

Meritorious Increment Request- [REDACTED]

The Department of Parks, Recreation & Conservation plans to process a Meritorious Increment for [REDACTED] in the position of Community Work Assistant, J.G. 09, assigned to the Administration Division pending Human Resources approval. We are requesting a Meritorious Increment from Step 1, [REDACTED] to Step 3, [REDACTED] effective 4/1/23.

[REDACTED] has masterfully fulfilled the duties and responsibilities of constituent and community outreach. [REDACTED] represents the Parks' Department and responds to daily public inquiries and is the liaison to the Parks Board Chairman and all members. In addition, [REDACTED] provides administrative support including phone coverage and screening of calls, scheduling and handling all correspondence and confidential matters that arise within the PRC Senior Management staff, which includes the Commissioner, the First Deputy Commissioner and the Deputy Commissioner.

Working within this area requires a high level of confidentiality, proficient computer skills, a pleasant personality and manner of speaking, people-oriented qualities, and administrative organization, all of which [REDACTED] excels in. We believe processing a Meritorious Increment to Step 3, would compensate [REDACTED] accordingly.

Your consideration of this request is appreciated.