



REQUEST FOR COUNCIL ACTION

AGENDA DATE: October 28, 2024

AGENDA ITEM: Consider accepting the resignation from Amanda Mitchell from her position as Administrative Assistant with the GRPD and authorize Human Resources to post, interview and hire for the open position of Administrative Assistant.

PREPARED BY: Chery Pierzina, Human Resources Officer

BACKGROUND:

Amanda (Mandy) Mitchell is resigning from her position as Administrative Assistant with the City of Grand Rapids Police Department. Her last day of employment will be December 3, 2024.

Mandy was hired in January 2023. In her resignation letter, Mandy indicated she felt privileged to have worked with so many wonderful people. She is proud of being a part of a team that shows integrity and respect to all they encounter. Mandy feels she has grown personally and professionally due to Chief Morgan, Captain Nelson, Captain Ott, and Mandy's partner Jackie Heinrich. Mandy has accepted a position that will help children, which is her love and passion. Mandy will be missed by all, and we wish her all the best.

Due to this resignation, GRPD has an open full-time Administrative Assistant position. We are requesting authorization for Human Resources to begin the process of posting, interviewing, and hiring for the open position of Administrative Assistant.

REQUESTED COUNCIL ACTION:

Make a motion to accept the resignation from Amanda Mitchell from her position as Administrative Assistant with the Grand Rapids Police Department, with a last day of employment on December 3, 2024; and authorize Human Resources to begin the process of posting, interviewing, and hiring for the open position of Administrative Assistant.