

**RECRUITMENT STATUS REPORT
UPDATES THRU 2-7-14**

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	Testing 2/14/14
	Operator I – Street	DPW	2/3/14	Domino from Sanitation Oper. I =12/2/13	1	Internal announcement Application deadline 2/9/14
	Laborer - .5 FTE – Container Maintenance	DPW	Added in 2014 Budget	Added in 2014 Budget	1	Opening process in February 2014 Will use existing staff to fill container maintenance. Will use .5 to fill yard site
	Laborer	DPW	2/3/14 2/3/14	Domino of Street Op 1=12/2/13 Op II Water=11/11/13	2	Testing 2/11/14
	Parking Ramp Attendant	DPW	12/31/13	1/24/14	1	Retirement of Sherry Sturm Internal announcement deadline 2/9/14
	Facilities Tech/Electrician	PRFM	1/3/14	Re-org apprvd 12/18/13	1	Interviews 2/13/14
	Golf Course Superintendent	PRFM	1/3/14	Re-org apprvd 12/19/13	1	Interviews 2/10/14
	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 Reviewing applications
	Maintenance Specialist II	Utilities	1/16/14	1/16/14	1	Resignation of Tim Rollo Interviews 2/28/14
JAY	Lead CSO	Police	9/12/13 11/1/13	9/12/13 11/13/13 – Budget adoption	2	Background pending on one candidate.
	Fire Fighter	Fire	1/10/14	Pending	1 + Elig. List	Panel interviews 2/11/14, 2/12/14, and 2/14/14
	Communications Coordinator	Mayor	1/1/14	New position	1	Currently reviewing applications.
	Deputy City Attorney	Legal Services	4/6/14	Pending	1	Ellen Totzke retirement
	Finance Director	Finance	12/19/13	12/31/13	1	Application deadline date 2/9/14
	Help Desk Analyst	IT	1/10/14	1/15/14	1	Interviews 2/20/14
	Library Assistant – Half time (Hispanic Outreach Specialist)	Library	3/1/14	Pending	1	Grant funded position. Going to Library Board for approval.
	Library Assistant – Half time	Library	2/4/14	2/4/14	1	Application deadline 2/23/14
	Librarian	Library	2/7/14	Pending	1	Karen Probst retirement. Request to fill pending.
	5 th floor Customer Service	Comm Dev	1/17/14	Pending	1	Dept. reviewing position

TOTAL POSITIONS OPEN = 21 TOTAL ELIGIBILITY LISTS = 2

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