



CITY OF RICHMOND

INTRACITY CORRESPONDENCE

DATE: December 20, 2017

TO: All DEC Personnel

FROM: Katrina Hiers, HR Liaison
Department of Emergency Communications

**SUBJECT: DEC PERSONNEL MEMO #17-11 NEW HIRE, SKILL SET RELEASES,
PROMOTIONS, TRANSFERS & SEPARATIONS**

NEW HIRE:

Marketing & Public Relations Specialist Karen Gill, Position #87M00000033, Code 8081, is assigned to **Administration**. Her supervisor is Director Stephen Willoughby, Code 8014. Hire date November 27, 2017

Communications Officer (Pool) Robin Peters-Brown, Position #87TEMP00011, Code 3580, is assigned to the **Pool**. Her supervisor is ACOS Justin Waitt, Code 3697. Hire date November 2, 2017.

SKILL SET RELEASES:

Communications Officer Lamonte Thomas, Position #87M00000014, Code 8071, has cleared **Service Channel** as of October 18, 2017.

Communications Officer Ryan Clarke, Position #87M00000055, Code 8069, has cleared **Service Channel** as of October 20, 2017.

Communications Officer Eva-Mone' Davis, Position #87M00000075, Code 8073, has cleared **Telephone Operations** as of October 26, 2017.

Communications Officer Denesha James, Position #87M00000076, Code 8072, has cleared **Service Channel** as of October 28, 2017.

Communications Officer Rayelle Jackson Position #87M00000051, Code 8079, has cleared **Telephone Operations** as of October 29, 2017.

Communications Officer Bruce Johnson Jr., Position #87M00000049, Code 8080, has cleared **Telephone Operations** as of October 29, 2017.

Communications Officer Katrina Coleman, Position #87M00000015, Code 8076, has cleared **Telephone Operations** as of October 31, 2017.

Communications Officer Jamie Isley Position #87M00000046, Code 8078, has cleared **Telephone Operations** as of November 2, 2017.

Communications Officer Michael Sweeney, Position #87M00000021, Code 8077, has cleared **Telephone Operations** as of November 2, 2017.

PROMOTIONS:

Assistant Communications Officer Supervisor Kecia Hunt, Position #87M00000084, Code 3296. Her supervisor is COS Joseph Whiteman, Code 2769. Promotion effective November 25, 2017.

Assistant Communications Officer Supervisor Leslie Brown, Position #87M00000088, Code 2720. Her supervisor is COS Joseph Whiteman, Code 2769. Promotion effective December 23, 2017.

Communications Officer Ulrica Graham, Position #87M00000068, Code 3803, has been promoted to **Communications Officer IV** as of November 17, 2017.

Communications Officer Melanie Givens, Position #87M00000062, Code 3165, has been promoted to **Communications Officer IV** as of November 17, 2017.

Communications Officer Taylor Watkins, Position #87M00000060, Code 8060, has been promoted to **Communications Officer II** as of November 11, 2017.

Communications Officer Gerberto Lopez, Position #87M00000053, Code 8059, has been promoted to **Communications Officer II** as of November 11, 2017.

Communications Officer Laura Masaitis, Position #87M00000018, Code 8051, has been promoted to **Communications Officer II** as of October 28, 2017.

Communications Officer Latiyf Scarborough, Position #87M00000059, Code 8064, has been promoted to **Communications Officer II** as of October 28, 2017.

Communications Officer Shawanna Freeman, Position #87M00000080, Code 8061, has been promoted to **Communications Officer II** as of October 28, 2017.

Communications Officer Brittany Frederick, Position #87M00000099, Code 8062, has been promoted to **Communications Officer II** as of October 28, 2017.

TRANSFERS:

Assistant Communications Officer Supervisor Kenya Washington, Position #87M00000086, Code 3656, will be transferred from **D Platoon** to **Training**. She is no longer eligible for shift diff. Her supervisor will be COS Chantae Layne, Code 3561. Transfer effective December 23, 2017.

Assistant Communications Officer Supervisor Kecia Hunt, Position #87M00000084, Code 3296, will be transferred from **A Platoon** to **D Platoon**. She is eligible for shift diff. Her supervisor will be COS Cynthia Stewart, Code 3491. Transfer effective December 23, 2017.

SEPARATIONS:

Nancy Morey, Position #87M00000009	January 1, 2018
Rebecca Shropshire, Position #87M00000047	November 24, 2017
Taylor Mayfield, Position #87M00000037	November 16, 2017