



MEMORANDUM

TO: Janet Graham, Commissioner
Department of Law

FROM: Alisha Lyle, Administrative Specialist
Division of Human Resources

DATE: October 28, 2016

RE: Summary of Personnel Actions for Resolutions
(Council Meeting – November 3, 2016)

The following have been approved by the Mayor and are hereby submitted for Council approval for conditional offers to the following:

PROBATIONARY CLASSIFIED CIVIL SERVICE APPOINTMENTS

Jeffrey Carter, Deputy Director of Community Corrections, Grade 526E, \$3,782.32 biweekly in the Division of Community Corrections, effective November 14, 2016.

UNCLASSIFIED CIVIL SERVICE APPOINTMENT

Aaron Dowdell, Program Administrator, Grade 524N, \$31.496 hourly in the Division of Community Corrections, effective November 28, 2016.

