

RECRUITMENT STATUS REPORT

UPDATES THRU 09/12/19

STAFF PERSON	POSITION	DEPT.	Date of Vacancy	# of Openings	STATUS
KIM	Bus Driver	VT	Multiple	4	Medical pending on 1 candidate. Testing 9/13/19. Application deadline 10/27/19.
	Part-Time Bus Driver	VT	N/A	1	Medical pending on 1 candidate. Testing 9/13/19. Application deadline 10/27/19.
	Mobility Manager	VT	New Position	1	Application deadline 9/22/19.
	Road Supervisor	VT	8/21/19	1	Top candidate appointment pending with Dr. Fico.
	Arborist	DPW	9/3/19	1	Application deadline 9/15/19.
	Engineering Technician	DPW	4/3/19 & 5/29/19	2	Application deadline 9/29/19.
	Master Mechanic	DPW	6/5/19	1	References pending on top candidate.
	Operator I - DPW	DPW	8/26/19	1	Applications under review.
	Operator I - Sanitation	DPW	Jan 2020	1	Application deadline 9/22/19.
	Operator I – Sweeper (3 rd Shift)	DPW	9/6/19	1	Application deadline 9/22/19.
	Master Electrician	PRFM	9/6/19	1	Application deadline 9/15/19.
	Recreation Coordinator	PRFM	9/9/19	1	Application deadline 9/29/19.
ALLISON	Police Officer	Police	NA	2 + Elig. list	Background and References pending on 1 candidate. Panel Interview 9/18/19 and 9/19/19.
	Police Communication Specialist	Police	9/5/19	1	Application deadline 9/15/19.
	Librarian – Teen Services & Engagement	Library	9/1/19	1	Panel interviews 9/13/19.
	Library Assistant (.5 Reach Out & Read Partners)	Library	9/14/19	1	Application deadline 9/22/19.
	Library Page Clerk – Regular Part Time	Library	9/14/19	1	Application deadline 9/22/19.
	Environmentalist	Health	7/8/19	1	Start date pending.
	Secretary to the Mayor	Mayor	8/26/19	1	Background pending on top candidate.

TOTAL POSITIONS OPEN = 24 TOTAL ELIGIBILITY LISTS = 1

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)	# of Openings	Person Vacating Position/Status
ALLISON	Systems Analyst	IT	7/6/15 & 9/6/19	2	Using part-time temporary staffing to fill current need. Deb Jepson retiring 9/6/19.
	Administrative Support Specialist	Police	2/27/19	1	Department re-evaluating structure/responsibilities of this position.

TOTAL POSITIONS ON HOLD = 3

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