



MEMORANDUM

TO: Janet Graham, Commissioner
Department of Law

FROM: Alisha Lyle, Administrative Specialist
Division of Human Resources

DATE: December 2, 2016

RE: Summary of Personnel Actions for Resolutions
(Council Meeting – December 6, 2016)

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

PROBATIONARY CIVIL SERVICE APPOINTMENTS

Robert Volpenhein, GIS Analyst, Grade 516N, \$23.000 hourly in the Division of Emergency Management/E911, effective January 9, 2017.

PERMANENT CIVIL SERVICE APPOINTMENTS

Charity Russell, Telecommunicator, Grade 514N, \$17.946 hourly in the Division of Emergency Management/E911, effective February 22, 2017.

Christopher Toutant, Recreation Manager, Grade 518E, \$1,799.28 biweekly in the Division of Parks and Recreation, effective December 13, 2016.



Walter Frazier, Vehicle and Equipment Technician, Grade 514N, \$18.655 hourly in the Division of Facilities and Fleet Management, effective October 11, 2016.

UNCLASSIFIED CIVIL SERVICE APPOINTMENT

Joseph Happy, Treatment Plant Operator Apprentice I, Grade 510N, \$16.999 hourly in the Division of Water Quality, effective September 15, 2016.

DEMOTION

Calvin Ball, Telecommunicator, Grade 514N, \$19.593 hourly in the Division of Emergency Management/E911, effective December 12, 2016.

James Clark, Equipment Operator Sr., Grade 512N, \$20.758 hourly in the Division of Streets and Roads, effective December 12, 2016.

