quickly if needed, pending onsite kickoff schedule.
2.5	County distributes JDQs to employees using online process	TBD	Will be done immediately following onsite kick-off meeting and stakeholder interviews, as we'll try to schedule employee presentations that week as well.
2.6	Employees complete JDQs, send to supervisors	Friday, October 31, 2025	Per meeting on 8/18, lengthened JDQ collection process.
2.7	First and second-level supervisory review of completed JDQ	Friday, November 14, 2025	Per meeting on 8/18, lengthened JDQ collection process.
2.8	Segal closes online JDQ collection site	Friday, November 21, 2025	Per meeting on 8/18, lengthened JDQ collection process.
2.9	Segal conducts interviews with employees and managers (as necessary)	TBD	TBD, but no later than 1/16/26 (following the holidays).
2.10	Segal sends draft classification structure to County	Friday, February 6, 2026	Can refine as we get closer, as needed.
2.11	County and Segal discuss draft classification structure	TBD	During recurring meeting following 2/6/26.
2.12	County provides feedback on draft classification structure	Friday, February 20, 2026	
Total Compensation Market Assessment			
3.1	Determine peer employers, benchmark jobs, and information to collect	Friday, October 31, 2025	Feedback collected during stakeholder interviews which, per meeting on 8/18, will be conducted in mid-October. Therefore, this phase moves out.
3.2	Segal sends County draft survey document	Friday, November 7, 2025	Job summaries for benchmark jobs to be developed using existing job descriptions.
3.3	County reviews survey document and provides edits/feedback to Segal	Friday, November 14, 2025	
3.4	Segal sends survey document to peer employers	Friday, November 21, 2025	
3.5	Survey respondents complete survey	Friday, January 9, 2026	Due date after holidays.
3.6	Segal sends County draft detailed market data report	Friday, January 30, 2026	
3.7	County reviews draft detailed market data report, provides feedback to Segal	Friday, February 13, 2026	
3.8	Segal performs follow-up with peers per feedback received from County	Friday, February 20, 2026	
3.9	Segal sends final detailed market data report to County	Friday, March 6, 2026	
Recommendations Development			

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Task		Completion Date	Notes
4.1	Segal develops recommended salary schedule and pay grade assignments and sends to County	Friday, March 20, 2026	
Performance Evaluation Program with Merit Distribution			