



Collin County Human Resources
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DATE: April 16, 2014
TO: Commissioners' Court
FROM: Human Resources
SUBJECT: Creation of a temporary Court Coordinator position

Judge John Roach, Jr. is requesting Commissioners' Court approval to temporarily create a Court Coordinator position in the 296th District Court for the period of April 28th through June 9th. He is making this request to facilitate the training of the internal candidate he has selected to replace the current 296th District Court Coordinator upon her retirement at the end of May.

Similar situations where individuals were brought on early or into a temporarily created position are as follows:

- In 2008, Amy Cabala was hired in to a vacant Court Coordinator position in the 429th District Court for three weeks so that she could train with the incumbent in the 380th District Court until the incumbent vacated the position.
- In 2009, the Sheriff's office had a Deputy Sheriff on an extended military leave (1 year). Sheriff Box requested and was granted a temporary Deputy Sheriff position during that time.
- In 2009, two Homeland Security grant-funded employees were hired in to the Temporary Pool for approximately two weeks until the grant budget could be formally established by Commissioners' Court.
- In 2013, Jennifer Smith was hired in to the Temporary Pool for approximately one month so that she could train with the Auxiliary District Court incumbent before filling the position.

Thank you for your consideration,

Cynthia Jacobson