MEMORANDUM

TO: Janet Graham, Commissioner

Department of Law

FROM: Alisha Lyle, Administrative Specialist

Division of Human Resources

DATE: September 23, 2016

RE: Summary of Personnel Actions for Resolutions

(Council Meeting – September 29, 2016)

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

PROBATIONARY CLASSIFIED CIVIL SERVICE APPOINTMENTS

Greta Giles, Administrative Specialist, Grade 513N, $18.238 hourly in the Division of Revenue, effective October 3, 2016.

Jonathan Cole, Electronic Computer Controls Manager, Grade 523E, $2,302.88 biweekly in the Division of Water Quality, effective October 17, 2016.

Kashene Wayne, Human Resources Analyst, Grade 520E, $1,999.60 biweekly in the Division of Human Resources, effective October 3, 2016.

Raymond Brandewie, Operations and Recovery Manager, Grade 521E, $2,574.72 biweekly in the Division of Emergency Management/E911, effective October 17, 2016.

Robert Poage, GIS Developer, Grade 522E, $2,416.00 biweekly in the Division of Emergency Management/E911, effective October 17, 2016.

Judith Cox, Telecommunicator Sr., Grade 517N, $20.744 hourly in the Division of Emergency Management/E911, effective October 17, 2016.

William Montgomery, Radio/Electronics Specialist, Grade 515N, $22.737 hourly in the Division of Emergency Management/E911, effective October 17, 2016.

Frank White, Heavy Equipment Technician, Grade 516N, $27.214 hourly in the Division of Facilities and Fleet Management, effective October 17, 2016.

Robert Meyer, Skilled Trades Worker, Grade 515N, $23.915 hourly in the Division of Parks and Recreation, effective October 3, 2016.

PERMANENT CIVIL SERVICE APPOINTMENTS

Faye Clark, Risk Management Accountant, Grade 518E, $1,820.56 biweekly in the Division of Accounting, effective September 21, 2016.

COUNCIL LEAVE

Lantis Howard, Resource Recovery Operator, Grade 513N in the Division of Waste Management, beginning June 10, 2016 through July 23, 2016.