



Department of Employee Relations

Cavalier Johnson

Mayor

Jackie Q. Carter

Employee Relations Director

Molly King

Employee Benefits Director

Nicole Fleck

Labor Negotiator

January 9, 2025

To: The City Service Commission

From: Andrea Knickerbocker, Human Resources Manager

Subject: Probationary Period Recommendations for Studied Position(s)

The following positions are being recommended for study at the January 13, 2025 meeting of the City Service Commission. Accordingly, we make the following recommendations related to the probationary period.

Department of Public Works – Infrastructure Services

Current	Recommended
One New Position	Transportation Mobility Coordinator PR 2MN (\$80,098 - \$112,137) FN: Recruitment is at \$94,758 FN: Additional 3% for AICP Certification (One Position)
Not applicable as this is a new position.	

Comptroller's Office

Current	Recommended
City Payroll Specialist PR 2IN (\$62,041 – \$86,854) FN Recruitment rate is at \$68,244 (One Position)	City Payroll Specialist - Lead PR 2KX (\$70,501 – \$98,704) FN Recruitment rate is at \$77,551 (One Position)
No new probationary is recommended as incumbent has been performing functions for some time.	

Department of Employee Relations

Current	Recommended
Human Resources Representative PR 2KX (\$70,501 – \$98,704) FN Recruitment rate is at \$77,551 (One Position)	Compensation Analytics Specialist - Lead PR 2LX (\$75,162 – \$105,223) FN Recruitment rate is at \$85,305 (One Position)
Human Resources Assistant PR 5JN (\$60,036 – \$75,045) FN Recruitment rate is at \$62,229 (One Vacant Position)	Compensation Analytics Specialist PR 2JX (\$66,154 – \$92,612) FN Recruitment rate is at \$76,222 (One Vacant Position)
No new probationary is recommended as incumbent has been performing functions for some time. Not applicable as the position is vacant.	

Fire and Police Commission

Current	Recommended
One New Position	HRIS Auditor PR 2JN (\$66,154 – \$92,612) FN Recruitment rate is at \$76,222 (One Position)
Not applicable as this is a new position.	

Municipal Court – Courtroom Proceedings

Current	Recommended
New Position	Court Social Worker PR 2FN (\$51,250 – \$71,754) FN: Recruitment is at \$64,841 (One Position)
New Positions	Court Caseworker PR 5CN (\$45,011 – \$56,264) FN: Recruitment is at \$48,084 FN: Appointment may be at any rate in the pay range with the approval of DER. (Two Positions)
Not applicable as these are new positions.	