



City of Annapolis

Office of the Mayor
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Boards and Commissions Application

Personal information

Name Leona Tartasky

Address 755B Fairview Avenue

City Annapolis ST MD Zip 21403

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Statement of interest – Why should you be appointed to this board/commission?

I recently learned of an opening on the Civil Service Board from Tricia Hopkins, Human Resources Manager for Annapolis. As I will be retiring from my current job later this year, I intend to remain active. I anticipate this will include voluntary service to the Annapolis community. Given my background and experience in Human Resources, I am familiar with the types of issues that may come before the Board, and look forward to working collaboratively with its members.

Are you a resident of the City of Annapolis?

☒ Yes ☐ No

Are you an employee of the City of Annapolis?

☐ Yes ☒ No

If yes, please state your job title, department & duties.

Do you do business with the City of Annapolis?

☐ Yes ☒ No

If yes, please detail.

Are you currently serving on any city boards or commissions?

☐ Yes ☒ No

If yes, please list board(s).

Work experience (titles and duties)

From 1975 until 1987, I held positions in the HR departments of both light and heavy industries, having direct contact with workers, supervisors, and managers. Typical duties included recruiting, interviewing, and hiring; assisting supervisors resolve employees' concerns; safety and safety training; explaining and implementing company policies to employees; and remaining current with applicable laws and regulations such as OSHA, Workers Compensation, and pay practices for hourly and salaried employees.

1987 - 1999 - Anne Arundel County Office of Human Resources. Personnel Analyst with liaison responsibility for the Department of Utilities and later, Inspection and Permits. Helped departments fill vacancies; participated in interviews; answered questions from supervisors and employees; conducted classification audits of positions to determine appropriateness of duties and salary; participated in salary surveys; and worked collaboratively with HR staff on issues and needs that emerged over the course of my employment. While with the County, I was tasked with helping develop a Fitness for Duty policy, and to develop and administer the County's drug testing program for public safety employees. This involved training managers and supervisors, and having direct employee contact to explain how the program was to be implemented. Additionally, I was given the role of Third Step Grievance Officer, the purpose of which was to conduct inquiries into employees' complaints of possible contract violations.

1999 - 2006 Anne Arundel County Board of Education. HR Representative with responsibility for posting positions, reviewing applications, and forwarding names of recommended candidates to supervisors and department managers. Performed classification studies, salary surveys, and assisted with projects as requested. Interacted with administrators in the school system to discuss their concerns about employees or other matters they were contemplating. I was tasked with bringing order to the personnel records located in our office, a project that required a full time clerk to assist. At times, I was asked to participate in reviewing proposed policy changes that would affect Board employees. I left my position in 2006 to take educational leave, as I had been contemplating a career change for several years.

2008 - Presently, I am a clinical social worker at the Pasadena Center for Counseling.

Educational background (certificates, diplomas, degrees, seminars, etc)

1975 - BS from Frostburg State College

1979 - MS in Education from Johns Hopkins University

2006 - MSW from University of Maryland at Baltimore

Other experience (volunteer experience, memberships etc)

Member: National Association of Social Workers
Psychotherapy Networker

Currently volunteer time as requested in my community of Severn House.

References

Name Tricia Hopkins Phone 410-263-7998
Address Human Resources Manager, City of Annapolis
Name Karen Neal, LCSW-C Phone 410-707-9605
Address 6002 Rowanberry Drive, Elkridge, MD 21075
Name Patricia Kisamore Phone 814-617-2352
Address 132 S. Thomas Street, Bedford, PA 15522

Appointees are subject to the provisions of the City of Annapolis Ethics Code, Annapolis City Code [Chapter 2.08](#). Appointees are strongly encouraged to review this Code and contact the City of Annapolis Office of Law and/or City of Annapolis Ethics Commission with all inquiries.

Signature Leona Tartasky Date May 11, 2021

E-mail electronically completed form to boards@annapolis.gov. Paper copies may be faxed to 410-216-8284 or mailed to the Mayor's Office address above, attention Boards and Commissions Coordinator.