

RECRUITMENT STATUS REPORT

UPDATES THRU 4/6/18

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 Background and references pending on one candidate Testing pending for 3 candidates
	Bus Driver	VT	7/6/17	9/20/17	4	Application deadline extended to 4/29/18 Background and references pending on one candidate Testing pending on 8 candidates
	PT Serviceperson	VT	9/26/17	10/16/17	1	References and background pending
	Road Supervisor	VT	2/5/18	2/9/18	1	Justin Dreger returned to driver Interviews 4/6/18
	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	Trevor Kay promoted 4/2/18 Medical and background pending on 2 nd candidate
	Administrative Support Specialist	DPW	3/12/18	3/1/18	1	Testing completed by 4/16/18 Interviews on 4/25/18
	Customer Service Specialist .5 FTE	DPW	4/9/18	3/30/18	1	Nancy Turnmire resignation Application deadline 4/15/18
	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 interviews 4/10/18 and 4/11/18
JAY	Police Officer	Police	1/13/18 2/20/18 3/1/18	NA	3 + Elig list	Backgrounds pending on four candidates Conditional offer extended to two candidates
	Crossing Guard (Regular and Alternate)	Police	NA	8/2/17	NA	Backgrounds pending on one candidate Joanne Dupee start date 4/24/18
	Community Service Officer	Police	NA	3/26/18	1 + Elig list	Application deadline date 4/15/16
	Deputy Finance Director	Finance	2/7/18	2/13/18	1	Top candidate to Dr. Fico 4/16/18
	Library Page Clerk (half-time)	Library	2/6/18	2/20/18	1	Heather Urness start date 4/18/18
	Library Assistant Supervisor (Public Services)	Library	6/2/18	Pending	1	Melody Hanson retirement date 6/1/18
	Administrative Support Specialist - HR	HR	4/27/18	3/29/18	1	Jean Fisher retirement 4/27/18 Application deadline date 4/4/18

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
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