

**RECRUITMENT STATUS REPORT
UPDATES THRU 8-21-15**

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 Adam VerVoort starting 9/2/15
	Engineering Tech	DPW	6/12/15	6/15/15	1	Resignation of Josh Felhofer Start date pending on final candidate
	Laborer (2 nd Shift)	DPW	6/30/15	7/6/15	1	Resignation of Mike Wilson Application deadline 8/30/15
	PT Service Person	VT	4/20/15	4/15/15	2	Resignation of Chab Vue and Jim Garrow Background and references pending on one candidate Application deadline 8/23/15
	Operator I – Street	DPW	5/1/15	4/15/15	1	Rudy Borneman retirement Application deadline 8/30/15
	Operator I – Street	DPW	TO Change	TO Change	1	Application deadline 8/30/15
	Operator I – Storm Water	DPW	TO Change	TO Change	2	TO change and Lance Wilkinson promotion Application deadline 8/30/15
	Operator II – Street Mason	DPW	8/17/15	Vacancy as part of TO Change	1	Promotion of Josh Fassbender Application deadline 8/30/15
	Operator II – Sewer Crew	DPW	5/15/15	5/14/15	1	Tony Foytik resignation Application deadline 8/30/15
	Operator I – Sanitation	DPW	8/7/15	8/6/15	1	Retirement of Bruce Schmidt Application deadline 8/30/15
	Liquids Operator	Utilities	8/4/15	7/21/15	1	Resignation of Cory Marcott Interviews 8/31/15
JAY	Police Officer	Police	Overhire	7/1/15	1	Timothy Hayes start date 8/31/15
	Community Service Officer	Police	NA	3/20/14	3 + Elig List	Two conditional offers extended and medicals pending. Final offer extended to Mallory von Haden and start date 8/27/15
	Crossing Guard	Police	6/5/15	6/12/15	1 + Elig List	Background pending
	Communication Technician	Police	TBD	6/24/15	1	Reviewing additional applications
	City Clerk	Legal Services	7/23/15	7/6/15	1	Skype interviews 8/27/15 and 8/28/15
	Bindery Clerk	Library	8/30/15	8/6/15	1	Application deadline date 8/30/15
	Operations Clerk (6108 – non-benefitted)	Library	7/27/15	8/19/15	1	Application deadline date 9/6/15
	Page Clerk (.5 FTE)	Library	8/24/15	8/6/15	1	Application deadline date 8/30/15
	Library Assistant – Acquisitions	Library	8/30/15	Pending	1	Linda Muench retiring 8/30/15
	Library Clerk (6108 – non-benefitted)	Library	NA	8/18/15	1	Application deadline date 9/6/15

TOTAL POSITIONS OPEN = 25 TOTAL ELIGIBILITY LISTS = 2

Note: Part time non-benefitted 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
	Deputy City Clerk	Legal Services	7/10/15	7/6/15	1	Hiring process on hold pending outcome of Clerk hiring process
	Public Health Nurse	Health	8/5/15	Pending	1	Resignation of Tina Pelishek. Request to fill pending
KIM	Arborist	DPW	T O change adds one in 2016	T O Change	1	Will use eligibility list to fill vacancy approved for 1/2016

TOTAL POSITIONS ON HOLD = 5 TOTAL ELIGIBILITY LISTS = 0