

**RECRUITMENT STATUS REPORT
UPDATES THRU 11-6-15**

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 Interviews 11/12/15
	PT Service Person	DPW	10/9/15	10/23/15	1	Application deadline 11/15/15
	Project Manager	PRFM	10/21/15	TO change apprvd 10/21/15	1	Application deadline 11/15/15
	Facilities Manager	PRFM	9/18/15	TO change apprvd 10/21/15	1	Resignation of Mike Dietzen Application deadline date 11/15/15
	Grounds Manager	PRFM	1/2016	Pending	1	Anticipated retirement
	Grounds Coordinator	PRFM	1/2016	Pending	1	Anticipated retirement
	PT Comm Tech – VT	Valley Transit	10/2/15	9/17/15	1	Resignation of Andrew Harp Application deadline date 11/15/15
JAY	Crossing Guard	Police	6/5/15	6/12/15	2 Regular 3 Alternates	Philip Mannebach, & Jeffrey Mullen starting 11/3/15 Mary Siebers, Allison Godwin, & Jean Sommers starting 11/6/15
	Police Officer	Police	NA	NA	To establish updated elig. list	Open applications (no established deadline date). Will start accepting applications on 11/30/15
	CSO	Police	NA	3/20/14	1+ Elig List	Fitness testing 11/10/15
	Communication Technician	Police	TBD	6/24/15	1	Background pending
	Administrative Services Supervisor	Police	10/9/15	9/23/15	1	Chief interview 11/10/15 Dr Childs appointment 11/13/15
	Personal Property Assessment Technician	Community Development	1/15/16	9/16/15	1	Panel interviews 11/5/15 and 11/6/15
	Deputy City Clerk	Legal Services	7/10/15	7/6/15	1	Application deadline date 11/15/15
	Operations Clerk	Library	10/14/15	Pending	1	Request to fill pending
	Operations Clerk (6108 – non-benefitted)	Library	7/27/15	8/19/15	1	Jon Nadeau start date 10/30/15
	Library Page Clerk – Half-time	Library	11/13/15	11/5/15	1	Debra White resignation
	Library Assistant (6108 sub)	Library	NA	11/4/15	1	Currently defining hiring process
	Battalion Chief – Training Officer	Fire	TBD	10/26/15	1	Application deadline date 11/15/15

TOTAL POSITIONS OPEN = 23 TOTAL ELIGIBILITY LISTS = 2

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
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
	Bus Driver	Valley Transit	11/9/15	Pending	1	Transfer of Joe Meiller

TOTAL POSITIONS ON HOLD = 4 TOTAL ELIGIBILITY LISTS = 0