



MEMORANDUM

DATE: September 23, 2019
TO: Commissioners' Court
FROM: Sheriff Jim Skinner JOS
RE: Sheriff's Office Position Moves

As a result of the designation of exempt Sheriff's Office employees outlined in the September 17, 2019 letter to Cynthia Jacobson, Human Resources Director, the following changes will have a budget impact on several Sheriff's Office approved budgets. The changes are as follows:

- Position #201207 will move from 50030 to 50001. Our Records section will report to this Lieutenant, who reports to Chief Asher on the SO - Admin side.
- Position #200123 will move from 50030 to 50001 since this Captain reports to Chief Cundiff on the SO - Admin side.
- Position #201215 will move from 50030 to 50001 since this Lieutenant reports to the above Captain that ultimately reports to Chief Cundiff.
- Position #200431 will move from 50001 to 50002 since this position should have been in Child Abuse budget from the beginning.
- Employee Laura Burk, Employee #12526, will move from Position #300180 in 50001 to Position #200263 in 50002 since this position should have been in Child Abuse budget from the beginning.
- Position #201234 will move from 50003 to 50030. Captain Moody will be moving into Commander Palmisano's old position number which is outlined in our new Civil Service Exemption letter dated September 17, 2019.
- Position #200127 will move from 50030 to 50001 since this Captain reports to Chief Cundiff on the SO - Admin side.
- The Dispatch budget (50002) will fall under Captain Anthony Carter which will dedicate 20% of his time to dispatch

The Budget department will create budget adjustments to move the salary, benefits, certification pay and longevity amounts to the proper budgets.

JOS/mc