

Collin County Going the **Extra Mile (GEM)** Recognition Form

Honoree's Name: Brandi Roberson
First Name Middle Initial Last Name

Honoree's Job
Title: Administrative Secretary

Department: Sheriff's Office

Years of Service with the
County: 27

Why the Honoree is receiving a GEM Award including dates:

Brandi Roberson has held multiple positions within Collin County government since being hired in 1994.

Brandi is currently assigned to the Professional Standards Section (PSS). As the PSS Administrative Secretary, Brandi makes substantial contributions in several key areas to support the continued operational growth of all four division at the Sheriff's Office. Brandi plays a vital role in the new hire process. Brandi organizes and schedules interviews, physicals, psychological evaluations, and new candidate testing. Brandi recognizes the importance of quality in providing a competitive edge while processing new hire applicants. Brandi is strongly motivated to achieve optimal results by the use of all available resources to accomplish her assigned goals.

Brandi utilizes common sense solutions and demonstrates innovative insight to resolve daily problems. Brandi gives close attention to monitoring budget variances, and strives for maximum return on county investment. Brandi recently requested that Collin County Records return previously used personnel file folders after the contents have been removed for records retention purposes. This request should return approximately 120 folders per year to the Sheriff's Office and result in a \$900 savings to the county.

Brandi's professional, hard-working persistence, coupled with a solid knowledge base and exceptional communication skills, contribute to her success. Brandi strives to carry forward the vision of this unit and the message of the Sheriff's Office.

Brandi is pleasure to work with and has proven to be an invaluable asset in PSS.

Approved by elected official or department head on
the

1st day of Oct., 2021

Jim Skinner

Signature of Elected Official
Or Department Head

Jim Skinner

Printed Name