



MEMORANDUM

DATE: 04/28/2022
TO: Robert Mawson, City Manager
FROM: Kelsa Brandenburg, Executive Assistant/HR
SUBJECT: April Department Staff Report

STAFF REPORT

I participated in Michigan State University's School of Human Resources and Labor Relation's Certified Human Resources Specialist workshop on March 15, 22, 29, April 5, 12, 2022 from 4:30 am to 12:30 pm and completed the certificate examination. On April 22 I received my Certified Human Resources Specialist Certificate.

New Employees:

Elena Jacques – Temp/Part-time Fire Office Assistant
Branden Kozachenko – Buildings & Grounds Assistant
Paul Schneringer – Corrections Officer

Resignations / Terminations / Layoffs:

Chloe George – Accounting Technician II, Receivables
Matrona Jenkins – Corrections Officer
Daniel Pasquariello – Chief of Police

Transfers:

Position Vacancies:

Public Works Director
Corrections Officer (2 positions)
Police Officer (2 positions)
Dispatcher II
Heavy Equipment Operator
Fleet Mechanic
Buildings & Grounds Foreman
Dock Yard Assistant/Heavy Equipment Operator
Water/Wastewater Operator I
Accounting Tech I – Cashier
Accounting Tech II – Receivables
Executive Assistant/HR
Seasonal EMT
Fire Department Office Assistant



School of Human Resources
and Labor Relations
MICHIGAN STATE UNIVERSITY

Certifies that

Kelsa Brandenburg

Participated in the workshop and successfully completed the comprehensive certificate examination, thereby earning the designation:

**Certified Human Resources Specialist
(CHRS)**

March 15, 22, 29, April 5, 12, 2022

Tina M. Riley, PhD
Director, Professional Development
School of Human Resources & Labor Relations
Michigan State University