

**RECRUITMENT STATUS REPORT  
UPDATES THRU 10/06/17**

STAFF PERSON	POSITION	DEPT.	Date of Vacancy	RTF Approval Date	# of Openings	STATUS
KIM	PT Bus Driver	VT	NA	NA	Flexible	Will keep process open with new flex schedule options Interviews 10/5/17
	Bus Driver	VT	5/2/17 7/6/17	5/23/17 9/20/17	1 1	Resignation of Todd Schafer Resignation of Flint Moua Application deadline 10/15/17
	Maintenance Operations Supervisor	VT	9/22/17	9/20/17	1	Application deadline 10/1/17 Interviews 10/10/17
	PT Serviceperson	VT	9/26/17	Pending	1	Resignation of Scott Pellegrini
	Facilities Plans and Records Specialist	PRFM	8/22/17	9/5/17	1	Application deadline date 10/1/17
	Laborer	DPW	8/7/19	5/31/17	1	Vacancy from earlier process Application deadline date 10/8/17
	Operator II Water – PM Shift	DPW	9/5/17	From lead vacancy and prev. OP II vacancy	1	Kyle Schroeder promoted 10/10/17
	Administrative Assistant .5 FTE	PRFM	8/25/17	8/22/17	1	Resignation of Julie Miskoviak References and background pending
JAY	Police Officer	Police	6/23/17 8/11/17 8/17/17 9/19/17 10/4/17	NA	5 + Elig list	Conditional offers extended to two candidates Background pending on one candidate Panel interviews 10/5/17 and 10/9/17 PFC interviews 10/11/17
	Crossing Guard (Regular and Alternate)	Police	NA	8/2/17	1	Background pending on one candidate
	Communication Specialist	Police	7/7/17	7/14/17	1	Top candidate withdrew Currently reviewing next steps
	Community Service Officer	Police	NA	8/16/17	1	Physical fitness testing 10/7/17
	Fire Fighter	Fire	9/9/17	9/11/17	1 + Elig list	Conditional offer extended and final steps pending Next round of panel interviews 10/16/17 and 10/17/17
	Customer Service Accounting Supervisor	Finance	9/7/17	8/9/17	1	Top candidate to industrial psychologist on 10/11/17
	Network Services Supervisor	Library	10/20/17	10/3/17	1	Application deadline date 10/22/17

**TOTAL POSITIONS OPEN = 19    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	Community Relations Specialist .5 FTE	VT	1/13/17	Pending	1	Resignation of Nikki Voeltzke Re-org approved by Council on 6/21/17 (to .5)
	Administrative Assistant .6 FTE	VT	6/28/17	RTF pending	1	Transfer of Laura VanHoorweghe

**TOTAL POSITIONS ON HOLD = 3**