



Memorandum

To: Mayor and Council

From: Director Antoine

Re: Records Management Technician (Full-time)

Date: June 14, 2021

The Police Records Management Technician- Full-time position testing process has been completed, with eleven applicants submitting applications. For those applicants meeting the minimum qualifications for the position, their scores from the interviews, typing test, Veteran's Preference and experience points were combined to achieve the final ranking. It is my recommendation that the top scoring applicant be appointed to the position of Records Management Technician (Full-time).

The highest scoring applicant was/is: "Kimberly Kiley".

I am seeking authorization from the Mayor and City Council to confirm my recommendation of the highest scoring applicant to the position of "Records Management Technician (Full-time), effective July 19, 2021 at Step (2) of the current pay scale (\$25.22) and pending a criminal background check.