



COLLIN COUNTY

Human Resources
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DATE: November 11, 2016

FROM: Julie Rutherford, HR Manager

TO: Cynthia Jacobson, Director of Human Resources

SUBJECT: Reclassification

We recently conducted a market analysis on Court Coordinator (job 100029) and Administrative Manager - DA (job 100213), and their position in our pay scale. Based on market data, it is my recommendation that these jobs and all incumbents be reclassified to exempt grade 512 effective December 5, 2016.