

Recruitment Status Report

Updates thru 3/02/2023

HR Generalist	Position	Dept.	Date of Vacancy	Open Date	# of Openings	Status
Jessie	HVAC Technician	PRFM	11/25/20	01/27/23	1	Background pending on top candidate.
	Operator II - Water	DPW	02/24/23	02/15/23	1	Internal application deadline: 2/26/23.
	Customer Service Specialist	DPW	03/03/23	02/08/23	1	Job offer accepted, start date 3/20/23.
	Operator I - Sanitation (Automated Side Loader)	DPW	01/27/23	01/27/23	1	Panel interviews: 3/01/23.
	Inspector - Residential Building	DPW	03/25/23	01/27/23	1	Job offer accepted, start date pending.
	Engineering Technician	DPW	09/17/22	11/04/22	1	Medical pending on top candidate.
	Arborist	DPW	01/06/23	01/05/23	2	Panel interviews: 3/09/23.
	Parking Enforcement Person	DPW	11/05/22	01/05/23	1	Panel interviews: 3/02/23 and 3/06/23.
	HVAC/Building Inspector	DPW	01/14/23	01/05/23	1	Application deadline: 3/12/23.
	Operator I - Parking	DPW	01/04/23	01/06/23	1	Panel interviews: 3/02/23.
	Deputy Director / City Engineer	DPW	04/07/23	01/06/23	1	Determining next steps.
	Operations Crew Leader - Parking	DPW	01/04/23	01/11/23	1	Job offer accepted, start date: 2/27/23.
	Communication Technician	VT	06/18/22	06/19/22	1	Application deadline: 06/04/23.
	Part Time Utility Worker - VT	VT	09/30/21	10/05/21	N/A	Application deadline: 06/04/23.
	Bus Driver	VT	Multiple	N/A	6	Application deadline: 06/04/23. Medical pending on one candidate.
	Part-Time Bus Driver	VT	N/A	N/A	N/A	Application deadline: 06/04/23.
Allison	Police Officer	Police	N/A	N/A	2+Elig.	Application deadline: 3/05/23. Conditional offer extended to 1 candidate. Background pending on top candidate.
	Community Service Officer	Police	N/A	11/11/22	1	Backgrounds pending on 2 candidates. Conditional offer extended to 1 candidate. Job offer accepted, start date: 3/21/23.
	Administrative Support Specialist	Legal & Administrative Services	02/25/23	02/15/23	1	Application deadline: 3/05/23.
	Manager of Communications and Public Engagement	Mayor	02/03/23	02/03/23	1	Interviews: 3/06/23.
	ERP Systems Specialist	IT	02/04/23	02/10/23.	1	Application deadline extended: 3/19/23.
	Firefighter	Fire	N/A	09/30/22	4+Elig.	6 Job offers accepted, start dates: 5/22/23.
	Public Health Nurse	Health	11/12/22	02/17/23	1	Application deadline: 3/05/23.

	Deputy Director of Community & Economic Development	CED	11/12/22	01/12/23	1	Job offer accepted, start date: 2/27/23.
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Total Positions Open: 32

Total Eligibility Lists: 2

Positions on Hold

HR Generalist	Position	Dept.	Date of Vacancy	# of Openings	Status
Allison	Library Clerk - Regular Part-Time	Library	07/01/22	1	Internal transfer. Position on hold.
	Principal Planner	CED	02/27/23	1	Internal promotion. Determining process.
	Community Development Specialist	CED	02/03/23	1	Resignation. Waiting for RTF.
	Library Assistant Supervisor - Materials Management	Library	04/01/23	1	Retirement. Waiting for RTF.

Total Positions On Hold: 4

Note: Per Recruitment Policy, part-time non-benefited positions do not require authorization outside of the department. The Mayor has asked departments to scrutinize.