



# COLLIN COUNTY

Human Resources  
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Date: October 28, 2024  
To: Commissioners Court  
From: Cynthia Jacobson, Director of Human Resources  
Re: Reclass a Deputy Fire Marshal position into a Deputy Fire Marshal Recruit position

Human Resources is seeking consideration and approval by Commissions Court to reclass an existing Deputy Fire Marshal position (200949) in pay grade 557 into a Deputy Fire Marshal Recruit position in pay grade 556 temporarily while the candidate obtains the necessary license and certifications.

The Fire Marshal's office is having difficulty recruiting new Deputy Fire Marshals, which creates a staffing shortage. The solution is to give the Fire Marshal the ability to hire/underfill a candidate that is not fully licensed and pay for the courses to have them licensed. Once the candidates completes all requirements, the position would be reclassified back to a Deputy Fire Marshal. Budget has been consulted about the cost of the required training and license. The Fire Marshal is able to fund the cost with the savings from the reclassification and position vacancy savings.

If approved, the reclassification would be effective November 11, 2024.

Please let me know if you require any additional information at this time.