



Department of Employee Relations

Cavalier Johnson
Mayor

Harper Donahue, IV
Director

Molly King
Employee Benefits Director

Nicole Fleck
Labor Negotiator

May 16, 2025

To: The City Service Commission
From: Andrea Knickerbocker, Human Resources Manager
Subject: Probationary Period Recommendations for Studied Positions

The following positions are being recommended for study at the May 20, 2025 meeting of the City Service Commission. Accordingly, we make the following recommendations related to the probationary period.

Comptroller – Payroll Administration Division

Current	Recommended
New Position	Time Tracking Lead PR 2KX (\$70,501 - \$98,703) (One Position)
New Underfill Title	Time Tracking Specialist PR 2IN (\$62,040 - \$86,854) (Underfill)
Not applicable as this is a new position.	

Employees' Retirement System

ERS Business Operations Analyst PR 1HX (\$75,162 - \$105,223) FN: Recruitment is at \$82,677 (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 this is a vacant position.	