



# COLLIN COUNTY

Auditor's Office  
2300 Bloomdale Rd.  
Suite 3100  
McKinney, Texas 75071  
[www.collincountytx.gov](http://www.collincountytx.gov)

---

**To:** Cynthia Jacobson, Human Resource  
**From:** Jeff May, County Auditor   
**Date:** July 9, 2013  
**Re:** Reclassifying a position

---

I want to reclassify down an Accountant/Auditor position (pay grade 539) to an Accounting/Audit Specialist position (pay grade 536). I am promoting an internal candidate, however that person is non-degreed and cannot be placed in the higher level Accountant/Auditor position. The Accounting/Audit Specialist position does not require a degree. If this person obtains their degree the position would be reclassified back to an Accountant/Auditor position.

JM/pc