



AGENDA REPORT

PROPOSED ACTION:

Information Report: Report of Appointments, Separations and Leaves of Absence for FY 2022-23 2nd Quarter (October 1, 2022 – December 31, 2022). **(Finance & Admin.)**

Submitted By: Michael Mitchell, Director of Human Resources

Danny Wan, Executive Director

EXECUTIVE SUMMARY:

The attached schedule summarizes appointments, separations, and leaves of absence for the quarter ending December 31, 2022.

BACKGROUND & ANALYSIS

As of December 31, 2022, there are 438 FTEs on payroll and 101 vacant positions. The approved FTE count for FY 2022-23 budget is 539.

**Quarterly Report of Appointments, Separations and Leaves of Absence
FY 2022-23 2nd Quarter (October 1, 2022 – December 31, 2022)**

Appointments (New Hires)

	HIRE DATE	NAME	UNIT	POSITION JOB TITLE	MONTHLY SALARY	CHANGE REASON
1	10/3/2022	Charsina Imara	B	Airport Operations Specialist I	\$6,566	New Hire
2	10/10/2022	Sabine Kooner	A	Administrative Specialist	\$7,237	New Hire
3	10/10/2022	Saima Kumar	L	Risk Management Analyst	\$9,472	New Hire
4	10/15/2022	Devon Donahue	B	Semiskilled Laborer	\$7,566	City Transfer
5	10/15/2022	Victor Jimenez	B	Semiskilled Laborer	\$7,566	City Transfer
6	10/24/2022	Megan Morodomi	F	Port Construction Administrator	\$11,424	New Hire
7	12/12/2022	Merhawi Werede Semere	A	Senior Account Clerk	\$6,758	New Hire

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Separations

	SEPARATION DATE	NAME	UNIT	POSITION JOB TITLE	MONTHLY SALARY	SEPARATION REASON
1	10/10/2022	Employee # 401357	B	Custodian	\$5,765	Probationary Release
2	11/1/2022	Ventura, Mark	B	Painter	\$11,419	Retirement
3	11/3/2022	Mehta, Hitesh	B	Airport Operations Specialist II	\$9,268	Resignation
4	11/26/2022	Wu, Wendy	B	Custodian	\$6,811	Retirement
5	12/24/2022	Gibson, Rebecca	L	Senior Procurement Analyst	\$13,210	Retirement
6	12/31/2022	Hunter, Cole	L	Port Senior Programmer/Analyst	\$11,489	Retirement
7	12/31/2022	Miller, Michael	B	Custodian	\$6,811	Retirement
8	12/31/2022	Taylor, Benny	B	Semiskilled Laborer	\$9,059	Retirement

**Quarterly Report of Appointments, Separations and Leaves of Absence
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Leaves of Absence

	NAME	UNIT	BEGIN DATE	END DATE	CHANGE REASON	REMARKS
1	Employee # 400041	B	12/19/2021	10/25/2022	Leave without pay	Returned to work 10/26/2022
2	Employee # 401264	B	2/13/2022	12/1/2022	Leave without pay	Returned to work 12/2/2022
3	Employee # 400659	B	5/22/2022	Present	Leave without pay	Anticipated return 01/12/2023
4	Employee # 400550	B	8/22/2022	10/5/2022	Suspension	Returned to work 10/6/2022
5	Employee # 400879-2	B	9/17/2022	10/31/2022	Leave without pay	Separated 11/1/2022
6	Employee # 401070	B	10/3/2022	10/28/2022	Leave without pay	Returned to work 10/31/2022
7	Employee # 401357	B	10/5/2022	10/9/2022	Administrative Leave	Separated 10/10/2022
8	Employee # 400873	B	11/2/2022	11/23/2022	Leave without pay	Returned to work 11/24/2022
9	Employee # 401268	L	11/7/2022	11/25/2022	Suspension	Returned to work 11/28/2022
10	Employee # 400910	L	11/19/2022	Present	Leave without pay	Anticipated return 05/28/2023
11	Employee # 400577	B	11/26/2022	12/9/2022	Suspension	Returned to work 12/10/2022
12	Employee # 400579	B	11/26/2022	12/10/2022	Suspension	Returned to work 12/11/2022
13	Employee # 401328	L	12/6/2022	Present	Administrative Leave	Anticipated return 1/3/2023
14	Employee # 400581	B	12/12/2022	12/23/2022	Suspension	Returned to work 12/26/2022
15	Employee # 400900	B	12/17/2022	Present	Leave without pay	Anticipated return 1/3/2023
16	Employee # 401268	L	12/26/2022	12/30/2022	Suspension	Anticipated return 1/3/2023