



Department of Development
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TO: Board of Public Works and Safety

FROM: Chandler Poole 
Director of Development

DATE: March 24, 2015

SUBJECT: NEW HIRE

cc: Diane Foster, HR Director
Nicole Stocks, Accounting III

As a result of an internal transfer, I request approval to hire Mary Ray as Administrative Assistant effective March 30, 2015 at a biweekly salary of \$1,461.54. Ms. Ray obtained her Associate's degree in Paralegal Studies from Ivy Tech Community College and most recently was employed by Stuart & Branigin.

CP/dmf