

# RECRUITMENT STATUS REPORT

## UPDATES THRU 8/5/2021

STAFF PERSON	POSITION	DEPT.	DATE OF VACANCY	# OF OPENINGS	STATUS	
KIM	Operator II - Street	DPW	4/3/21	1	Panel Interviews: 8/9/21.	
	Part Time Service Person	DPW	6/7/21	1	Panel Interviews: 8/23/21.	
	Operator II – Water Construction (PM Shift)	DPW	5/27/21	1	Panel Interviews: 8/23/21.	
	Arborist	DPW	7/9/21	1	Panel Interviews: 8/5/21.	
	Inspector - HVAC	DPW	9/1/21	1	Panel Interviews: 8/12/21.	
	Administrative Support Specialist (DPW)	DPW	7/29/21	1	Application Deadline: 8/8/21.	
	HVAC Technician	PRFM	1/5/21	1	Panel Interviews: 8/20/21.	
	Recreation Programmer	PRFM	7/29/21	1	Resignation. Determining next steps.	
	ALLISON	Bus Driver	VT	Multiple	8	Application Deadline: 9/26/21. Internal Transfer. Transfer date, 8/23/21.
		Part-Time Bus Driver	VT	N/A	N/A	Application Deadline: 9/26/21. Medical pending on 1 candidate. *Working with DPW/PRFM employees who may be interested in PT opportunity.
Transit Operations Supervisor		VT	8/23/21	1	Internal Transfer. Application Deadline: 8/22/21.	
Police Officer		Police	N/A	2 +Elig.	Backgrounds pending on 3 candidates. New Process Application Deadline: Open/Continuous.	
Community Service Officer (CSO)		Police	1/19/21	N/A	Application Deadline: Open/Continuous.	
Library Clerk – Regular Part Time		Library	8/9/21	1	Job offer accepted, start date 8/9/21.	
Library Page		Library	N/A	N/A	Application Deadline: 8/15/21.	
Health Officer		Health	6/5/21	1	Application Deadline: Open/Continuous. Second Panel Interview: 8/26/21.	
Account Clerk I		Finance	7/5/21	1	Panel Interviews: 8/6/21.	
Help Desk Analyst		IT	7/31/21	1	Application Deadline: 8/15/21.	
HR Generalist	HR	7/22/21	1	Application deadline 8/8/21.		
	Administrative Support Specialist - HR	HR	8/13/21	1	Resignation. Application Deadline: 8/15/21.	

**TOTAL POSITIONS OPEN = 28 TOTAL ELIGIBILITY LISTS = 1**

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***

<b>STAFF PERSON</b>	<b>POSITION</b>	<b>DEPT</b>	<b>Date(s) of Opening(s)</b>	<b># of Openings</b>	<b>Vacating Position/Status</b>
<b>ALLISON</b>	Systems Analyst	IT	9/6/19	1	Using part-time temporary staffing to fill current need.
	Information Technology Director	IT	5/5/21	1	Determining next steps.
	Fire Protection Engineer	Fire	1/4/22	1	Pending RTF and over hire approval.

***TOTAL POSITIONS ON HOLD = 3***

Note: Part time non-benefited positions do not (per Recruitment Policy) require authorization outside the department. The Mayor has asked departments to scrutinize.