

Recruitment Status Report

Updates thru 4/21/2022

HR Generalist	Position	Dept.	Date of Vacancy	Open Date	# of Openings	Status
Jessie	Public Works Director	DPW	06/04/22	12/10/21	1	Employment Resource Group process started 02/04/22.
	Operator II	DPW	05/02/22	04/15/22	2	Panel interviews: 5/5/22.
	Arborist	DPW	04/04/22	03/17/22	1	Panel interviews: 5/5/22.
	Electrical/Building Inspector	DPW	02/19/22	01/24/22	1	Application deadline: 5/1/22. Panel interviews: 4/25/22.
	HVAC/Building Inspector	DPW	03/26/22	04/07/22	1	Application deadline: 05/15/22.
	Purchasing Clerk	DPW	03/31/22	04/07/22	1	Panel interviews: 4/20/22.
	Transit Operations Supervisor	VT	09/30/21	10/05/21	1	Application deadline: 5/29/22.
	Part Time Utility Worker - VT	VT	09/30/21	10/05/21	2	Application deadline: 6/30/22. Medical pending on 1 candidate.
	Bus Driver	VT	Multiple	N/A	9	Application deadline: 6/30/22. Background pending on 2 candidates. Medical pending on 3 candidates. Job offer accepted, start date pending due to CDL requirements for 2 candidates.
	Part-Time Bus Driver	VT	N/A	N/A	N/A	Application deadline: 6/30/22. Start date pending due to CDL requirements for one candidate.
Allison	Police Officer	Police	N/A	N/A	2+Elig.	Application deadline open. PFC interviews 04/26/22. Backgrounds pending on 1 candidate.
	Administrative Support Specialist – Police .5 FTE	Police	03/14/22	03/11/22	1	Panel Interviews: 04/21/22.
	Community Service Officer (CSO)	Police	01/19/21	01/26/22	N/A	Background pending on 5 candidates.
	Police Chief	Police	01/04/23	04/15/22	1	Application deadline: 5/29/22.
	Environmentalist	Health	04/14/22	04/20/22	1	Application deadline: 5/15/22.
	Weights & Measures Specialist Half-Time	Health	02/24/22	01/24/22	1	Job offer accepted, start date: 4/25/22.
	Budget and Accounting Manager	Finance	04/11/22	04/18/22	1	Application deadline: 5/8/22.
	Personal Property Assessment Technician	CED	05/14/22	03/11/22	1	Application deadline: 04/24/2022.
	City Assessor	CED	08/12/22	04/11/22	1	Application deadline: 05/01/2022.

Total Positions Open: 28

Total Eligibility Lists: 1

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

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	12/21/21	1	Internal transfer. Position on hold.
	Communication Specialist	Police	04/03/22	1	Department Restructuring .
	HVAC Technician	PRFM	11/25/20	1	Department evaluating position.
	Fire Protection Engineer	Fire	01/04/22	1	Department Restructuring.
	Payroll Coordinator	Finance	09/03/22	1	Retirement. Waiting for RTF.
	Purchasing Manager	Finance	08/06/22	1	Retirement. Waiting for RTF.

Total Positions On Hold: 7