



**MEMORANDUM**

TO: Susan Speckert, Commissioner  
Department of Law

FROM: Alana Morton, Administrative Specialist Principal  
Division of Human Resources

DATE: October 27, 2023

RE: Summary of Personnel Actions for Resolutions  
(Council Meeting – November 2, 2023)

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

**PERMANENT CLASSIFIED CIVIL SERVICE APPOINTMENTS**

Jeffrey Smith, Public Service Worker, Grade 508N, \$16.932 hourly in the Division of Parks and Recreation, effective October 24, 2023.

