

Recruitment Status Report

Updates thru 9/08/2022

HR Generalist	Position	Dept.	Date of Vacancy	Open Date	# of Openings	Status
Jessie	Operator I - DPW	DPW	06/13/22	06/13/22	1	Application deadline: 8/28/22. Panel Interviews: 9/14/22.
	Arborist	DPW	06/16/22	06/16/22	1	Application deadline: 8/28/22. Panel Interviews: 9/08/22.
	Electrical/Building Inspector	DPW	02/19/22	01/24/22	1	Application deadline: 10/30/22.
	Inspector - Plumbing	DPW	09/03/22	07/18/22	1	Application deadline: 8/21/22. Panel interview: 8/19/22.
	Managerial Accounting Coordinator	DPW	11/02/22	08/15/22	1	Panel Interviews: 9/16/22.
	Operator II - Water	DPW	09/09/22	08/29/22	1	Application deadline: 9/18/22.
	Maintenacne Specialist - Millwright	Utilities	08/25/22	08/15/22	1	Panel Interviews: 9/12/22.
	Instrument & Control Systems Technician	Utilities	09/17/22	08/19/22	1	Job offer accepted, start date 9/19/22.
	Communication Technician	VT	06/18/22	06/19/22	1	Application deadline: 10/02/22.
	Part Time Utility Worker - VT	VT	09/30/21	10/05/21	1	Application deadline: 10/02/22.
	Safety and Compliance Specialist	VT	N/A	05/06/22	1	Application deadline: 12/31/22.
	Bus Driver	VT	Multiple	N/A	5	Application deadline: 10/02/22.
	Part-Time Bus Driver	VT	N/A	N/A	N/A	Application deadline: 10/02/22. Conditional offer extended to one candidate.
Allison	Police Officer	Police	N/A	N/A	7+Elig.	Application deadline: 9/11. Conditional offer extended to 1 candidates. Chief interviews 9/14 & 9/15. Job Offer accepted start date 1/14/23. Backgrounds pending on 2 candidates.
	Community Service Officer (CSO)	Police	01/19/21	01/26/22	N/A	Backgrounds pending on 2 candidates.
	Library Clerk - Regular Part-Time	Library	12/21/21	06/14/22	1	Job offer accepted, start date 9/11/22.
	Administrative Support Specialist - Financials	Library	N/A	08/25/22	1	Application deadline: 9/18/22.
	Systems Administrator	IT	N/A	08/14/22	1	Job Offer accepted, start date 9/26/22.

Total Positions Open: 25

Total Eligibility Lists: 1

Positions on Hold

HR Generalist	Position	Dept.	Date of Vacancy	# of Openings	Status
Allison	Systems Analyst	IT	09/06/19	1	Using part-time temporary staffing to fill current need.
	Library Clerk - Regular Part-Time	Library	07/01/22	1	Internal transfer. Position on hold.
	Communication Specialist	Police	04/03/22	1	Department restructuring.
	Assistant Chief	Police	01/04/23	1	Internal promotion. Waiting for RTF.
	Training & Resource Development Specialist	Fire	01/04/23	1	Retirement. Waiting for RTF.
Jessie	HVAC Technician	PRFM	11/25/20	1	Department evaluating position.

Total Positions On Hold: 6

Note: Per Recruitment Policy, part-time non-benefited positions do not require authorization outside of the department. The Mayor has asked departments to scrutinize.