

**RECRUITMENT STATUS REPORT
UPDATES THRU 6-19-15**

STAFF PERSON	POSITION	DEPT.	Date of Vacancy	RTF Approval Date	# of Openings	STATUS
KIM	Service Person	DPW	4/3/15	3/25/15	1	Resignation of Nick Rogan Application deadline date 6/14/15
	Engineering Tech	DPW	6/12/15	Pending	2	Resignation of Kurtis Geiger and resignation of Josh Felhofer Application deadline date 7/5/15
	Laborer	DPW	6/30/15	Pending	2	Resignation of Mike Wilson Promotion of Lance Wilkinson
	PT Bus Driver Eligibility List	VT	2/9/15 6/26/15	1/26/15 Pending	2 + Est. New Elig List	Vacancy of Elizabeth Kirk and Kari Boardman Medical pending on top candidate and references and background pending on 2 nd candidate
	PT Service Person	VT	4/20/15	4/15/15	1	Resignation of Chab Vue References pending on final candidate
	PT Communication Technician	VT	6/12/15 6/24/15	6/5/15 6/12/15	1	Resignation of Gwen Francart Resignation of Patrick Wells Second union posting down 6/18/15 Application deadline date 6/14/15
	Operator II – Sewer Crew	DPW	5/15/15	5/14/15	1	Tony Foytik resignation Will post internally after other internal process
	Arborist	DPW	6/2/15	T O Change	2	Mike Stanonik promotion Create eligibility list for additional arborist to start 2016 (from T.O. change) Testing 6/25/15 Interviews 7/7/15
	Master Mechanic	DPW	5/29/15	5/22/15	1	Michael Krejcarek starting 6/29/15
	Operations Crew Leader – Street	DPW	TO Change	TO Change	1	Lance Wilkinson promoted 6/22/15
	Operations Crew Leader – Water (2 nd shift) (position was previously Op II – Water)	DPW	3/5/15 TO Change	TO Change	1	Application deadline date 7/5/ 15
	Maintenance – Millwright	Utilities	5/26/15	5/15/15	1	Greg Tarlton vacancy Interviews 6/24/15
JAY	Police Officer	Police	5/4/15 6/9/15 6/4/15 7/3/15	4/15/15 5/19/15 5/26/15 5/19/15	4 + Elig List	Backgrounds pending on 3 candidates. Conditional offer extended to 1 candidate
	Community Service Officer	Police	NA	3/20/14	3 + Elig List	Conditional offer extended to 2 candidates and background pending on 1 candidate (candidate on military leave through August) Panel interviews 6/24/15
	Crossing Guard	Police	6/5/15	6/12/15	3 + Elig List	Application deadline date 7/5/1015
	Library Assistant (sub)	Library	NA	5/22/15	1 + Elig list	Panel interviews on 6/26/15
	Administrative Support Assistant	Police	Anticipated Vacancy	Re-org approved 6/17/15	1	Currently reviewing applications
	Operations Clerk	Library	5/20/15	5/28/15	1	Application deadline date 6/21/15
	Public Health Preparedness Coordinator	Health	7/17/15	Pending	1	Jonathon Lee resignation
	Forensic Evidence Specialist	Police	6/18/15	6/17/15	1	Larissa Asmus start date 6/18/15

TOTAL POSITIONS OPEN = 31 TOTAL ELIGIBILITY LISTS = 5

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	Administrative Assistant (Half-time)	Health	1/5/15	Dept. recommended not filling	1	Department recommended not filling
	Systems Analyst	IT	7/6/15	Hold	1	Department re-evaluating position
KIM	Operator I – Street	DPW	5/1/15	4/15/15	1	Rudy Borneman retirement Will run process in planned order in connection with TO change
	Operator I – Street	DPW	TO Change	TO Change	1	Working with department to fill TO change vacancies in a specific order
	Operator I – Storm Water	DPW	TO Change	TO Change	2	Working with department to fill TO change vacancies in a specific order

TOTAL POSITIONS ON HOLD = 6 TOTAL ELIGIBILITY LISTS = 0