



DATE: June 1, 2022

TO: Kristin Hess
Division Operations Manager

FROM: Brent Goodrum 
Deputy Commissioner

SUBJECT: Acting Status, Kristin Hess, Division Director

Effective June 2, 2022, you are appointed to act in PCN 10-8251, Division Director, and perform the full duties of this position. In accordance with the APEA Collective Bargaining Agreement, article 24.8, any accrued leave used or cashed out during this period of acting status will be paid at your regular rate of pay.

This position is vacant as of June 2, 2022. You are needed to manage the Division of Mining, Land & Water until this position is filled. This is a large Division including sixteen sections and over 220 full time staff. As Deputy Director, you are most familiar with the Division's budget, needs and processes.

Thank you for accepting this temporary appointment.

Required Information:

Employee Name and ID:	Kristin Hess, 330361
Bargaining Unit:	XP
Regular PCN & Job Class:	10-1472, Division Operations Manager
Acting PCN & Job Class:	10-8251 Division Director
Initial Date of Acting Status:	June 2, 2022
End Date (not to exceed 60 days):	July 29, 2022
Statement on Employee's Qualifications:	Current Division Deputy Director

CC: Resources Payroll
DNR Human Resources