

**RECRUITMENT STATUS REPORT
UPDATES THRU 10/18/18**

STAFF PERSON	POSITION	DEPT.	Date of Vacancy	RTF Approval Date	# of Openings	STATUS
KIM	Bus Driver	VT	7/6/17	Multiple dates	1	Mike Riley vacancy. Process re-opened. Application deadline 12/2/18.
	Part-Time Bus Driver	VT	N/A	N/A	1	Process re-opened. Application deadline 12/2/18.
	Communication Technician	VT	8/18/18	8/7/18	1	Process re-opened. Application deadline 10/28/18.
	Water Operator	Utilities	12/31/18	8/21/18	1	Kyle Smith promoted.
	Liquids Operator	Utilities	12/31/18	N/A	1	Vacancy of Kyle Smith. Application deadline 10/28/18.
	Inspector	DPW	10/15/18	10/3/18	1	Kyle Pederson vacancy.
	Operator	DPW		10/8/18	1	Application deadline 10/28/18.
JAY	Police Officer	Police	NA	N/A	Elig list	Panel interviews 10/25/18 and 10/26/18. Backgrounds pending on one candidate. Conditional offer extended to one candidate.
	Administrative Support Specialist	Police	9/1/18 & 1/5/19	8/23/18 & 9/25/18	2	Background pending on top candidates.
	Communication Specialist	Police	9/27/18	9/25/18	1	Top two candidates being invited for a job shadow.
	Fire Fighter	Fire	NA	NA	Elig list	Panel interviews 10/31/18 and 11/1/18.
	Library Clerk (Regular Part-Time)	Library	11/9/18	9/25/18	1	Panel interviews 10/30/2018.
	Library Page Clerk (Regular Part-Time)	Library	11/2/18	9/28/18	1	Application deadline 10/21/18.
	Emergency Management Coordinator	Health	New Position	Re-org Approval 9/5/18	1	Panel interviews 10/22/18 and 10/29/18.
	Weights and Measures Specialist (.75 FTE)	Health	10/25/18	Pending	1	Kevin Grosskreutz resignation. Request to fill pending.

TOTAL POSITIONS OPEN = 14 TOTAL ELIGIBILITY LISTS = 2

POSITIONS ON HOLD

STAFF PERSON	POSITION	DEPT	Date(s) of Opening(s)	RTF Approval Date	# of Openings	Person Vacating Position/Status
JAY	Systems Analyst	IT	7/6/15	Hold	1	Department re-evaluating position. Using part-time temporary staffing to fill current need
	Communication Specialist	Police	6/21/18	Hold	1	Susan Deruchowski resignation. Department currently evaluating the position/schedule.

TOTAL POSITIONS ON HOLD = 2

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