



# CITY OF RICHMOND

## INTRACITY CORRESPONDENCE

**DATE:** January 9, 2018

**TO:** All DEC Personnel

**FROM:** Katrina Hiers, HR Liaison  
Department of Emergency Communications

**SUBJECT: DEC PERSONNEL MEMO #18-01 NEW HIRE & SKILL SET RELEASES**

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### THE FOLLOWING NEW HIRES STARTED JANUARY 8, 2018:

**Financial/Statistical Analyst Annette Utre Position #87M00000118, Code 3494**, is assigned to **Administration**. Her supervisor is Program Manager Rounchey Edmundson, Code 3095.

**Communications Officer Curtis Shepherd, Position #87M0000004, Code 8082**, is assigned to the **Training**. His supervisor is ACOS Kenya Washington, Code 3656.

**Communications Officer Tracy Fleming, Position #87M0000054, Code 8083**, is assigned to the **Training**. Her supervisor is ACOS Kenya Washington, Code 3656.

**Communications Officer Cynthia Scott, Position #87M0000077, Code 8084**, is assigned to the **Training**. Her supervisor is ACOS Kenya Washington, Code 3656.

**Communications Officer Ashleigh Rynberg, Position #87M0000003, Code 8085**, is assigned to the **Training**. Her supervisor is ACOS Kenya Washington, Code 3656.

**Communications Officer Chiquitta Branch, Position #87M0000074, Code 8086**, is assigned to the **Training**. Her supervisor is ACOS Kenya Washington, Code 3656.

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### SKILL SET RELEASE:

**Communications Officer Aishah Robinson, Position #87M0000027, Code 8068**, has cleared **Service Channel** as of December 28, 2017.