



**MEMORANDUM**

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

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

**DATE:** February 1, 2019

**RE:** Summary of Personnel Actions for Resolutions  
(Council Meeting – February 7, 2019)

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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**

Allison Morris, Staff Assistant Sr., Grade 510N, \$14.729 hourly in the Division of Revenue, effective February 19, 2019.

Katrina Smith, Administrative Specialist, Grade 513N, \$18.299 hourly in the Division of Fire and Emergency Services, effective February 19, 2019.

Mary Potts, Social Worker, Grade 513E, \$1,384.40 biweekly in the Division of Adult and Tenant Services, effective March 4, 2019.



Matthew Williams, Educational Program Aide, Grade 508N, \$13.804 hourly in the Division of Youth Services, effective February 19, 2019.

**PROBATIONARY COMMUNITY CORRECTIONS OFFICER APPOINTMENTS**

Tim Collins, Community Corrections Officer Recruit, Grade 110N, \$15.384 hourly in the Division of Community Corrections, effective upon passage of Council.

Elmer Fox, Community Corrections Officer Recruit, Grade 110N, \$15.384 hourly in the Division of Community Corrections, effective upon passage of Council.

Adam Silber, Community Corrections Officer Recruit, Grade 110N, \$15.384 hourly in the Division of Community Corrections, effective upon passage of Council.

Shain Howard, Community Corrections Officer Recruit, Grade 110N, \$15.384 hourly in the Division of Community Corrections, effective upon passage of Council.

**UNCLASSIFIED CIVIL SERVICE APPOINTMENT TO THE OFFICE OF THE MAYOR**

**New Hires**

Andrea James, Administrative Aide to the Mayor, Grade 523E, \$3,073.08 biweekly in the Office of the Mayor, effective February 18, 2019.

Quinton Welch, Administrative Specialist, Grade 513N, \$19.712 hourly in the Office of the Mayor, effective February 18, 2019.

