



COLLIN COUNTY

OFFICE OF THE SHERIFF
4300 Community Avenue
McKinney, Texas 75071

Jim Skinner, Sheriff

August 21, 2017

Cynthia Jacobson
Director of Human Resources
Collin County Administration Building
2300 Bloomdale Road, Suite 4117
McKinney, TX 75071

RE: Shannon Poe

Ms. Jacobson:

As previously discussed, I am writing to request you consider lowering Shannon Poe's salary by 5%, if she laterally transfers to the Sheriff's Office as the secretary for my Jail Administrator. Currently, due to the recent policy changes, Shannon Poe would be subject to a 10% reduction in her salary.

Shannon is currently in the Purchasing Department holding the position of Buyer II and is classified as Pay Grade 536. Her current salary is \$45,344.00. We wish to offer her an Administrative Secretary position in Pay Grade 534 and only reduce her salary by 5% to \$43,076.80.

Since the policy was recently changed, I am respectfully requesting we be allowed to offer Shannon Poe the Administrative Secretary position with only a 5% reduction in her current salary. This will leave her just below the midpoint pay range for that position.

Thank you for your consideration.

Respectfully,

A handwritten signature in blue ink that reads "Jim Skinner".

Jim Skinner
Collin County Sheriff