



# COLLIN COUNTY

Human Resources  
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[www.collincountytx.gov](http://www.collincountytx.gov)

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Date: October 28, 2025  
To: Commissioners' Court  
From: Cynthia Jacobson, Director of Human Resources  
Re: Position Change

Based on a reanalysis of job responsibilities and requirements, Facilities would like to add the position of Functional Analyst in the Facilities department in pay grade 538 to better suit the needs of the department and job duties to be performed. In turn, the Facilities department would like to delete the FY2026 approved position of Facilities Tech Coordinator in pay grade 537 (#00300919). The budget impact of the change in positions is \$6,282.00 for salary and benefits. This does not include any one-time expenses.

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