

**RECRUITMENT STATUS REPORT  
UPDATES THRU 7-1-16**

<b>STAFF PERSON</b>	<b>POSITION</b>	<b>DEPT.</b>	<b>Date of Vacancy</b>	<b>RTF Approval Date</b>	<b># of Openings</b>	<b>STATUS</b>
KIM	Part-time Service Person	DPW	Pending	3/22/16 Carry-over from Laborer vacancy	1	Promotion of Bandon Bukovic References and background pending
	Engineering Technician	DPW	3/29/16	6/13/16	1	Resignation of Josh Winterfeldt Application deadline 7/10/16
	Facilities Technician	PRFM	1/8/16	12/17/15	1	Retirement of Jerry Running Medical pending
	Bus Driver (Part-time)	Valley Transit	2/12/16	2/18/16	1	Testing 7/12/16
	General Manager	Valley Transit	2/5/16	2/19/16	1	Reviewing results of interviews
	Recreation Programmer	PRFM	7/15/16	6/22/16	1	Resignation of Heidi Erickson Application deadline 7/24/16
<b>JAY</b>	Police Officer	Police	7/20/16 7/2/16	4/28/16 Pending	2 + Elig. List	Conditional offers extended and final steps pending
	Library Supervisor (Public Services)	Library	6/17/16	5/24/16	1	Panel interviews on 7/6/16
	Page Clerk (half-time)	Library	TBD	Pending	1	Molly Lawler resignation (last date of employment still being determined)
	Administrative Assistant (.8 FTE)	HR	4/29/16	4/29/16	1	Background pending on top candidate

**TOTAL POSITIONS OPEN = 11    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**

<b>STAFF PERSON</b>	<b>POSITION</b>	<b>DEPT</b>	<b>Date(s) of Opening(s)</b>	<b>RTF Approval Date</b>	<b># of Openings</b>	<b>Person Vacating Position/Status</b>
<b>JAY</b>	Systems Analyst	IT	7/6/15	Hold	1	Department re-evaluating position. Using part-time temporary staffing to fill current need
<b>KIM</b>	Maintenance/Operations Supervisor	Valley Transit	7/8/16	Pending – dept. evaluating	1	Resignation of Mike Punzel

**TOTAL POSITIONS ON HOLD = 2    TOTAL ELIGIBILITY LISTS = 0**