

RECRUITMENT STATUS REPORT

UPDATES THRU 4/20/18

STAFF PERSON	POSITION	DEPT.	Date of Vacancy	RTF Approval Date	# of Openings	STATUS
KIM	PT Bus Driver	VT	NA	NA	Flexible	Will keep process open with new flex schedule options Interviews on 4/20/18, 4/23/18, 5/2/18 and 5/3/18
	Bus Driver	VT	7/6/17	9/20/17	4	Application deadline extended to 4/29/18 Interviews on 4/20/18, 4/23/18 and 5/1/18
	PT Serviceperson	VT	9/26/17	10/16/17	1	Re-advertising with a deadline date of 4/22/18
	Road Supervisor	VT	2/5/18	2/9/18	1	Justin Dreger returned to driver Dr. Fico exam moved to 4/25/18 due to storm
	Parking Ramp Attendant	DPW	1/26/18	2/27/18	1	References and background pending on top candidate
	Laborer	DPW	NA – previous process	NA – previous process	2	Jacob Gostisha starting 6/4/18
	Administrative Support Specialist	DPW	3/12/18	3/1/18	1	Interviews on 4/25/18
	Customer Service Specialist .5 FTE	DPW	4/9/18	3/30/18	1	Nancy Turnmire resignation Testing finalists
	Utility Locator – 8 Month	DPW	Anticipated 4/11/18	Pending	1	Transfer of Trevor Kay to Laborer
SANDY	Fire Chief	Fire	7/1/18	10/24/17	1	PFC pursuing finalists
JAY	Police Officer	Police	1/13/18 2/20/18 3/1/18	NA	Elig list	Mitchell Martinez start date 5/24/18 Backgrounds pending on two candidates Conditional offer extended to one candidate Fitness testing next group on 4/19/18 and 4/21/18
	Crossing Guard (Regular and Alternate)	Police	NA	8/2/17	NA	Background pending on one candidate Dawn Baumrauk start date 4/24/18
	Community Service Officer	Police	NA	3/26/18	1 + Elig list	Physical fitness testing scheduled for 5/1/18 and 5/5/18
	Deputy Finance Director	Finance	2/7/18	2/13/18	1	Top candidate to Dr. Fico 4//18
	Library Assistant Supervisor (Public Services)	Library	6/2/18	4/5/18	1	Application deadline date 4/29/18
	Public Health Nurse	Health	4/26/18	4/6/18	1	References and background pending on top candidate
DEBBY	Administrative Assistant	HR	4/13/18	Pending	1	Dana Hartjes promoted Request to fill pending Application deadline date 4/22/18

TOTAL POSITIONS OPEN = 18 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
JAY	Systems Analyst	IT	7/6/15	Hold	1	Department re-evaluating position. Using part-time temporary staffing to fill current need
	Fire Fighter	Fire	1/2/18	Hold	1	Retirement of Jim Biersteker
KIM	Community Relations Specialist .5 FTE	VT	1/13/17	Pending	1	Resignation of Nikki Voeltzke Re-org approved by Council on 6/21/17 (to .5)

TOTAL POSITIONS ON HOLD = 3