

**RECRUITMENT STATUS REPORT  
UPDATES THRU 9-20-13**

<b>STAFF PERSON</b>	<b>POSITION</b>	<b>DEPT.</b>	<b>Date of Vacancy</b>	<b>RTF Approval Date</b>	<b># of Openings</b>	<b>STATUS</b>
<b>KIM</b>	Laborer Eligibility List	DPW	Result of internal promotion process	7/6/13 8/11/13	2 + Elig. list	2 vacancies pending Background pending on one candidate Medical pending on one candidate 3 candidates on eligibility list
	PT Service Person	DPW	7/15/13	7/10/13	1	Promotion of Mike Koleske Reviewing process
	Service Person	DPW	8/5/13	7/24/13	1	Resignation of Greg Hornick Medical pending on top candidate
	Grounds Coordinator	PRFM	9/20/13	9/13/13	1	Application deadline date 10/6/13
<b>JAY</b>	Police Officer	Police	5/2/13 6/2/13	Pending	2 + Elig. List	PFC interviews 10/15/13 Panel interviews 9/19, 9/23 and 9/24
	Crossing Guard	Police	NA	6/6/13	3+ Elig. List	Start dates 9/24/13 for 3 candidates
	Lead CSO	Police	9/12/13	9/12/13	1	Application deadline date 10/6/13
	Admin Clerk III/Mail Copy Clerk	Clerk	8/19/13	8/26/13	1	Interviews on 10/8/13
	Library Assistant	Library	8/30/13	9/4/13	1	Application deadline date 9/22/13
	Library Assistant (Half time)	Library	8/27/13	9/12/13	1	Application deadline date 10/6/13
	Utility Clerk	Finance	9/3/13	8/12/13	1	Background pending on top candidate
<b>SANDY</b>	Fire Chief	Fire	6/14/13	6/18/13	1	Skype interviews 10/7/13

**TOTAL POSITIONS OPEN = 16    TOTAL ELIGIBILITY LISTS = 3**

**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**

<b>STAFF PERSON</b>	<b>POSITION</b>	<b>DEPT</b>	<b>Date(s) of Opening(s)</b>	<b>RTF Approval Date</b>	<b># of Openings</b>	<b>Person Vacating Position/Status</b>
<b>JAY</b>	Systems Analyst	IT	2/10/12	Pending	1	Proposed elimination in the 2014 budget by department restructuring.

**TOTAL POSITIONS ON HOLD = 1    TOTAL ELIGIBILITY LISTS = 0**