

RECRUITMENT STATUS REPORT

UPDATES THRU 12/2/2021

STAFF PERSON	POSITION	DEPT.	DATE OF VACANCY	# OF OPENINGS	STATUS	
JESSIE	Operator I – Sanitation	DPW	1/5/2022	1	Application deadline: 12/19/2021.	
	Operator II – Sewer	DPW	11/13/21	1	Panel interviews: 12/8/2021.	
	Recreation Coordinator	PRFM	11/30/2021	1	Application deadline: 12/12/2021.	
	Civil Engineer	DPW	1/07/22	1	Application deadline: 12/12/21. Panel interviews: 12/9/21.	
	HVAC Technician	PRFM	1/5/22	1	Determining next steps.	
	CEA/Parking Service Person	DPW	10/20/21	1	Panel interviews: 12/7/2021.	
	Horticulturist	DPW	1/5/22	1	Job offer extended to 1 candidate.	
	Part Time Utility Worker - Valley Transit	VT	9/30/21	1	Application deadline: 12/19/2021.	
	Bus Driver	VT	Multiple	5	Application deadline: 12/26/21. Job offer accepted, start date: 12/6/21.	
	Part-Time Bus Driver	VT	N/A	N/A	Application deadline: 12/26/21.	
	ALLISON	Police Officer	Police	N/A	3 +Elig.	Application deadline: Open. Backgrounds pending on 2 candidates. Written test deadline: 12/5/21. Conditional offer extended to one candidate.
		Community Service Officer (CSO)	Police	1/19/21	N/A	Backgrounds pending on 1 candidate. Application deadline: 12/5/21. Conditional offers extended to 2 candidates.
		Health Officer	Health	6/5/21	1	Application deadline: Open/Continuous. Panel interview: 12/9/21.
Fire Protection Engineer		Fire	1/4/22	1	Application deadline extended: 1/2/22.	
Firefighter		Fire	N/A	N/A	Backgrounds pending on 2 candidates.	
Library Clerk		Library	11/3/21	1	Job offer accepted, start date: 12/21/21.	
Library Assistant – Administration (Sub)		Library	N/A	1	Panel interview: 12/3/21.	
Library Page Clerk – Materials Management (Sub) Library		Library	N/A	1	Determining process.	
Finance Director	Finance	3/2/22	1	Application deadline: 12/12/21.		

TOTAL POSITIONS OPEN = 22 TOTAL ELIGIBILITY LISTS = 1

POSITIONS ON HOLD

STAFF PERSON	POSITION	DEPT	Date(s) of Opening(s)	# of Openings	Vacating Position/Status
ALLISON	Systems Analyst	IT	9/6/19	1	Using part-time temporary staffing to fill current need.

TOTAL POSITIONS ON HOLD = 1

Note: Part time non-benefited positions do not (per Recruitment Policy) require authorization outside the department. The Mayor has asked departments to scrutinize.