



**INFORMATION REPORT**

**PROPOSED ACTION:**

**Information Report:** Report of Appointments, Separations and Leaves of Absence for FY 2023-24 4th Quarter (April 1, 2024 – June 30, 2024). **(Finance & Admin)**

**Submitted By:** Michael Mitchell, Director of Human Resources; Danny Wan, Executive Director

**EXECUTIVE SUMMARY:**

The attached tables summarize appointments, separations, and leaves of absence for the quarter ending June 30, 2024.

**BACKGROUND & ANALYSIS**

As of June 30, 2024, there are 466 FTEs on payroll and 84 vacant positions. The approved FTE count for FY 2023-24 budget is 550.

**Quarterly Report of Appointments, Separations and Leaves of Absence  
FY 2023-24 4<sup>th</sup> Quarter (April 1, 2024 – June 30, 2024)**

**Appointments (New Hires)**

	<b>HIRE DATE</b>	<b>NAME</b>	<b>UNIT</b>	<b>POSITION JOB TITLE</b>	<b>MONTHLY SALARY</b>	<b>CHANGE REASON</b>
1	4/1/2024	Gutierrez Guzman, Maria	A	Administrative Specialist	\$7,979	New Hire
2	4/8/2024	Andrade, Rafael	F	Port Equipment Supervisor	\$13,197	New Hire
3	4/29/2024	Ishibashi, Hana	B	Airport Operations Specialist I	\$7,239	New Hire
4	4/29/2024	Ramos Paredes, Cristina	B	Airport Operations Specialist I	\$7,239	New Hire
5	4/29/2024	Valencia, Luis	B	Equipment Systems Engineer	\$10,229	New Hire
6	5/13/2024	Hamid, Wais	I	Port Human Resource Analyst	\$10,096	New Hire
7	6/10/2024	Krishan, Michelle Carla	L	Port Staff Accountant I	\$8,194	New Hire
8	6/10/2024	Zhang, Wei	L	Port Senior Accountant	\$12,347	New Hire
9	6/24/2024	Tran, Lori	L	Port Staff Accountant II	\$12,114	New Hire

**Quarterly Report of Appointments, Separations and Leaves of Absence  
FY 2023-24 4<sup>th</sup> Quarter (April 1, 2024 – June 30, 2024)**

**Separations**

	<b>SEPARATION DATE</b>	<b>NAME</b>	<b>UNIT</b>	<b>POSITION JOB TITLE</b>	<b>MONTHLY SALARY</b>	<b>SEPARATION REASON</b>
1	5/1/2024	Mapp, Derrick	B	Custodian	\$7,510	Retirement
2	5/25/2024	Robins, Ernest	B	Port Electrician	\$13,341	Retirement
3	6/1/2024	Bonilla, Julina	K	Workforce Development Manager	\$16,480	Retirement
4	6/13/2024	Employee # 400086	L	Port Assistant Management Analyst	\$10,803	Termination
5	6/22/2024	Mepani, Anjana	C	Port Associate Environmental Planner/Scientist	\$12,831	Resignation
6	6/26/2024	Prak, Fina	L	Port Human Resource Analyst	\$11,350	Resignation

**Quarterly Report of Appointments, Separations and Leaves of Absence  
FY 2023-24 4<sup>th</sup> Quarter (April 1, 2024 – June 30, 2024)**

**Leaves of Absence**

	<b>NAME</b>	<b>UNIT</b>	<b>BEGIN DATE</b>	<b>END DATE</b>	<b>CHANGE REASON</b>	<b>REMARKS</b>
1	Employee # 400571	B	8/24/2023	4/25/2024	Leave without pay	Separated 5/1/2024
2	Employee # 401361	H	8/29/2023	Present	Paid Administrative Leave	Return date to be determined
3	Employee # 401175	F	4/8/2024	4/19/2024	Leave without pay	Returned 4/22/2024
4	Employee # 400086	L	5/6/2024	6/12/2024	Paid Administrative Leave	Separated 6/13/2024
5	Employee # 401068	L	5/10/2024	6/10/2024	Leave without pay	Returned 6/11/2024
6	Employee # 400550	B	5/21/2024	5/24/2024	Paid Administrative Leave	Separated 5/25/2024
7	Employee # 400874	B	6/3/2024	6/28/2024	Suspension	Returned 7/1/2024