



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

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 Rouchey 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.

SKILL SET RELEASE:

Communications Officer Aishah Robinson, Position #87M00000027, Code 8068, has cleared **Service Channel** as of December 28, 2017.