



**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)

---

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**

**New Hires**

Neville Smith, Producer, Grade 515N, \$18.745 hourly in the Division of Government Communications, effective April 18, 2016.

James Tipton, Equipment Operator Sr., Grade 512N, \$15.659 hourly in the Division of Streets and Roads, effective upon passage of Council.

Angel Clark, Staff Assistant Sr., Grade 510N, \$15.065 hourly in the Division of Code Enforcement, effective April 25, 2016.



William Morton, Custodial Worker, Grade 505N, \$12.385 hourly in the Division of Aging and Disability Services, effective April 18, 2016.

Ronica Whitlock, Social Worker, Grade 513E, \$1,362.31 biweekly in the Division of Adult and Tenant Services, effective April 18, 2016.

Juan Lewis, Public Service Supervisor, Grade 514N, \$18.641 hourly in the Division of Family Services, effective April 25, 2016.

Austin Zahn, Public Service Worker, Grade 507N, \$12.456 hourly in the Division of Parks and Recreation, effective upon passage of Council.

