



Department of Employee Relations

Cavalier Johnson

Mayor

Jackie Q. Carter

Employee Relations Director

Molly King

Employee Benefits Director

Nicole Fleck

Labor Negotiator

May 15, 2026

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 May 19, 2026 meeting of the City Service Commission. Accordingly, we make the following recommendations related to the probationary period.

DPW-Operations-Fleet Services

Current	Recommendation
Fleet Operations Manager PR 1HX (\$75,162 - \$108,380) FN: Recruitment is at \$95,932 (One Vacant Position)	Fleet Operations Manager PR 1JX (\$85,366 - \$123,106) FN: Recruitment is at \$105,903 (One Vacant Position)
Program Assistant III PR 5JN (\$60,036 - \$77,296) FN: Recruitment is at \$62,229 (One Vacant Position)	Public Works Dispatcher – Lead PR 2GN (\$54,619 - \$78,768) FN: Recruitment is at \$66,304 (One Vacant Position)
Communications Assistant IV PR 6LN (\$50,964 - \$62,992) FN: Recruitment is at \$51,726 (Two Positions)	Public Works Dispatcher 2 PR 5JN (\$60,036 - \$77,296) FN: Recruitment is at \$60,973 (Five Positions [2 of which are vacant])
Program Assistant III PR 5JN (\$60,036 - \$77,296) FN: Recruitment is at \$62,229 (Two Positions [1 of which is vacant])	Public Works Dispatcher 1 PR 5IN (\$57,620 - \$74,186) FN: Recruitment is at \$58,014 (Underfill Title)
Communications Assistant III PR 6KN (\$49,095 - \$60,681) FN: Recruitment is at \$49,399 (One Vacant Position)	
<p>- Joanna Brown and Katelyn Metcalfe (Communication Assistant IVs) are currently serving probationary periods. We recommend they continue their current probationary periods as they have been performing these duties and responsibilities since hire.</p> <p>- Rasheedah Pickett (Program Assistant III) has been performing the duties and responsibilities for some time and no new probationary period is recommended.</p> <p>- No new probationary periods are recommended for the remaining positions as they are vacant.</p>	

DPW-Water Works

Current	Recommendation
Communications Assistant V PR 6MN (\$52,917 - \$65,405) (Six Positions)	Public Works Dispatcher 2 PR 5JN (\$60,036 - \$77,296) FN: Recruitment is at \$60,973 (Six Positions)
Communications Assistant III PR 6KN (\$49,095 - \$60,681) FN: Recruitment is at \$49,399 (Four Positions)	Public Works Dispatcher 1 PR 5IN (\$57,620 - \$74,186) FN: Recruitment is at \$58,014 (Four Positions)
No new probationary periods are recommended as incumbents have been performing these duties and responsibilities for some time.	