



COLLIN COUNTY

Human Resources
2300 Bloomdale Rd
Suite 4117
McKinney, Texas 75071
www.collincountytx.gov

Date: November 14, 2024
To: Commissioners Court
From: Cynthia Jacobson, Director of Human Resources
Re: Reclass Inmate Program Coordinator

Human Resources is seeking consideration and approval by Commissions Court to reclass an existing Inmate Program Coordinator (200952) from pay grade 558 to pay grade 557 due to an update in the position's requirements and the resulting change in the market comparison information.

If approved, the reclassification would be effective December 9, 2024.

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