



**Pittsfield Charter Township**  
**Department of Human Resources**

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**Personnel Report from the Department of Human Resources**  
**September 22, 2021**

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In compliance with resolution #09-04, which requires notification of personnel actions taken by township administration to the Board of Trustees, below are the actions taken:

Division: Supervisor's Office  
Direct Supervision: Director of IT  
Action: Termination, Effective September 8, 2021  
Position: IT Support Technician I  
Name: Jaylon Ransom  
Reason: Termination

Division: Clerk's Office  
Direct Supervision: Deputy Clerk/Elections Manager  
Action: Resignation, Effective September 14, 2021  
Position: Department Administrative Assistant  
Name: Rita Lee  
Reason: Resignation

Division: Clerk's Office  
Direct Supervision: Clerk  
Action: Resignation, Effective September 14, 2021  
Position: Deputy Clerk/Elections Manager  
Name: Lynda Sebestyen  
Reason: Resignation

Division: Supervisor's Office  
Direct Supervision: Director of Public Safety  
Action: New Hire, Effective September 20, 2021  
Position: Administrative Specialist – Support Services Division  
Name: Gina DeCaro  
Reason: New position

Division: Supervisor's Office  
Direct Supervision: Township Supervisor  
Action: New Hire, Effective October 18, 2021  
Position: Director of Municipal Services  
Name: Matthew Best  
Reason: Replacement