



**MEMORANDUM**

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

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

**DATE:** October 7, 2016

**RE:** Summary of Personnel Actions for Resolutions  
(Council Meeting – October 13, 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**

Dawn Davis, Commercial Building Inspector, Grade 518N, \$24.635 hourly in the Division of Building Inspection, effective October 31, 2016.

**PERMANENT CIVIL SERVICE APPOINTMENTS**

William Housh, Security Officer, Grade 507N, \$14.134 hourly in the Department of Public Safety, effective September 7, 2016.

Mark Putty, Code Enforcement Officer, Grade 516N, \$19.619 hourly in the Division of Grants and Special Programs, effective October 4, 2016.



Louanne Burgess, Mailroom Clerk, Grade 508N, \$14.530 hourly in the Department of General Services, effective October 4, 2016.

**PROBATIONARY SWORN APPOINTMENTS**

Brett Gavin, Fire Lieutenant, Grade 315N, \$31.062 hourly in the Division of Fire, effective October 3, 2016.

Lucas Moore, Fire Lieutenant, Grade 315N, \$31.062 hourly in the Division of Fire, effective October 3, 2016.

Andrew Norton, Fire Captain, Grade 316N, \$39.755 hourly in the Division of Fire, effective October 3, 2016.

Brandon Voet, Fire Captain, Grade 316N, \$39.755 hourly in the Division of Fire, effective October 3, 2016.

**VOLUNTARY DEMOTION**

Mark Mabson, Public Service Supervisor Sr., Grade 517N, \$26.437 hourly in the Division of Waste Management, effective October 17, 2016.

