

**RECRUITMENT STATUS REPORT
UPDATES THRU 7-3-15**

STAFF PERSON	POSITION	DEPT.	Date of Vacancy	RTF Approval Date	# of Openings	STATUS
KIM	Service Person	DPW	4/3/15	3/25/15	1	Resignation of Nick Rogan Interviews 7/28/15
	Engineering Tech	DPW	6/12/15	Pending	1	Resignation of Kurtis Geiger and resignation of Josh Felhofer Application deadline date 7/5/15
	Laborer	DPW	6/30/15	Pending	1	Resignation of Mike Wilson
	PT Bus Driver Eligibility List	VT	2/9/15 6/26/15	1/26/15 Pending	2 + Est. New Elig List	Vacancy of Elizabeth Kirk and Kari Boardman Joe Meiller started 6/30/15 Medical pending on one candidate
	PT Service Person	VT	4/20/15	4/15/15	1	Resignation of Chab Vue Re-opening process. Application deadline date 7/19/15
	PT Communication Technician	VT	6/12/15 6/24/15	6/5/15 6/12/15	2 + 1 on Elig. List	Resignation of Gwen Francart Resignation of Patrick Wells References and background pending on 2 candidates
	Operator II – Sewer Crew	DPW	5/15/15	5/14/15	1	Tony Foytik resignation Will post internally after other internal process
	Arborist	DPW	6/2/15	T O Change	2	Mike Stanonik promotion Create eligibility list for additional arborist to start 2016 (from T.O. change) Interviews 7/7/15
	Operations Crew Leader – Water (2 nd shift) (position was previously Op II – Water)	DPW	3/5/15 TO Change	TO Change	1	Application deadline date 7/5/ 15
	Maintenance – Millwright	Utilities	5/26/15	5/15/15	1	Greg Tarlton vacancy Background and references pending on top candidate
JAY	Police Officer	Police	6/4/15 7/3/15 Overhire	5/26/15 5/19/15 Pending	3 + Elig List	Backgrounds pending on 2 candidates. Conditional offer extended to 1 candidate
	Community Service Officer	Police	NA	3/20/14	2 + Elig List	One conditional offer extended and one background pending Chief interviews 7/6/15 and 7/7/15
	Crossing Guard	Police	6/5/15	6/12/15	3 + Elig List	Application deadline date 7/5/2015
	Library Assistant (sub)	Library	NA	5/22/15	1 + Elig list	Background pending on top candidate
	Operations Clerk	Library	5/20/15	5/28/15	1	Panel interviews 7/8/15
	Public Health Preparedness Coordinator	Health	7/17/15	6/17/15	1	Application deadline date 7/13/15
	Communication Technician	Police	TBD	6/24/15	1	Application deadline date 7/19/15

TOTAL POSITIONS OPEN = 25 TOTAL ELIGIBILITY LISTS = 6

Note: Part time non-benefited positions do not (per Recruitment Policy) require authorization outside the department. The Mayor has asked departments to scrutinize.

POSITIONS ON HOLD

STAFF PERSON	POSITION	DEPT	Date(s) of Opening(s)	RTF Approval Date	# of Openings	Person Vacating Position/Status
JAY	Administrative Assistant (Half-time)	Health	1/5/15	Dept. recommended not filling	1	Department recommended not filling
	Systems Analyst	IT	7/6/15	Hold	1	Department re-evaluating position
KIM	Operator I – Street	DPW	5/1/15	4/15/15	1	Rudy Borneman retirement Will run process in planned order in connection with TO change
	Operator I – Street	DPW	TO Change	TO Change	1	Working with department to fill TO change vacancies in a specific order
	Operator I – Storm Water	DPW	TO Change	TO Change	2	Working with department to fill TO change vacancies in a specific order. One of these vacancies came from Lance Wilkinson promotion

TOTAL POSITIONS ON HOLD = 6 TOTAL ELIGIBILITY LISTS = 0