



MEMORANDUM

DATE: March 29, 2017

TO: Annapolis City Council Aldermen

FROM: Mayor Michael Pantelides

RE: Confirmation of Exempt Level Appointments

Pursuant to City of Annapolis Code, Section 3.08.030, I am seeking confirmation by the City Council of my appointment to the following Exempt level position:

Patricia Hopkins – Human Resources Manager – A18/step 7, \$105,237/year

A copy of Ms. Hopkins' resume is attached for your review and consideration.

Ms. Hopkins has been performing the duties of this position since the departure of the former Human Resources Director in August of 2015. In the FY17 reorganization the Human Resources Department became a division of the City Manager's Office. The confirmation is intended to complete the intended changes to the FY17 budget with regard to the assignment of employees affected by the reorganization.

Ms. Hopkins has worked for the City of Annapolis in Human Resources since May of 2013 when she was hired as the Recruitment/Employee Relations Administrator, duties she continues to perform. Prior to her employment with the City she was an Assistant Personnel Officer for Anne Arundel County with extensive experience in recruitment, classification and compensation, training and other employee programs and assisted both employee and labor relations functions for a work force that exceeded 6000. She holds a Master's degree from Johns Hopkins University with an emphasis in Human Resources and is professionally certified by both the International Public Management Association – Human Resources and the Society for Human Resources Management.

Accordingly, I trust that you will find the education, training and experience of Ms. Hopkins to far exceed the minimum qualifications required for the position. Ms. Hopkins will be present for confirmation at the City Council meeting scheduled for Monday, April 3, 2017 at 7:00 p.m.