

VORTEX GRID SYSTEMS INC.

Human Resources Role Change Record

Document control Value	
Record ID	FR-005
Personnel action	PAR-2026-041
Effective date	2026-06-01
Prepared by	Human Resources Operations
Approved by	Chief People Officer
Classification	Internal personnel record
Revision	1.0 approved personnel action

Personnel action

Human Resources records the transfer of Avery Lin, employee VG-1842, from Service Documentation Specialist in Customer Operations to Service Readiness Analyst in the Office of the Chief Operations Officer. The new title takes effect on 2026-06-01. Avery remains a regular employee at the same office location and compensation classification. This action does not change the employee's formal reporting relationship. For the readiness assignment, the Program Delivery Manager will set day-to-day priorities and coordinate work with Customer Operations; that working arrangement is not a second managerial appointment.

The transfer follows Avery's work maintaining customer-support documentation and assembling service-event materials for internal reviews. The new position moves that work closer to the teams that plan changes and review incidents. It is an internal operations role, not a promotion into Engineering, Finance, Legal, or incident command. Any compensation notice associated with the annual review cycle remains a separate Human Resources record.

Position summary

The Service Readiness Analyst helps operating teams keep the practical paperwork for service changes usable. Typical assignments include preparing meeting packets, checking that event references are present, organizing field and customer attachments, maintaining the incident chronology template, and following up when an owner has not supplied a promised document. The analyst also checks maintenance notices for a UTC time, the relevant local timezone, and a named handoff contact before the notice goes

to regional teams.

During an active service event, Avery may collect notes from Engineering, Field Services, Customer Operations, and the incident coordinator. Avery may arrange those items in date order and point out where two records use different names, times, or status labels. The analyst is expected to ask the responsible owner about a missing reference rather than guess what it should have said. Final wording remains with the person who owns the customer notice, technical assessment, change record, or executive review.

The position also provides clerical support during supplier and invoice reviews. That support is limited to confirming that the legal supplier name, vendor identifier, and purchase reference appear on the packet and that related correspondence has been filed. Supplier selection, payment approval, commercial findings, and component-quality decisions stay with Procurement, Finance Controls, and the relevant technical team.

Decision and approval limits

Avery can prepare an index, draft a chronology from identified records, request a missing attachment, and return an incomplete packet to its owner. Avery cannot approve a production change, decide an incident's technical cause, authorize a customer remedy, approve an invoice, or sign a legal retraction. If Avery prepares a summary for one of those decisions, the designated owner must review and issue the final record in their own name.

These limits are ordinary separation-of-duties controls for the position. They do not prevent Avery from participating in a meeting, offering an editorial suggestion, or reporting an observed filing problem. They ensure that a readiness analyst does not accidentally become the approver merely by assembling the packet used for approval.

Directory identity note

The Product Finance directory contains another employee who commonly appears as "A. Lin." That employee and Avery Lin are different people. Material assignments for Avery should therefore use "Avery Lin, Service Readiness" or employee VG-1842. Routine conversation does not require an employee number, but approvals, action lists, incident packets, purchase reviews, and customer-facing records should not rely on the initials alone.

This note was added because an earlier working action list used "A. Lin" for a document indexing task. The original action-list wording remains in that record's history; its owner may attach a dated clarification identifying Avery Lin and the readiness role. The clarification does not transfer the Product Finance employee's cost or reconciliation work to Avery, and it does not make Avery the author of older source documents that are later placed in an index.

Transition and first assignments

Avery will complete the Customer Operations handoff between 2026-05-18 and 2026-05-29. The handoff covers active documentation requests, recurring support reports, escalation contacts, and the location of approved templates. The outgoing Customer Operations manager remains responsible for deliverables due before the effective date unless a separate delegation names another owner. Avery's move does not retroactively change the author or approver of work completed before 2026-06-01.

The first readiness assignments are to help maintain the incident chronology template, review cross-region maintenance notices for readable time information, and organize source references for the Meridian project. The Program Delivery Manager will assign priority among these tasks. Customer Operations may continue to request Avery's help with document location during the transition, subject to the new team's schedule.

Training and acknowledgment

Required training is scheduled for 2026-06-05. It covers the Information Security and Incident Communication Policy, incident-record handling, cross-region scheduling, customer-message status labels, supplier identifiers, and the company's personnel and customer confidentiality rules. The manager must confirm completion before assigning Avery an independent readiness review.

Avery and the Program Delivery Manager will review this record during the first week of the assignment. Questions about job classification, compensation, leave, or the formal reporting line go to Human Resources Operations. Questions about daily work priority go to the Program Delivery Manager. A later change to the title, formal reporting relationship, or approval limits requires a new personnel action rather than an informal edit to this record.

Approved by the Chief People Officer, directory identity CPO-07, on 2026-05-16.