

## Recruitment Status Report

*Updates thru 4/20/2023*

HR Generalist	Position	Dept.	Date of Vacancy	Open Date	# of Openings	Status
Jessie	HVAC Technician	PRFM	11/25/20	01/27/23	1	Application deadline: 4/23/23.
	Operations Crew Leader	DPW	04/17/23	04/14/23	1	Internal application deadline: 4/30/23.
	Administrative Support Specialist - MSB	DPW	04/22/23	04/10/23	1	Application deadline extended to 4/30/23.
	Engineering Technician	DPW	04/03/23	03/30/23	1	Application deadline: 4/23/23.
	Operator II - Sewer	DPW	04/03/23	03/27/23	1	Job offer accepted, start date: 4/24/23.
	Civil Engineer	DPW	04/01/23	03/09/23	1	Panel interviews: 4/18/23 & 4/19/23.
	Traffic Engineering Specialist	DPW	03/16/23	03/03/23	1	Application deadline: 4/23/23.
	Arborist	DPW	01/06/23	01/05/23	1	Application deadline: 5/07/23.
	Parking Enforcement Person	DPW	11/05/22	01/05/23	1	Job offer extended to top candidate.
	HVAC/Building Inspector	DPW	01/14/23	01/05/23	1	Application deadline: 4/23/23.
	Operations Supervisor (Safety Coordinator, Sewer Crew, Sweepers)	DPW	04/07/23	03/22/23	1	Job offer accepted, start date: 4/17/23.
	Service Person CEA & Parking	DPW	04/03/23	03/21/23	1	Panel interviews: 4/27/23.
	Relief Operator - Wastewater	Utilities	02/28/23	03/03/23	1	Application deadline: 4/23/23.
	Water Plant Operator	Utilities	03/11/23	03/03/23	1	Job offer accepted, start date: 6/25/23.
	Wastewater Plant Operator	Utilities	06/26/23	04/06/23	1	Application deadline: 4/23/23.
	Part Time Utility Worker - VT	VT	09/30/21	10/05/21	N/A	Application deadline: 6/04/23.
		Bus Driver	VT	Multiple	N/A	9
Part-Time Bus Driver		VT	N/A	N/A	N/A	Application deadline: 6/04/23.
Allison	Police Officer	Police	N/A	N/A	Elig.	PFC interviews: 5/22/23 & 6/26/23.
	Community Service Officer	Police	N/A	11/11/22	1	Conditional offers extended to 1 candidate. Job offer accepted, start date: 5/17/23.
	Firefighter	Fire	Multiple	09/03/22	2	PFC interviews: 4/24/23.
	Principal Planner	CED	02/27/23	03/03/23	1	2nd application deadline: 5/21/23. Panel interview: 4/21/23.
	Account Clerk I	Finance	03/20/23	03/06/23	1	2nd application deadline: open.
	ERP Systems Specialist	IT	02/04/23	02/10/23	1	Application deadline open. References pending on candidate.
	Library Page Clerk - Regular Part-time	Library	04/30/23	04/05/23	3	Application deadline: 4/23/23.

	Library Page	Library	N/A	03/31/23	1	Panel interviews: 4/25/23.
	Library Assistant Supervisor - Materials Management	Library	04/01/23	03/21/23	1	Background & references pending on top candidate.
	Library Assistant - Public Services (Sub)	Library	N/A	03/10/23	1	Background & references pending on top candidate.

**Total Positions Open: 37**

**Total Eligibility Lists: 1**

**Positions on Hold**

HR Generalist	Position	Dept.	Date of Vacancy	# of Openings	Status
<b>Allison</b>	Library Clerk - Regular Part-Time	Library	07/01/22	1	Internal transfer. Position on hold.
	Administrative Support Specialist	Police	03/14/23	1	Department evaluating position.
	Lead Communications Specialist	Police	06/06/23	1	Retirement. Pending RTF.
	Coordinated Entry Specialist	CED	04/03/23	1	Department evaluating position.
<b>Jessie</b>	Transit Maintenance Operations Supervisor	VT	03/25/23	1	Determining next steps.

**Total Positions On Hold: 5**

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