

**RECRUITMENT STATUS REPORT
UPDATES THRU 3-7-14**

STAFF PERSON	POSITION	DEPT.	Date of Vacancy	RTF Approval Date	# of Openings	STATUS
KIM	PT Service Person	DPW	7/15/13	7/10/13	1	Medical and drug test pending on top candidate
	Laborer - .5 FTE	DPW	Added in 2014 Budget	Added in 2014 Budget	1	Application deadline 3/9/14
	Laborer	DPW	2/3/14 2/3/14	Domino of Street Op 1=12/2/13 Op II Water=11/11/13 Street Op I = 2/3/14	3	References and background started on 3 candidates 2 candidates on eligibility list
	Parking Ramp Attendant	DPW	12/31/13	1/24/14	1	Retirement of Sherry Sturm Selection of final candidate pending
	Plumbing Inspector	DPW	4/4/14	2/21/14	1	Application deadline 3/16/14
	Golf Course Superintendent	PRFM	1/3/14	Re-org apprvd 12/19/13	1	2 nd interview on 1 candidate pending
	Bus Driver	VT	2/3/14	RTF pending	Will use current elig. List	Retirement of Jim Feavel
	Solids Operator	Utilities	1/17/14	1/16/14	1	Resignation of Wanda Schnetzer Working with top candidate
	Maintenance Specialist II	Utilities	1/16/14	1/16/14	1	Resignation of Tim Rollo Testing for top candidate
JAY	Lead CSO	Police	1/1/14	11/13/13 – Budget adoption	1	Candidate start date 3/24/14 Re-advertising for second vacancy
	Fire Fighter	Fire	1/10/14	1/24/14	1 + Elig. List	PFC interviews 3/24/14 and 3/25/14
	Communications Coordinator	Mayor	1/1/14	Added in 2014 budget	1	Skype interviews 3/31/14 and 4/2/14
	Deputy City Attorney	Legal Services	4/6/14	Pending	1	Ellen Totzke retirement.
	Finance Director	Finance	12/19/13	12/31/13	1	Currently reviewing applications.
	Help Desk Analyst	IT	1/10/14	1/15/14	1	Background and references pending
	Library Assistant – Half time	Library	2/4/14	2/4/14	1	Interviews 3/14/14
	Librarian	Library	2/7/14	2/18/14	1	Application deadline date 3/9/14
	Library Page Clerk – Half time	Library	2/28/14	2/18/14	1	Interviews 3/17/14
	Library Assistant – Hispanic Family Outreach Specialist	Library	NA	2/11/14 by APL Board	1	Application deadline date 3/23/14
	5 th floor Customer Service	Comm Dev	1/17/14	Pending	1	Dept. reviewing position.

TOTAL POSITIONS OPEN = 21 TOTAL ELIGIBILITY LISTS = 1

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

TOTAL POSITIONS ON HOLD = 0 TOTAL ELIGIBILITY LISTS = 0