



## Department of Employee Relations

**Cavalier Johnson**

Mayor

**Harper Donahue, IV**

Director

**Molly King**

Employee Benefits Director

**Nicole Fleck**

Labor Negotiator

June 13, 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 June 17, 2025 meeting of the City Service Commission. Accordingly, we make the following recommendations related to the probationary period.

### Department of Administration – Office of the Director

Current	Recommended
Administrative Specialist – Senior PR 2GX (\$58,656 – \$76,474) FN Recruitment is at \$66,992 (One Position)	Training and Development Coordinator PR 2KX (\$70,501 – \$98,704) FN Recruitment is at \$77,551 (One Position)
Not applicable as the position is vacant.	

### Election Commission

Current	Recommendation
Voter Outreach and Education Coordinator PR 2FX (\$58,656 - \$71,754) FN: Minimum Rate: \$66,304 (One Position)	Voter Engagement Coordinator PR 2FX (\$58,656 - \$71,754) FN: Minimum Rate: \$66,304 (One Position)
No new probationary period recommended as it is a title change.	

### Employees' Retirement System

Employees' Retirement System Operations Director PR 1MX (\$103,384 - \$144,744) (One Vacant Position)	ERS Human Resources Administrator PR 1IX (\$80,098 - \$112,137) FN: Recruitment is at \$98,272 (One Vacant Position)
Not applicable as the position is vacant.	