

**RECRUITMENT STATUS REPORT
UPDATES THRU 12-4-15**

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 Medical pending on one candidate Will re-advertise with 12/20/15 deadline
	PT Service Person	DPW	10/9/15	10/23/15	1	Background and references on final candidate
	Arborist	DPW	T O change adds one in 2016	T O Change	1	Will use eligibility list to fill vacancy approved for 1/2016 Medical pending
	Project Manager	PRFM	10/21/15	TO change apprvd 10/21/15	1	Interviews 12/11/15
	Facilities Manager	PRFM	9/18/15	TO change apprvd 10/21/15	1	Resignation of Mike Dietzen Interviews 12/7/15
	Grounds Manager	PRFM	1/2016	Pending	1	Anticipated retirement Interviews 12/17/15
	Grounds Coordinator	PRFM	1/2016	Pending	1	Anticipated retirement Testing 12/9/15 Interviews 12/22/15
	PT Comm Tech - VT	Valley Transit	10/2/15	9/17/15	1	Resignation of Andrew Harp Interviews 12/2/15 and 12/4/15
	PT Service Person - VT	Valley Transit	10/23/15	11/5/15	1	Daniel Kobussen starting 12/8/15
JAY	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	5+ Elig List	Backgrounds pending on five candidates
	Administrative Services Supervisor	Police	10/9/15	9/23/15	1	Cathy Allcox starting 12/21/15
	Personal Property Assessment Technician	Community Development	1/15/16	9/16/15	1	Lona Thelen start date 1/4/16 pending over-hire approval on 12/7/15
	Deputy City Clerk	Legal Services	7/10/15	7/6/15	1	Panel interviews 12/15/15
	Library Page Clerk – Half-time	Library	11/13/15	11/5/15	1	Linda Collison start date 1/4/16
	Library Assistant (6108 sub)	Library	NA	11/4/15	1	Hours currently being posted internally
	Operations Clerk	Library	10/14/15	11/17/15	1	Application deadline date 12/6/15
	Battalion Chief – Training Officer	Fire	TBD	10/26/15	1	Assessment process 12/10/15
	Library Page Clerk (6108)	Library	1/4/16	NA	1	Will draw from eligibility list
	Community Development Specialist	Community Development	12/11/15	Pending	1	Roxann Schmidt last day 12/11/15 Request to fill pending

TOTAL POSITIONS OPEN = 24 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
KIM	Bus Driver	Valley Transit	11/9/15	Pending	1	Transfer of Joe Meiller

TOTAL POSITIONS ON HOLD = 2 TOTAL ELIGIBILITY LISTS = 0