



**Department of Employee Relations**

**Cavalier Johnson**  
Mayor

**Harper Donahue, IV**  
Director

**Renee Joos**  
Employee Benefits Director

**Nicole M. Fleck**  
Labor Negotiator

December 1, 2023

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

The following positions are being recommended for study at the December 5, 2023 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
New Position (One Position)	Innovation Director PR 1MX (\$101,356 - \$141,906) (One Position)
New Position (One Position)	Administration Deputy Director PR 10X (\$115,161 - \$161,221) (One Position)
Not applicable as these are new positions.	

**Department of Administration – Budget Office**

Current	Recommended
Budget and Fiscal Policy Analyst IV PR 2LX (\$73,688 - \$103,160) FN: Recruitment is at \$81,056 (One Position)	Budget and Fiscal Policy Manager PR 2MX (\$78,528 - \$109,938) FN: Recruitment is at \$96,345 (One Position)
We recommend the current incumbent, Sarah Osborne, serve a new probationary period of one year as the position's duties only recently evolved.	