



City of Appleton

100 North Appleton Street
Appleton, WI 54911-4799
www.appleton.org

Meeting Agenda - Final Human Resources & Information Technology Committee

Wednesday, February 14, 2024

4:30 PM

Council Chambers, 6th Floor

1. Call meeting to order
2. Pledge of Allegiance
3. Roll call of membership
4. Approval of minutes from previous meeting

[24-0127](#) Minutes 12-13-23.

Attachments: [Minutes 12-13-23.pdf](#)

5. Public Hearing/Appealances

6. Action Items

[24-0128](#) Lead Forensic Evidence Specialist.

Attachments: [Lead FES Chief Olson Memo .pdf](#)
[Lead FES Memo Capt Wallace.pdf](#)
[Lead Forensic Evidence Specialist.pdf](#)
[Police DRAFT 1.18.24.pdf](#)

7. Information Items

[24-0129](#) HR Directors Report.

[24-0130](#) Recruitment Status Report through 2/8/24.

Attachments: [RSR 2.8.24.pdf](#)

8. Adjournment

Notice is hereby given that a quorum of the Common Council may be present during this meeting, although no Council action will be taken.

Reasonable Accommodations for Persons with Disabilities will be made upon Request and if Feasible.

Questions on the agenda please contact Jay Ratchman 920-832-6427.



City of Appleton

100 North Appleton Street
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Meeting Minutes Human Resources & Information Technology Committee

Wednesday, December 13, 2023

4:30 PM

Council Chambers, 6th Floor

1. Call meeting to order

2. Pledge of Allegiance

3. Roll call of membership

All members present

4. Approval of minutes from previous meeting

[23-1463](#)

Minutes 11-15-23.

Attachments: [Minutes 11-15-23.pdf](#)

**Croatt moved, seconded by Fenton, that the Minutes be approved. Roll Call.
Motion carried by the following vote:**

Aye: 5 - Hartzheim, Croatt, Fenton, Hayden and Schultz

5. **Public Hearing/Appearances**

6. **Action Items**

[23-1464](#)

Request to Over Hire Real Estate Property Lister Position.

Attachments: [Memo CED OverhireRequest PropertyLister.pdf](#)

**Croatt moved, seconded by Fenton, that the Report Action Item be
recommended for approval. Roll Call. Motion carried by the following vote:**

Aye: 5 - Hartzheim, Croatt, Fenton, Hayden and Schultz

[23-1474](#)

Community Resource Navigator Table of Organization Request.

Attachments: [2023 Community Resource Navigator.pdf](#)
[Community Resource Navigator JD.pdf](#)
[Health Department Draft 12.07.23.pdf](#)

Fenton moved, seconded by Schultz, that the Report Action Item be recommended for approval. Roll Call. Motion carried by the following vote:

Aye: 5 - Hartzheim, Croatt, Fenton, Hayden and Schultz

[23-1475](#)

Addition of Silica Safety Policy.

Attachments: [Silica Policy.pdf](#)

Fenton moved, seconded by Hayden, that the Report Action Item be recommended for approval. Roll Call. Motion carried by the following vote:

Aye: 5 - Hartzheim, Croatt, Fenton, Hayden and Schultz

7. Information Items

[23-1477](#)

Code of Conduct Policy 2023 Update.

Attachments: [Code of Conduct S&B 11-8-23.pdf](#)

This Presentation was received and filed

[23-1480](#)

Merging of the Conditions of Employment and Exit Interview Policies.

Attachments: [Conditions of Employment 2023 S&B.pdf](#)
[Exit Interview Policy S&B.pdf](#)

This Presentation was received and filed

[23-1481](#)

Merging of the Recruitment and Selection and I9 Policies.

Attachments: [Recruitment and Selection 2023 w I-9 Addition.pdf](#)
[I9 Policy S&B.pdf](#)

This Presentation was received and filed

This Presentation was received and filed

[23-1482](#)

Recruitment Status Report through 12/7/23.

Attachments: [RSR 12.07.23.pdf](#)

This Presentation was received and filed

8. Adjournment

Fenton moved, seconded by Hayden, that the meeting be adjourned. Roll Call.
Motion carried by the following vote:

Aye: 5 - Hartzheim, Croatt, Fenton, Hayden and Schultz



POLICE DEPARTMENT

222 South Walnut Street • Appleton, WI 54911-5899
(920) 832-5500 • Fax (920) 832-5553
<http://www.appleton.org/police>

To: Alderperson Hartzheim, HR/IT Committee Chairperson
Alderperson Croatt, Safety and Licensing Committee Chairperson

From: Chief Polly Olson

Date: February 14, 2024

Subject: Action Item – HR/IT
Informational Item – S&L

We are committed to regularly monitoring operations within the department to look for opportunities to streamline services and maximize productivity. Our evidence unit has undergone significant changes in the last few years and has been fully civilianized. Our current table of organization structure has our Investigative Services Lieutenant providing day-to-day supervision to this unit, in addition to ten detectives.

In 2018, we created two LEAD positions, one located in clerical and one for our front desk operations. These positions are responsible for the schedule, for assisting with minor personnel issues, and for resolving any other issues which do not require intervention by a supervisor. The success we have found with this management structure can be easily replicated in our evidence unit. We would propose creating a LEAD Forensic Evidence Specialist.

Our evidence unit is currently fully staffed with three positions. All three employees are highly skilled and capable of taking on the added responsibilities of this new role. Not only would this increase productivity in the unit, but it would also help with retention and succession planning efforts.

The estimated financial impact will be about \$2000 per year. This can be paid for with overtime savings due to a more efficiently operating unit and closer monitoring of overtime use.

I have attached a memo from Captain Mike Wallace which provides some additional information.

Chief Polly Olson



Appleton Police Department

Compassion. Integrity. Courage.

222 South Walnut Street
(920) 832 - 5500



Appleton, WI 54911 - 5899
Fax (920) 832-5553

<http://www.appleton.org/police>

January 11, 2024

Chief Olson,

The Evidence Unit at APD has undergone significant changes over the past several years. We have now transitioned to a fully civilianized Evidence Unit. While I believe that this change has been a positive change for our agency, I feel that there are opportunities to improve the performance of the unit and the services they provide.

Having supervised the evidence unit before, during, and after the transition to full civilian staffing, I have had an opportunity to observe, and assess, the overall performance of the unit for the duration of this transition.

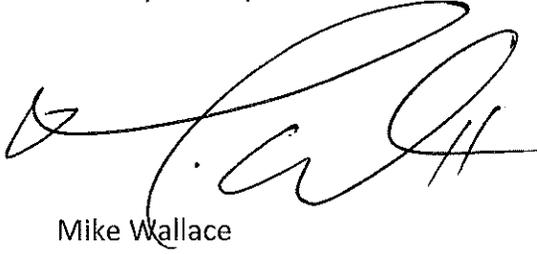
The Evidence Unit currently falls under the supervision of the Investigative Services Lieutenant. This is a challenging position as it would be extremely rare that the Lieutenant would have any experience working in evidence or property room management. While all our civilian staff possess a high level of skill, education, and ability in their field, there are often differences in opinion about specific methods that they should employ to carry out their duties. These matters are often resolved by the Investigative Services Lieutenant who lacks professional experience or training in these matters.

I would like to request your approval for one of the Forensic Evidence Specialists to be classified as a Lead Forensic Evidence Specialist. This position would be responsible for:

- Providing oversight of the Evidence Unit calendar to ensure effective operations
- Providing effective direction, instruction, and guidance regarding workload priorities and evidence and property room procedures
- Periodically reviewing goals and progress with team members
- Keeping the Investigative Services Lieutenant apprised of personnel matters so they can be addressed.

The proposed creation of a Lead Forensic Evidence Specialist will have an estimated financial impact of \$2,000 annually.

Thank you for your consideration.

A handwritten signature in black ink, appearing to read 'M. Wallace', with a stylized flourish at the end.

Mike Wallace

Captain of Investigative and Support Services

Appleton Police Department



Lead Forensic Evidence Specialist

Class Code:
240-28 (CC-5)

Bargaining Unit: Non-union Non-Exempt

CITY OF APPLETON
Established Date: Jun 22, 2015
Revision Date: Jul 30, 2019

SALARY RANGE

\$23.25 - \$32.55 Hourly

NATURE OF WORK:

Under general supervision of the Investigative Services Unit Lieutenant, this person performs complex gathering, analysis and preservation techniques on evidence connected with criminal activity in the City of Appleton. This individual should possess effective skills and abilities in evidence gathering and preservation, some knowledge of the judicial system as it pertains to the preservation of evidence, the ability to identify and secure evidence, logical thinking in the linking of evidence to criminal activities, and an ability to properly re-create and display evidence gathered for presentations.

JOB FUNCTIONS:

ESSENTIAL JOB FUNCTIONS

- Provide oversight of the Evidence Unit calendar to ensure effective operations.
- Provide effective direction, instruction, and guidance regarding workload priorities and evidence and property room procedures.
- Periodically review goals, and progress, with team members
- Keep the Investigative Services Lieutenant apprised of personnel matters so they can be addressed.
- Successfully complete advanced training for crime technology, scene management, video/photo operations, using U.V. and I.R. and alternate light sources.
- Identify, collect, package, and label evidence (i.e., lift fingerprints, blood samples, etc.) from search warrants and crime scenes.
- Operate evidence gathering equipment, which includes but is not limited to; video camera, ultra-violet lighting, scales, test kits, etc.
- Assist with search warrants by taking photos to document the location of where evidence is found.
- Analyze, sort and preserve evidence from search warrants and crime scenes.
- Perform laboratory examinations of evidence, including specialized processing involving physical, chemical, and digital methods and maintains accountability for activity in the crime lab.
- Keep crime van stocked with materials to collect evidence for self and other officers to use.
- Inventory and maintain a supply of resources used in the collection of evidence and the sealing of crime scenes.
- Fill out necessary forms, itemize, individually package, and mail evidence to crime labs for analysis, and inventory evidence when it is returned.

- Prepare photo logs, crime scene worksheets, and other reports – both verbal court presentations and written documentation – regarding evidence gathered. Reports may include narratives, diagrams, fingerprints, actual articles discovered, etc.
- Re-create and display evidence gathered for presentations.
- Photograph death scenes, overall body pictures, and autopsies to document the process.
- Empty and catalog items left in evidence lockers by officers.
- Process digital photos, video, and audio recordings, then organize, fill, and inventory pictures as evidence to document crimes.
- Print disposition sheets, process the returned paperwork, handle evidence accordingly, and update associated files.
- Coordinate the proper release of evidence to rightful owner, where appropriate, including setting up the appointment and making the actual return.
- Coordinate and develop training of various department officers in evidence gathering techniques.
- Prepare manuals, kits, etc., used in training of these officers.
- Offer assistance to officers concerning investigations.
- Ability to examine and evaluate acts, events, and other information and draw valid conclusions, logical thinking in the linking of evidence to criminal activities.
- Fingerprint citizens and assist officers with fingerprinting arrests as necessary.
- Set up and manage departmental digital evidence program including digital photography, digital video, digital audio recordings, and other digital evidence as needed.
- Oversee the administration of policies and procedures related to the evidence and property control function.
- Review and write policies related to the evidence and property control function, and the preservation and collection of physical evidence.
- Develop standard operating procedures for the Evidence Unit and other areas of the department when said procedures affect the quality and integrity of evidence.
- Maintain Evidence Unit equipment, booking room equipment, associated software, and vendor information.
- Produce and review procedural manuals to assist officers with evidence collection, packaging, log in and operation of other Evidence Unit equipment.
- Attend internal briefings held during complex investigations.
- Produce castings and comparative photographs of footprints, tire tracks, and other impressions.
- Search for and develop latent fingerprints at crime scenes, from logged in evidence, and deceased individuals.
- Manage the Evidence Unit equipment inventory and plan for periodic replacement of equipment.
- Keep abreast of current technology and evaluate the potential benefits of implementing technology to improve the overall level of service thereby facilitating solving crimes.
- Maintain regular punctual and predictable attendance, work overtime and extra hours as required, including call-ins as required.

OTHER JOB FUNCTIONS

- Other tasks as assigned.

REQUIREMENTS OF WORK:

This position requires 4-5 years of experience, or an equivalent combination of training, education and experience.

- Knowledge of available computer programs and audio/visual equipment (i.e. MS Office programs (Word, Excel, GroupWise, PowerPoint), computers, printers, projectors, etc.
- Knowledge of Federal, state and local laws, court cases related to job functions and ordinances.
- Knowledge of current law and case decisions relating to laws of arrest, search and seizure, interrogations, and the handling of evidence.
- Knowledge of departmental rules of conduct, regulations and policies.
- Knowledge of crime scene management.
- Ability to orally communicate in an efficient and effective manner with police officers and other civilian employees.
- Ability to provide complex oral and written instructions clearly so that the desired end result can be met.
- Ability to communicate in writing in a clear, accurate and concise manner.

- Ability to prepare clear and comprehensive reports of investigations, offenses, arrests, special projects, and other activities.
- Ability to respond to complex oral and written instructions so that the desired end result can be met.
- Conducts test using various lab equipment, chemicals, and instrumentation to obtain results.
- Ability to work independently of direct supervision, in an effective and efficient manner.
- Ability to plan and schedule your own work to meet time constraints and changing priorities.
- Ability to work in a team environment.
- Ability to analyze problems and formulate policies and procedures as appropriate solutions to the problems.
- Ability to plan and schedule training activities for members of the department to comply with department/state policy or law.
- Ability to work varied hours or overtime.
- Ability to maintain confidentiality in the release of information.
- Skilled in the operation of specialized investigative equipment to include, but not limited to Evidence Unit equipment, sensitive crime kits, drug test kits, etc.
- Skill in the operation of departmental equipment, including but not limited to camera equipment, first responder medical apparatus, etc.
- Skill in the operation of various department computer systems.
- Ability to multi-task in a fast paced environment.

SUPPLEMENTAL INFORMATION:

COMPETENCIES

Adaptability/Flexibility

Communication

Customer Focus

Positive Attitude

Technical Skills

To learn more about these competencies click [here](#)

JOB TASK ANALYSIS:

JOB ANALYSIS/REQUIREMENTS

JOB TITLE: PROPERTY EVIDENCED CLERK

REVISED DATE: September 2014

REVIEW DATE: September 2014

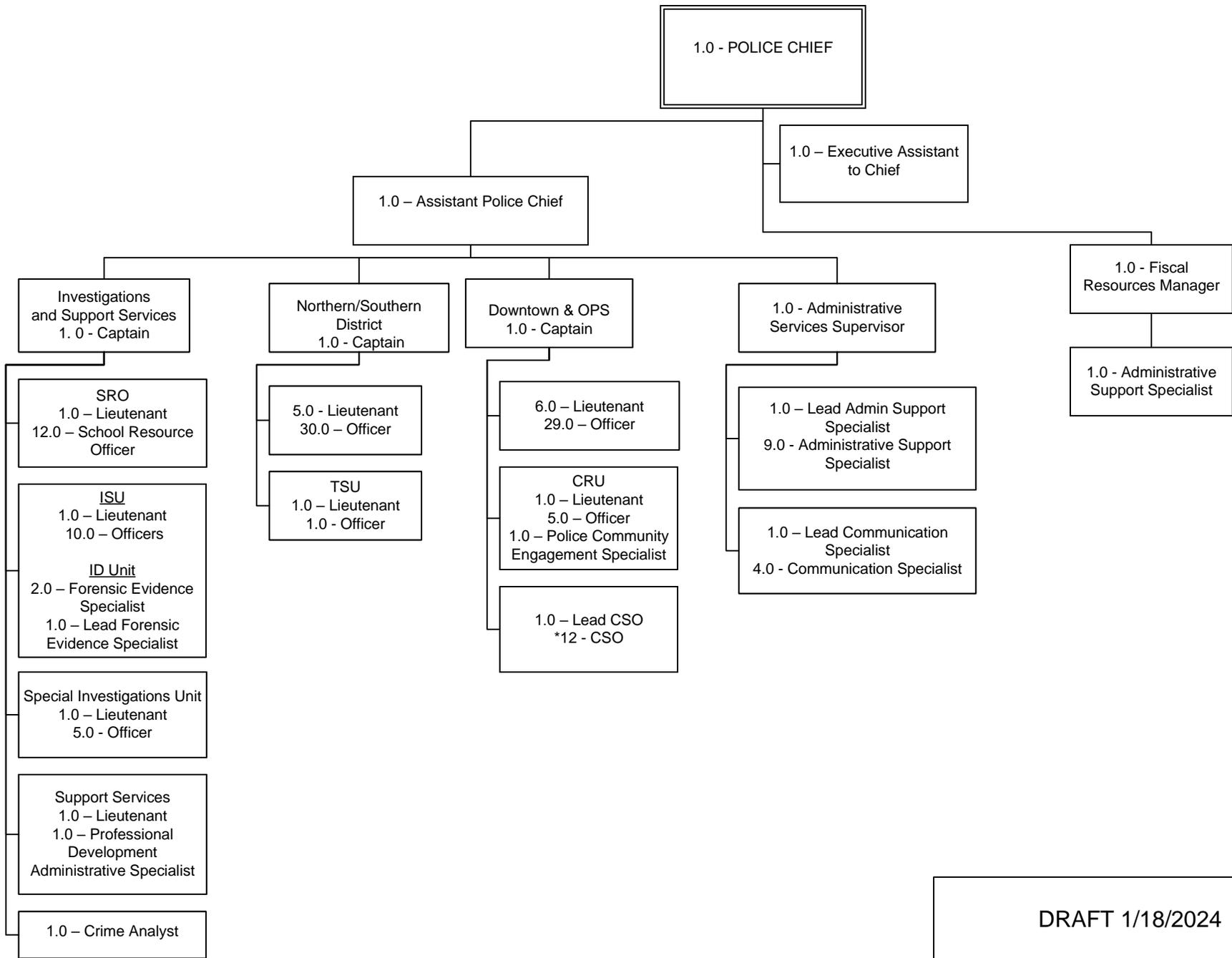
N = Never

O = Occasionally: 1 to 33% of the time on job

F = Frequently: 34 to 66% of the time on job

C = Constantly: More than 67% of the time on job

A. PHYSICAL DEMANDS	N	O	F	C
1. Standing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2. Walking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3. Sitting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4. Lifting: Light - max. 10 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5. Lifting: Moderate - max. 25 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Lifting: Heavy to moderate - max. 45 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Lifting: Heavy - max. 65 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Carrying est. wt.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Pushing est. wt.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Pulling est. wt.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Pulling hand over hand	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Climbing stairs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Climbing: use of legs and arms	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Balancing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Stooping	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Kneeling	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Repeated bending	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Crawling	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. Reaching: <input type="checkbox"/> high <input type="checkbox"/> low <input type="checkbox"/> level	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. Repetitive finger movement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
21. May use hands for grasping	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22. May use hands for manipulation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23. May use hands for twisting of wrist	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24. May use hands for flex. ext. of wrist	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25. May use hands for reaching	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
26. May use hands for overhead work	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
27. Repetitive twisting or pressure involving wrists or hands	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
28. Both hands required	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
29. Both legs required	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
30. Ability of rapid mental/muscular coordination simultaneously	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
31. Oral communication: speaks clearly in <input type="checkbox"/> Spanish <input type="checkbox"/> English <input type="checkbox"/> Hmong <input type="checkbox"/> Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
32. Hearing-conversation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
33. Intense visual concentration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
34. Specific visual requirements	Near: <input type="checkbox"/>		Far: <input type="checkbox"/>	
35. Depth perception	Yes <input type="checkbox"/>		No <input type="checkbox"/>	
36. Color vision: Distinguish basic shades	Yes <input type="checkbox"/>		No <input type="checkbox"/>	
37. Color vision: Distinguish basic colors	Yes <input type="checkbox"/>		No <input type="checkbox"/>	
38. Operation of crane, truck or motor vehicle	Yes <input type="checkbox"/>		No <input type="checkbox"/>	
39. Other:				
B. WORKING-CONDITIONS	N	O	F	C
1. Outside	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Alternating between Outside and Inside	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Heat between 90-100 degrees	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heat over 100 degrees	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Cold below 55 degrees	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Temperature changes: <input type="checkbox"/> excessive <input type="checkbox"/> frequent	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Wetness	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Dry atmospheric conditions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Confined spaces	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Heights (list maximum:)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Constant noise above 85 decibels	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Intermittent noise above 85 decibels	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Vibration	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Fumes: <input type="checkbox"/> Irritant <input type="checkbox"/> Toxic	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Dust: More than nuisance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Gases: Types:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Chemicals: Types:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Grease and oils: Types:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Working with machinery with moving parts	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. Working with moving vehicles	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. Working with ladders/scaffolding	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21. Working below ground	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22. Working with hands in water	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23. Working alone	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24. Work intensity: <input type="checkbox"/> sedentary <input type="checkbox"/> light <input type="checkbox"/> light/medium <input checked="" type="checkbox"/> medium <input type="checkbox"/> heavy Hours/day: Days/week: Days overtime/week: Varies				



DRAFT 1/18/2024

Recruitment Status Report

Updates thru 2/07/2024

HR Generalist	Position	Dept.	Date of Vacancy	Open Date	# of Openings	Status
Jessie	Civil Engineer	DPW	09/25/23	01/11/24	1	Conditional offer extended to top candidate.
	Operator I - Parking	DPW	12/04/23	12/11/23	1	Determining next steps.
	Operator I - Forestry	DPW	12/05/23	01/09/24	1	Panel interviews: 2/13/24.
	Utility Locator	DPW	01/13/24	01/09/24	1	Panel interviews: 2/07/24
	Engineering Technician	DPW	07/14/23	01/09/24	1	Panel interviews: 2/07/24.
	Operator II - Street	DPW	02/10/24	01/26/24	1	Application deadline: 2/18/24.
	Grounds Technician	PRFM	01/06/24	01/04/24	1	Panel interviews: 2/5 & 2/6/24.
	Bus Driver	VT	Multiple	N/A	10	Application deadline: 3/18/24.
	Bus Driver - Part-Time	VT	N/A	N/A	N/A	Application deadline: 3/18/24.
	Utility Worker - Part-Time	VT	09/30/21	10/05/21	N/A	Application deadline: 3/18/24.
	Master Mechanic	VT	01/03/24	12/11/23	1	Application deadline: 3/18/24.
	Wastewater Plant Operator	Utilities	12/02/23	11/22/23	1	Job offer accepted, start date: 2/26/24.
	Treatment Specialist - Utilities	Utilities	New Position	11/20/23	1	Job offer accepted, start date: 3/18/24.
	Safety, Training and Public Relations Coordinator	Utilities	New Position	11/22/23	1	Job offer accepted, start date: 2/19/24.
	Utilities Director	Utilities	01/04/24	11/27/23	1	Job offer accepted, start date: 2/8/24 Council approved 2/7/24.
	Water Plant Operator	Utilities	03/19/24	01/26/24	1	Application deadline: 2/18/24.
Allison	Police Officer	Police	12/01/23	N/A	1 + Elig.	Application deadline: 2/11/24.
	Library Page	Library	N/A	01/02/24	1	Job offer accepted, start date 2/19/24

Total Positions Open: 25

Total Eligibility Lists: 1

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.
	Community Service Officer	Police	01/10/24	1	Eligibility list created.
	Community Resource Navigator	Health	New Position	1	Position on hold.
Jessie	Transit Maintenance Operations Supervisor	VT	03/25/23	1	Position on hold.

Total Positions On Hold: 4

