

RECRUITMENT STATUS REPORT

UPDATES THRU 7/5/18

STAFF PERSON	POSITION	DEPT.	Date of Vacancy	RTF Approval Date	# of Openings	STATUS
KIM	PT Bus Driver	VT	NA	NA	Flexible	Will keep process open with new flex schedule options.
	Bus Driver	VT	7/6/17	9/20/17	4	Application deadline extended to 9/30/18. Next interviews scheduled for 7/17/18. Medical pending on candidate.
	Arborist	DPW	6/19/18	6/19/18	1	Application deadline 7/1/18. Interviews 7/10/18.
	Customer Service Specialist .5 FTE	DPW	4/9/18	5/15/18	1	Testing deadline 6/15/18. Jenifer Huss starting 7/16/18.
	Street Maintenance Repair (Operator II – Street)	DPW	7/9/18	6/27/18	1	Retirement of Mike Peters. Application deadline 7/11/18.
JAY	Police Officer	Police	NA	NA	Elig list	Taylor Justice start date 8/3/2018. Panel Interviews scheduled for 7/16/2018 and 7/17/2018.
	Community Service Officer	Police	NA	3/26/18	N/A	Medical results pending on one candidate. Background pending on two candidates.
	Communication Technician	Police	6/21/18	Pending	1	Susan Deruchowski resignation. Request to fill pending.
	Library Clerk (Sub)	Library	N/A	6/12/18	1 + Elig list	Panel interviews scheduled for 7/17/2018.
	Librarian (Children’s)	Library	6/18/18	6/18/18	1	Application deadline 7/8/18.
	Library Page Clerk (Part-Time)	Library	6/3/2018	5/23/2018	1	References and background pending on top candidate.
	Public Health Nurse (.5 FTE)	Health	4/26/18	4/6/18	1	Panel interviews scheduled for 7/19/2018.

TOTAL POSITIONS OPEN = 12 TOTAL ELIGIBILITY LISTS = 2

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)	RTF Approval Date	# of Openings	Person Vacating Position/Status
JAY	Systems Analyst	IT	7/6/15	Hold	1	Department re-evaluating position. Using part-time temporary staffing to fill current need
	Public Health Preparedness Coordinator (.75 FTE)	Health	5/3/18	5/3/18	1	Currently reviewing the position structure.
KIM	Community Relations Specialist .5 FTE	VT	1/13/17	Pending	1	Resignation of Nikki Voeltzke Re-org approved by Council on 6/21/17 (to .5)

TOTAL POSITIONS ON HOLD = 3