



Department of Employee Relations

Cavalier Johnson
Mayor

Kristin Hennessey Urban
Special Deputy Director

Molly King
Employee Benefits Director

Nicole Fleck
Labor Negotiator

September 5, 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 September 9, 2025 meeting of the City Service Commission. Accordingly, we make the following recommendations related to the probationary period.

Department of Administration

Current	Recommendation
New Position (One Position)	Community Program Coordinator PR 2GX (\$58,656 - \$76,474) (One Position)
Not applicable as this is a vacant position.	

Department of Public Works-Operations Division

Current	Recommended
New Position (One Position)	Marketing and Communications Officer PR 2LX (\$75,162 - \$105,223) FN: Recruitment is at \$90,291 (One Position)
Not applicable as this is a vacant position.	