



**7/24/2025**

**INFORMATION REPORT**

**PROPOSED ACTION: Information Report:** Report of Appointments, Separations and Leaves of Absence for FY 2024-25 4th Quarter (April 1, 2025 – June 30, 2025).  
**(Finance & Admin)**

**Submitted By:** Michael Mitchell, Director of Human Resources; Kristi McKenney, Executive Director

**EXECUTIVE SUMMARY:** The attached schedule summarizes appointments, separations, and leaves of absence for the quarter ending June 30, 2025.

**BACKGROUND & ANALYSIS**

As of June 30, 2025, there are 474 FTEs on payroll and 76 vacant positions. The approved FTE count for FY 2024-25 budget is 550.

Quarterly Report of Appointments, Separations and Leaves of Absence  
FY 2024-25 4<sup>th</sup> Quarter (April 1, 2025 – June 30, 2025)

Appointment (New Hire)

	HIRE DATE	NAME	UNIT	POSITION JOB TITLE	MONTHLY SALARY	CHANGE REASON
1	4/14/2025	Williams, Kyle	B	Fire Prevention Systems Engineer	\$10,695	New Hire

**Quarterly Report of Appointments, Separations and Leaves of Absence  
FY 2024-25 4<sup>th</sup> Quarter (April 1, 2025 – June 30, 2025)**

**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	4/19/2025	Employee # 401472	I	Port Human Resource Analyst	\$11,080	Probationary Release
2	4/23/2025	Bernardo, Roberto	H	Director of Communications	\$21,464	Retirement
3	4/26/2025	Employee # 401499	L	Programmer Analyst III	\$12,767	Probationary Release
4	5/17/2025	Wilson, Kimberly	K	Contract Compliance Supervisor	\$15,979	Resignation
5	5/31/2025	Franzese, Pia	L	Senior Maritime Projects Administrator	\$16,767	Resignation
6	6/15/2025	Willingham, Matthew	B	Gardener III	\$9,988	Retirement
7	6/17/2025	Employee # 401515	B	Custodian	\$6,916	Probationary Release

**Quarterly Report of Appointments, Separations and Leaves of Absence  
FY 2024-25 4<sup>th</sup> Quarter (April 1, 2025 – June 30, 2025)**

**Leaves of Absence**

	NAME	UNIT	BEGIN DATE	END DATE	CHANGE REASON	REMARKS
1	Employee #401385	B	2/22/2025	4/1/2025	Leave without pay	Returned 4/2/2025
2	Employee #400557	B	3/4/2025	4/15/2025	Leave without pay	Returned 4/16/2025
3	Employee #400470	B	4/13/2025	7/28/2025	Leave without pay	Anticipated Return Date 7/29/2025
4	Employee #401472	I	4/14/2025	4/18/2025	Paid Administrative Leave	Separated 4/19/2025
5	Employee #401499	L	4/18/2025	4/25/2025	Paid Administrative Leave	Separated 4/26/2025
6	Employee #400910	L	5/16/2025	11/30/2025	Leave without pay	Anticipated Return Date 12/1/2025
7	Employee #400875	B	5/24/2025	7/4/2025	Suspension	Anticipated Return Date 7/5/2025
8	Employee #400886	B	5/26/2025	6/13/2025	Suspension	Returned 6/16/2025
9	Employee #401387	C	6/4/2025	7/8/2025	Leave without pay	Anticipated Return Date 7/9/2025
10	Employee #401273	A	6/5/2025	6/29/2025	Leave without pay	Returned 6/30/2025
11	Employee #401020	C	6/6/2025	7/14/2025	Leave without pay	Anticipated Return Date 7/15/2025
12	Employee #401515	B	6/10/2025	6/16/2025	Paid Administrative Leave	Separated 6/17//2025
13	Employee #400170	F	6/23/2025	6/25/2025	Suspension	Returned 6/26/2025