

**RECRUITMENT STATUS REPORT
UPDATES THRU 10-9-15**

STAFF PERSON	POSITION	DEPT.	Date of Vacancy	RTF Approval Date	# of Openings	STATUS
KIM	Street Operator I	DPW	9/21/15 TO Change	4/15/15 TO Change	2	Promotion of Greg Ulman and vacancy from TO change Application deadline date 10/11/15
	Laborer (2 nd Shift)	DPW	6/30/15	7/6/15	1	Resignation of Mike Wilson Interviews 10/21/15
	Laborer	DPW	10/12/15	5/14/15	1	Promotion of Nick Ruhland
	PT Service Person	VT	4/20/15	4/15/15	1	Resignation of Jim Garrow Paul Rollefson starting 10/14/15
	Operator II – Sign Shop	DPW	9/28/15	5/14/15	1	Transfer of Todd Kalies Nick Ruhland transfer on 10/12/15
	PT Service Person	DPW	10/9/15	Pending	1	Resignation of Roy Hotchkiss
	Liquids Operator	Utilities	8/4/15	7/21/15	1	Resignation of Cory Marcott Medical pending on top candidate
JAY	Crossing Guard	Police	6/5/15	6/12/15	2 Regular 5 Alternates	Backgrounds pending
	CSO	Police	NA	3/20/14	1+ Elig List	Application deadline date 10/11/15
	Communication Technician	Police	TBD	6/24/15	1	Background pending
	Administrative Services Supervisor	Police	10/9/15	9/23/15	1	Application deadline 10/18/15
	Personal Property Assessment Technician	Community Development	1/15/16	9/16/15	1	Application deadline date 10/18/15
	City Clerk	Legal Services	7/23/15	7/6/15	1	Kami Scofield start date 11/16/15, subject to Council approval 10/21/15
	Operations Clerk (6108 – non-benefitted)	Library	7/27/15	8/19/15	1	Application deadline date of 10/11/15
	Library Page Clerk (6108 – non-benefitted)	Library	NA	9/23/15	2	Danielle Zeamer start date 10/12/15 Background and references pending on 2 nd candidate
	Library Assistant (6108 – non-benefitted)	Library	NA	9/24/15	1	Nina Guhr start date 10/12/15
	Library Assistant – Acquisitions	Library	8/30/15	8/27/15	1	Amanda Lee start date pending
	Library Clerk (6108 – non-benefitted)	Library	NA	8/18/15	1	Kathryn Prestidge start date 10/6/15
	Public Health Nurse	Health	8/5/15	8/27/15	1	Background and references pending on top candidate

TOTAL POSITIONS OPEN = 27 TOTAL ELIGIBILITY LISTS = 1

Note: Part time non-benefitted 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	Administrative Assistant (Half-time)	Health	1/5/15	Dept. recommended not filling	1	Department recommended not filling. Will be eliminated with 2016 budget
	Systems Analyst	IT	7/6/15	Hold	1	Department re-evaluating position. Using part-time temporary staffing to fill current need
	Deputy City Clerk	Legal Services	7/10/15	7/6/15	1	Hiring process on hold pending outcome of Clerk hiring process
KIM	Arborist	DPW	T O change adds one in 2016	T O Change	1	Will use eligibility list to fill vacancy approved for 1/2016
	Facilities Manager	PRFM	9/18/15	Pending	1	Resignation of Mike Dietzen Hold pending TO change
	PT Comm Tech – VT	Valley Transit	10/2/15	9/17/15	1	Resignation of Andrew Harp On hold. Department evaluating possible T.O. change

TOTAL POSITIONS ON HOLD = 6 TOTAL ELIGIBILITY LISTS = 0