

PERSONNEL AGENDA - NEW HIRES, SEPARATIONS & CHANGES

BI-WEEKLY COMMISSIONERS MEETING of May 1, 2024

Prepared by: Heather Lambert, Director of Human Resources

COPIES TO: J. Christy, D. Parker, S. Laverdure & Fiscal

Hiring and firing decisions for employees in offices headed by elected officials are solely decided by the respective elected official.

NAME:	DEPARTMENT:	POSITION:	DATE:	REASON:
NEW HIRES:				
Ashley Heller	DA	8 Secretary	4/29/24	New Hire/Replacement
Leah Evans	DR	7 Office Asst Sr	5/6/24	New Hire/Replacement
Carl DeSimone	Jail	3 Grounds Custodian Temp	4/24/24	Rehire/Replacement
Jennifer Condron	MDJ 43-4-02	7 Tech	4/29/24	New Hire/Replacement
Kristin Santiago	MDJ 43-2-01	7 Tech	4/29/24	New Hire/Replacement
Andrew Ricks	Planning	14 Vector Tech Temp	4/29/24	New Hire/Replacement
Emily Foster	Planning	Intern	5/8-8/23/24	New Hire - Intern
SEPARATIONS:				
Jeannie Hartenfels	Aging	35 Comm Hlth Nurse I	4/8/24	Terminated
Osa Hearthstone	Conservation	19 Res Cons Spec	4/19/24	Resigned
Jeanette Gilbo	Courts	16 Court Recorder & Transcriptionist	5/10/24	Resigned
Patricia Juarbe	DR	7 Office Asst Sr	4/8/24	Resigned
Elena Bentzoni	Prob - Adult	9 Secretary	5/10/24	Resigned
CHANGES:				
Jessica Muehleisen	Courts	13 Exec Asst	4/3-5/25/24	Update LOA Start Date
Melissa Schmidt	DR	10 Intake & Locate Spec	4/22/24	Correct Title
Maryellen Keegan	Emer Services	29 Director	4/18-10/17/24	Intermittent LOA
Maryellen Keegan	Emer Services	29 Director	4/10-4/17/24	LOA
Blake Schiller	Jail	18 Sergeant	11/15-11/17/23	LOA
Blake Schiller	Jail	18 Sergeant	11/22/23	LOA
Blake Schiller	Jail	18 Sergeant	11/29-12/1/23	LOA
Blake Schiller	Jail	18 Sergeant	12/4-12/8/23	LOA
Blake Schiller	Jail	18 Sergeant	12/11-12/15/23	LOA
Blake Schiller	Jail	18 Sergeant	12/18-12/22/23	LOA
Blake Schiller	Jail	18 Sergeant	12/27-12/29/23	LOA
Blake Schiller	Jail	18 Sergeant	1/12/24	LOA
Blake Schiller	Jail	18 Sergeant	1/19/24	LOA
Blake Schiller	Jail	18 Sergeant	1/22/24	LOA
Blake Schiller	Jail	18 Sergeant	1/23/24	LOA
Blake Schiller	Jail	18 Sergeant	1/26/24	LOA
Blake Schiller	Jail	18 Sergeant	1/30/24	LOA
Blake Schiller	Jail	18 Sergeant	2/2/24	LOA
Blake Schiller	Jail	18 Sergeant	2/9/24	LOA
Blake Schiller	Jail	18 Sergeant	2/16/24	LOA
Blake Schiller	Jail	18 Sergeant	2/23/24	LOA
Blake Schiller	Jail	18 Sergeant	2/27/24	LOA
Blake Schiller	Jail	18 Sergeant	3/1/24	LOA
Blake Schiller	Jail	18 Sergeant	3/5/24	LOA
Blake Schiller	Jail	18 Sergeant	3/8/24	LOA
Blake Schiller	Jail	18 Sergeant	5/26-6/15/24	LOA
Corey Keida	Jail	CO	4/1-4/15/24	LOA
Gregory Reese	Jail	CO	5/1-5/18/24	LOA
James Wise	Jail	CO	2/26-5/20/24	Extend LOA
Mathew Magnin	Jail	CO	4/15-10/12/24	LOA
Mathew Magnin	Jail	CO	3/21-4/14/24	Extend LOA
Stefan Leonard	Jail	CO	1/31-4/9/24	Extend LOA
Stefan Leonard	Jail	CO	4/10-5/2/24	Extend LOA
Stephane Viera	Jail	22 Lieutenant	5/13-6/24/24	LOA
Tara Doyle	Jail	CO	2/16-5/10/24	Extend LOA
Yessica Clase	Jail	CO	5/4-5/5/24	LOA
William Teada	MDJ	16 Audit & Training Coord	3/10/24	Extend Probation Until 5/10/24
William Teada	MDJ	16 Audit & Training Coord	4/8-4/14/24	LOA

Ryan Poust	Planning	19 GIS Analyst/Planner	4/23-25/24	Unpaid Suspension
Aron Goscillo	Sheriff	8 Bailiff	3/20/24	Title Change
Carmelo Benincasa	Sheriff	16 Bailiff Supervisor	3/20/24	Title Change
Christopher Kintz	Sheriff	10 Armed Bailiff	3/20/24	Title Change
Christopher Magee	Sheriff	8 Bailiff	3/20/24	Title Change
Gail Fouda	Sheriff	11 Real Estate Clerk Supervisor	4/15/24	Early RTW
Ian Rosario	Sheriff	10 Armed Bailiff	3/20/24	Title Change
Jose Jimenez	Sheriff	8 Bailiff	3/20/24	Title Change
Matthew Ertle	Sheriff	8 Bailiff	3/20/24	Title Change
Michelle Prosowski	Sheriff	8 Bailiff	3/20/24	Title Change
Michelle Prosowski	Sheriff	8 Office Assistant Sr - Firearms	4/22/24	Lateral Transfer
Peter Macri	Sheriff	8 Bailiff	3/20/24	Title Change
Peter Macri	Sheriff	8 Bailiff	4/15/24	Shift Change - Nights
Sean Hoyt	Sheriff	10 Armed Bailiff	3/20/24	Title Change
Timothy Sullivan	Sheriff	8 Bailiff	3/20/24	Title Change
William Teada	Sheriff	10 Pers Prop/Criminal Ct Clerk	5/13/24	Transfer
MISCELLANEOUS:				
Approve the request by the Sheriff to add 3 Constable Temps to his complement to assist in coverage of Ramsey and 701 evening classes				
Adopt the following revised employee policies:				
Longevity				
Compensatory Time				
Leaves of Absence				
Telephone Calls				
Policy Interpretation				
Approve the job description and grade (20) for the Court's new Executive Administrative Assistant position				