



**MEMORANDUM**

**TO:** Susan Speckert, Commissioner  
Department of Law

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

**DATE:** February 28, 2020

**RE:** Summary of Personnel Actions for Resolutions  
(Council Meeting – March 5, 2020)

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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**

Nichole Forte, Staff Assistant Sr., Grade 510N, \$15.662 hourly in the Division of Purchasing, effective March 16, 2020.

Marquis Hale, Resource Recovery Operator, Grade 513N, \$17.205 hourly in the Division of Waste Management, effective upon passage of Council.

Jay Small, Administrative Specialist, Grade 513N, \$18.413 hourly in the Division of Parks and Recreation, effective upon passage of Council.

Robert Clay, Public Service Worker, Grade 507N, \$12.962 hourly in the Division of Parks and Recreation, effective upon passage of Council.



**PROBATIONARY COMMUNITY CORRECTIONS OFFICER APPOINTMENTS**

David Hill, Community Corrections Officer Recruit, Grade 109N, \$15.384 hourly in the Division of Community Corrections, effective upon passage of Council.

Shane Wilson, Community Corrections Officer Recruit, Grade 109N, \$15.384 hourly in the Division of Community Corrections, effective upon passage of Council.

Tyler Heflin, Community Corrections Officer Recruit, Grade 109N, \$15.384 hourly in the Division of Community Corrections, effective upon passage of Council.

William Rowe Jr., Community Corrections Officer Recruit, Grade 109N, \$15.384 hourly in the Division of Community Corrections, effective upon passage of Council.

**UNCLASSIFIED CIVIL SERVICE APPOINTEMENT**

Joshua Tevis, Public Works Apprentice, Grade 504N, \$13.000 hourly in the Division of Streets and Roads, effective March 16, 2020.

