



MEMO

HUMAN RESOURCES

To: Finance and Personnel Committee
From: Shanon Swaney, Human Resources Director
Date: February 19, 2024
Re: Permission to Fill

Allie Ross, HR/Payroll Generalist, has resigned from her position effective 2/12/2024.

In reviewing the job description and core duties of this position, the position has been re-titled from HR/Payroll Generalist to HR/Payroll Coordinator. There is no recommended change to current salary grade.

Staff seeks authorization from the Finance and Personnel Committee to fill the HR/Payroll Coordinator position due to resignation.

