

**RECRUITMENT STATUS REPORT
UPDATES THRU 9-18-15**

STAFF PERSON	POSITION	DEPT.	Date of Vacancy	RTF Approval Date	# of Openings	STATUS
KIM	Facilities Manager	PRFM	9/18/15	Pending	1	Resignation of Mike Dietzen RTF pending
	Laborer (2 nd Shift)	DPW	6/30/15	7/6/15	1	Resignation of Mike Wilson Application deadline 9/20/15 for external process
	PT Service Person	VT	4/20/15	4/15/15	2	Resignation of Chab Vue and Jim Garrow Background and medical pending on one candidate Interviews 9/21/15
	Operator I – Street	DPW	5/1/15	4/15/15	1	Rudy Borneman retirement Interviews 9/17/15
	Operator I – Street	DPW	TO Change	TO Change	1	Interviews 9/17/15
	Operator I – Storm Water	DPW	TO Change	TO Change	2	TO change and Lance Wilkinson promotion Interviews 9/17/15
	Operator II – Street Mason	DPW	8/17/15	Vacancy as part of TO Change	1	Promotion of Josh Fassbender Interviews 9/17/15
	Operator II – Sewer Crew	DPW	5/15/15	5/14/15	1	Tony Foytik resignation Interviews 9/17/15
	Operator I – Sanitation	DPW	8/7/15	8/6/15	1	Retirement of Bruce Schmidt Interviews 9/17/15
	Liquids Operator	Utilities	8/4/15	7/21/15	1	Resignation of Cory Marcott References and medical pending on top candidate
JAY	Crossing Guard	Police	6/5/15	6/12/15	1 + Elig List	Panel interviews 10/5/15 and 10/7/15
	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 on top candidate
	Administrative Services Manager	Police	10/9/15	Pending	1	Resignation of Dana Schmidt
	Personal Property Assessment Technician	Community Development	10/9/19	Pending	1	Sheryl Snell retirement 1/15/16
	City Clerk	Legal Services	7/23/15	7/6/15	1	Top candidate to Dr. Fico 9/30/15
	Library Clerk (half-time)	Library	10/9/15	Pending	1	Will draw from eligibility list
	Bindery Clerk	Library	8/30/15	8/6/15	1	Background and references pending on top candidate
	Operations Clerk (6108 – non-benefitted)	Library	7/27/15	8/19/15	1	Panel interviews 9/23/15
	Page Clerk (.5 FTE)	Library	8/24/15	8/6/15	1	Andrew Harp start date 10/5/15
	Library Assistant – Acquisitions	Library	8/30/15	8/27/15	1	Panel interviews 9/30/15
	Library Clerk (6108 – non-benefitted)	Library	NA	8/18/15	1	Background and references pending on top candidate
	Public Health Nurse	Health	8/5/15	8/27/15	1	Panel interviews 9/29/15

TOTAL POSITIONS OPEN = 25 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

TOTAL POSITIONS ON HOLD = 4 TOTAL ELIGIBILITY LISTS = 0