



# COLLIN COUNTY

Luis Palma  
Facilities Director  
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Date: December 22, 2025  
To: Commissioners Court  
From: Luis Palma / Facilities Director  
RE: Position Change

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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 \$4,850.00 for salary and benefits. This does not include any one-time expenses.

LP/kc