



**MEMORANDUM**

**TO:** Janet Graham, Commissioner  
Department of Law

**FROM:** Alisha Lyle, Administrative Specialist  
Division of Human Resources

**DATE:** March 31, 2016

**RE:** Summary of Personnel Actions for Resolutions  
(Council Meeting – April 7, 2016)

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

**PROBATIONARY CLASSIFIED CIVIL SERVICE APPOINTMENTS**

Michael Jordan, Trades Worker Sr., Grade 511N, \$20.009 hourly in the Division of Streets and Roads, effective April 4, 2016.

Rebecca Arledge, Engineering Technician, Grade 514N, \$19.632 hourly in the Division of Water Quality, effective April 18, 2016.

Sylvia Rose, Recreation Assistant, Grade 510N, \$15.270 hourly in the Division of Aging and Disability Services, effective April 4, 2016.

**PERMANENT CIVIL SERVICE APPOINTMENTS**



Tracy Sweat, Administrative Specialist, Grade 513N, \$21.794 hourly in the Division of Accounting, effective February 24, 2016.

Samantha Hagar, Administrative Specialist, Grade 513N, \$17.138 hourly in the Office of the Council Clerk, effective March 21, 2016.

Darryl Stewart, Equipment Operator Sr., Grade 512N, \$18.517 hourly in the Division of Streets and Roads, effective March 7, 2016.

Claire McBride, Telecommunicator, Grade 514N, \$17.207 hourly in the Division of Emergency Management/E911, effective March 8, 2016.

Audrey Jones, Administrative Specialist, Grade 513N, \$18.299 hourly in the Division of Facilities and Fleet Management, effective March 21, 2016.

**PERMANENT SWORN APPOINTMENT**

Kristin Chilton, Fire Chief, Grade 324E, \$5,970.88 biweekly in the Division of Fire and Emergency Services, effective March 24, 2016.

Jeffrey Johnson, Fire Major, Grade 318E, \$3,774.07 biweekly in the Division of Fire and Emergency Services, effective March 28, 2016.

William Heselschwerdt, Fire Captain, Grade 316N, \$23.887 hourly in the Division of Fire and Emergency Services, effective March 24, 2016.

Donovan Wilson, Fire Lieutenant, Grade 315N, \$18.508 hourly in the Division of Fire and Emergency Services, effective March 24, 2016.

**CLASSIFIED CIVIL SERVICE COUNCIL LEAVE**

Harry Ashby, Public Service Worker, in the Division of Waste Management, beginning March 11, 2016 through June 11, 2016.

**UNCLASSIFIED CIVIL SERVICE PAY INCREASE IN THE DEPARTMENT OF GENERAL SERVICES**

Geoffrey Reed, Commissioner of General Services, Grade 536E, from \$4,369.76 biweekly to \$4,730.77 biweekly, effective March 21, 2016.

