

RECRUITMENT STATUS REPORT

UPDATES THRU 3/18/2022

STAFF PERSON	POSITION	DEPT	DATE OF VACANCY	OPEN DATE	# OF OPENINGS	STATUS
JESSIE	Public Works Director	DPW	6/4/2022	12/10/2021	1	Employment Resource Group process started 2/4/22.
	Administrative Support Specialist	DPW	2/2/2022	12/14/2021	1	Application deadline: 3/20/22.
	Utility Locator	DPW	N/A	2/3/2022	1	Job offer accepted, start date: 3/28/22.
	Arborist	DPW	4/4/2022	3/17/2022	1	Internal application deadline: 3/27/22.
	Electrical/Building Inspector	DPW	2/19/2022	1/24/2022	1	Application deadline: 4/3/22.
	Water Plant Operator	Utilities	3/2/2022	2/11/2022	1	Panel interviews: 3/31/22.
	Transit Operations Supervisor	VT	9/30/2021	10/05/2021	1	Application deadline: 5/29/22.
	Mechanic – VT	VT	2/1/2022	1/24/2022	1	Medical pending on 1 candidate.
	Transit Maintenance Supervisor	VT	3/8/2022	3/13/2022	1	Panel interviews: 3/17/22.
	Part Time Utility Worker – VT	VT	9/30/2021	10/05/2021	2	Application deadline: 4/3/22.
	Bus Driver	VT	Multiple	N/A	9	Application deadline: 6/30/22.
	Part-Time Bus Driver	VT	N/A	N/A	N/A	Application deadline: 6/30/22. Conditional offer extended to 1 candidate.
	ALLISON	Police Officer	Police	N/A	N/A	2 +Elig.
Community Service Officer (CSO)		Police	1/19/2021	01/26/2022	N/A	Background pending on 1 candidate. Chief interviews: 3/22/22.
Fire Protection Engineer		Fire	1/4/2022	09/23/2021	1	Evaluating position.
Weights and Measures Specialist – Half-Time		Health	2/24/2022	01/24/2022	1	Panel interviews: 3/29/22.
Public Health COVID-19 Fellowship		Health	N/A	02/15/2022	1	Background & references pending on top candidate.
Deputy Director Finance		Finance	02/17/2022	02/24/2022	1	Application deadline: 3/20/22.
Administrative Support Specialist – Police .5 FTE		Police	3/14/2022	03/11/2022	1	Application deadline: 3/27/22.
Property Assessor III	CED	05/14/2022	N/A	1	Reviewing internal applications.	

TOTAL POSITIONS OPEN = 28 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	Vacating Position/Status
ALLISON	Systems Analyst	IT	9/6/2019	1	Using part-time temporary staffing to fill current need.
	Library Clerk – Regular Part Time	Library	12/21/2021	1	Internal transfer. Position on hold.
	Communication Specialist	Police	4/3/2022	1	Retirement. Evaluating position.
	HVAC Technician	PRFM	11/25/2020	1	Department evaluating position.

TOTAL POSITIONS ON HOLD = 4

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