



Department of Employee Relations

Cavalier Johnson
Mayor

Harper Donahue, IV
Director

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Employee Benefits Director

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Labor Negotiator

May 30, 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 3, 2025 meeting of the City Service Commission. Accordingly, we make the following recommendations related to the probationary period.

Election Commission

Current	Recommendation
Election Operations and Training Manager PR 1FX (\$66,154 - \$92,612) FN: Recruitment is at \$74,375 (One Position)	Election Operations Manager PR 1FX (\$66,154 - \$92,612) FN: Recruitment is at \$74,375 (One Position)
No new probationary period is recommended as it is a title change.	

Municipal Court

Current	Recommendation
Court Accounting Assistant-Senior PR 5HN (\$55,728 - \$69,660) FN: Recruitment is at \$56,842 (One Position)	Accounting Coordinator II PR 2FN (\$51,250 - \$71,754) FN: Recruitment is at \$62,529 (One Position)
No new probationary period is recommended as the incumbent has been performing the duties for some time.	