



Greenfield-Hancock Animal Management

3/24/2026

Re: Hiring of Animal Control Officer and Shelter Manager

Dear Board of Works Members,

I would like to recommend the hiring of Jamie Leffel, who currently serves as a Shelter Assistant, to fill the open Animal Control Officer position. The effective hire date will be 3/23/2026 at the rate of \$29.50 per hour. Jamie has served as a Shelter Assistant since April 2025.

I would also like to recommend the hiring of Daphnee Fair, who currently serves as a Shelter Assistant, to fill the open Shelter Manager position. The effective hire date will also be 3/23/2026 at the rate of \$30.50 per hour. Daphnee has served as a Shelter Assistant since June 2024.

Both candidates will be placed on a 90-day probationary period. Upon successful completion of this period, they will become eligible for a salary increase up to the full amount, in accordance with the current salary ordinance.

Thank you,

Kasey Napier
GHAM Director